



Public Record Office Standard

PROS 10/05

Authority

Retention & Disposal Authority for Records of VicRoads Road Management Functions

Version 2010

10/05

Issue Date: 07/05/2010

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A Victorian Government initiative



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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Name: GARY LIDDLE

Date: 26/04/2010

Position: Chief Executive

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the VicRoads Road Functions.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood

Date of Issue: 07/05/2010

Director & Keeper of Public Records

4 Acknowledgments


PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Gerry Flanagan and Kerrie De Jager (VicRoads)

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

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7 Retention & Disposal Authority

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.0.0 | <p>ROAD PLANNING AND CONSTRUCTION</p> <p>The planning and construction of Victoria’s state road network, that is, the arterial roads and freeways for which VicRoads is the responsible road authority under the <i>Road Management Act 2004</i>.</p> <p>A road is determined to be an arterial road or freeway if it provides a principle route for the movement of people and goods in major regions or centres or across or around cities; or is a major route for public transport services; or has state-wide economic or tourism significance; or provides necessary connections between arterial roads.</p> <p>Includes planning and construction of road reserves, road pavements, roadside landscaping, on- and off-ramps, intersections (signalised and not signalised), signage, and structures which include bridges, overpasses, underpasses, culverts, drains, and noise-walls.</p> <p>Excludes the planning and construction of tollways as defined in the <i>Melbourne City Link Act 1995</i> or that are planned, constructed and operated by a Freeway Corporation, as defined in s10 of the <i>EastLink Project Act 2004</i> except where VicRoads is involved in tollway ingress and egress.</p> | | |

| Retention & Disposal Authority | | | |
|---|---|--|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.0.0 cont. | <p>[For records of statewide transport planning public private partnerships and VicRoads policy, contracting-out activities, use the <i>General Retention & Disposal Authority for Records of Common Administrative Functions</i>]</p> <p>[For records of the materials used in road construction see Class 8.2.0.]</p> <p>[For records of geotechnical field work in relation to road construction, see Class 8.4.1.]</p> | | |
| 1.1.0 | <p>Road planning and evaluation</p> <p>Planning undertaken for the maintenance, upgrade, variation or extension of the State's freeway and arterial road network. Includes the evaluation of existing plans to determine their effectiveness.</p> | | |
| 1.1.1 | <p>Records documenting plans for road construction, road safety, traffic management, transport integration and asset management for Victoria's freeways and arterial roads. Includes plans for the upgrade of existing freeways (except freeway tollways) and arterial roads, and for the construction of new roads to be added to the network.</p> <p>Includes records documenting the planning rationale and process, summaries of consultation and submissions and the accepted feasibility studies.</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |

| Retention & Disposal Authority | | | |
|---|--|---|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.1.2 | <p>Records that facilitate the development of plans for Victoria’s freeways and arterial roads where the plans are for preferred road projects or road project options that were proceeded with.</p> <p>Includes records of draft plans, project proposals, business cases, feasibility studies and models, risk assessments, community consultation and technical resource planning.</p> <p>[For funding submissions see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>]</p> <p>[For feasibility studies that do not lead to work being carried out on the network, use Class 1.1.4.]</p> | <p>Temporary</p> <p>Destroy 10 years after plans are approved.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 1.1.3 | <p>Records documenting the measurement of the impact and effectiveness of plans for the network of Victoria’s freeways and arterial roads.</p> | <p>Temporary</p> <p>Destroy 20 years after administrative use has concluded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|--|--|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.1.4 | <p>Records documenting project proposals and feasibility studies undertaken for road projects or road project options which have not been proceeded with.</p> <p>Records include designs, modelling, calculations, technical reports and drawings.</p> <p>[For records of options that proceed to construction see Class 1.6.0 Road construction.]</p> | <p>Temporary</p> <p>Destroy 25 years after preferred project option is completed.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 1.2.0 | <p>Road declaration and registration</p> <p>The declaration and registration of the public roads for which VicRoads is the responsible road authority.</p> <p>Includes the classification and naming of the roads, the amendment or revocation of a declaration, and the discontinuance of a road or part of a road. Also includes the determination of a road project as a designated road project, that is, where VicRoads is temporarily assigned responsibilities as the road authority for sections of roads (that are not a freeway or an arterial road) for specified periods.</p> | | |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.2.1 | <p>Summary record of the public roads for which VicRoads is the responsible road authority.</p> <p>Includes the register of public roads maintained in accordance with the <i>Road Management Act 2004</i>.</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 1.2.2 | <p>Records documenting agreements which establish VicRoads as the responsible road authority for a public road.</p> <p>Includes records of agreements with municipalities or other road authorities regarding the sharing and / or transferral of road management functions and responsibilities for roads and / or parts of road reserves, as well as the determination of designated road projects.</p> <p>Includes records of any inspections of roads prior to transferral of road management functions and responsibilities and records of any disputes and/or appeals in relation to road management demarcation or declarations made by VicRoads.</p> | <p>Temporary</p> <p>Destroy 7 years after cessation of agreement.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.2.3 | Records documenting the declaration and gazettal of roads. Includes the classification of the road, change of status or the discontinuation of the road. | Temporary Destroy 7 years after Gazettal. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 1.3.0 | Planning scheme amendment reviews Reviews of proposed planning scheme amendments involving roads for which VicRoads is the responsible road authority. | | |
| 1.3.1 | Records documenting reviews of municipal planning scheme amendments, primarily in relation to road reservations. Reviews include reserving or placing Public Acquisitions Overlays (PAOs) for the future for freeways or arterial roads. | Temporary Destroy 15 years after Gazettal. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.4.0 | <p>Land surveying</p> <p>The surveying of land undertaken for the planning for road construction. Includes cadastral surveying (determining and defining land ownership and boundaries), subdivision and engineering surveying, photogrammetry (measurement of land by photography) and topographic mapping.</p> | | |
| 1.4.1 | <p>Records documenting land survey plans for the construction of roads. Includes field books.</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.4.2 | Records that facilitate the development of land survey plans for the construction of roads. Includes job books, stadia books, background research and working notes. | Temporary Destroy 5 years after survey plan is finalised. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 1.5.0 | <p>Road construction property acquisition</p> <p>The acquiring of properties to allow for road construction, known as Properties Acquired for Road Deviations (PARDs).</p> <p>[For all other activities related to property management, including completed property acquisitions and disposals, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> | | |

| Retention & Disposal Authority | | | |
|---|---|---|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.5.1 | Records documenting negotiations to acquire property to allow for road construction that result in the acquisition not proceeding or with the acquisition being deferred. [For records of completed property acquisitions and disposals see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i> , Classes 14.2.0 and 14.5.0.] | Temporary Destroy 50 years after last action. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 1.6.0 | Road construction The design and construction of roads for which VicRoads is the responsible road authority. | | |
| 1.6.1 | Records documenting the construction of new arterial roads or freeways or major upgrades of these roads. Includes final approved designs, specifications, calculations, laboratory reports, technical reports and construction drawings and 'as built' plans and drawings which may differ from approved design records. | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.6.2 | Records documenting minor construction works such as round-a-bouts, intersections, pedestrian crossings and road duplications (increasing from one carriageway to two). Includes final approved designs, specifications, calculations, laboratory reports, technical reports and 'as built' plans and drawings which may differ from approved design records. | Temporary Destroy 25 years after the road or road infrastructure is removed or replaced. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 1.6.3 | Records documenting the environmental risk and impact of road construction projects. Includes records documenting environmental monitoring and the remediation of contaminated sites. [For environmental specifications that are part of construction contracts see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>] | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.6.4 | Records documenting conservation activities undertaken as part of road construction projects. Includes records documenting efforts to protect and improve the extent and quality of native vegetation and habitat (known as environmental net gain). | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format. |
| 1.6.5 | Records that facilitate the design and construction of all roads, including environmental and conservation activities. Includes drafts, site and pavement investigations and materials sampling. | Temporary Destroy 25 years after completion of the construction project. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 1.6.6 | <p>Records documenting the auditing and surveillance of road construction projects against contractual requirements.</p> <p>Includes safety audits and surveillance of environmental conditions during construction.</p> | <p>Temporary</p> <p>Destroy 25 years after completion of the construction project.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|---|------------------------|----------------|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.0.0 | <p>ROAD SAFETY MANAGEMENT</p> <p>The development of road safety and accident prevention strategies and plans and the undertaking of road safety programs.</p> <p>Includes investigation of specific safety issues, development of road accident prevention practices and the collection and analysis of road accident statistics.</p> <p>[For inclusion of road safety measures in overall road planning and construction see Class 1.6.0 Road Construction.]</p> <p>[For policy and procedures, funding approvals, legislation development, committee records and publications see <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p> | | |
| 2.1.0 | <p>Road safety planning</p> <p>The development of road safety strategies and plans for Victoria.</p> | | |

| Retention & Disposal Authority | | | |
|---|--|--|---|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.1.1 | Records documenting plans to improve road safety and to enable safe and responsible road use in Victoria. Includes joint plans with other government agencies relating to the design and construction of safer roads, vehicle safety and road user safety to reduce accidents and crashes on Victorian roads. | Permanent Retain as State Archives. | Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format. |
| 2.1.2 | Records that facilitate the development of road safety plans. Includes draft plans and records of input and advice from other government agencies, road safety research bodies and the community. | Temporary Destroy 10 years after plans are approved. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 2.2.0 | Road safety program management The development and implementation of road safety programs, initiatives and campaigns to reduce the number of accidents on Victorian roads. | | |

| Retention & Disposal Authority | | | |
|---|---|---|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.2.1 | <p>Records documenting road safety programs, initiatives and campaigns relating to areas such as safer roads and roadsides, safer vehicles and safer road users.</p> <p>[For records of the implementation, monitoring and evaluation of road safety programs that are included in VicRoads strategic plans see Class 1.1.3.]</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 2.2.2 | <p>Records documenting the development of road safety informational and promotional material supporting road safety policy and programs.</p> <p>[For published road safety material that is available to the general public and to the transport industry, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | <p>Temporary</p> <p>Destroy 10 years after developed material has been approved and published.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.3.0 | <p>Transport safety enforcement and compliance</p> <p>The enforcement of regulations to improve heavy vehicle road safety and to protect roads and bridges from damage from abnormal, over-mass and over-size loads and heavy vehicles.</p> <p>Includes industry liaison, education and enforcement, such as the issuing of fines for non-compliance.</p> <p>[For the issuing of permits related to over-mass and over-size load movements see <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing.</i>]</p> | | |
| 2.3.1 | <p>Records documenting the enforcement of road transport infringements and penalties for abnormal, over-mass and over-size loads and heavy vehicles. Includes offence reports, penalty and defect notices and records relating to any investigations relating to breaches of regulations.</p> | <p>Temporary</p> <p>Destroy 7 years after conclusion of investigation and/or prosecution.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|--|---|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 2.3.2 | Records documenting the monitoring of heavy vehicles on roads to ensure safety. Includes records of patrols of freeways and arterial roads, surveys undertaken of potential routes of a heavy vehicle to ensure the vehicle will be able to travel safely, and records documenting the provision of a VicRoads escort to a heavy vehicle whilst travelling. | Temporary Destroy 7 years after administrative use has concluded. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
|---|--|------------------------|----------------|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.0.0 | <p>ROAD INSPECTION AND MAINTENANCE</p> <p>The inspection and maintenance of roads in accordance with the <i>Road Management Act 2004</i>.</p> <p>Includes the development and implementation of the annual Road Management Plan.</p> <p>[For the tendering and management of contracts for road inspection and maintenance see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For commissioned photographs of roads that illustrate surrounding landscape, see Publications in the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> | | |
| 3.1.0 | <p>Maintenance planning</p> <p>The planning of road maintenance activities. Includes the development of a plan to inspect, maintain and repair the public roads for which VicRoads is the responsible authority.</p> | | |

| Retention & Disposal Authority | | | |
|---|--|---|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.1.1 | <p>The annual Road Management Plan as required by the <i>Roads Management Act 2004</i>. The plan includes details of the road inspection, maintenance and repair activities to be carried out; the policies, procedures and standards adhered to; and the asset management practices and priorities.</p> <p>[For records of submissions about road maintenance from interested third parties, such as municipalities, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 3.1.2 | <p>Records that facilitate the development of the annual Road Management Plan. Includes reviews, submissions, proposed amendments, drafts and any reports summarising the findings and conclusions of reviews.</p> | <p>Temporary</p> <p>Destroy 10 years after the Plan is approved.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.1.3 | <p>Records documenting the provision of advice to municipalities for the development of their respective Traffic Management Plans, as required by the <i>Road Management Act 2004</i>.</p> <p>Includes records regarding demarcation of maintenance and operational responsibilities.</p> | <p>Temporary</p> <p>Destroy 5 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 3.2.0 | <p>Maintenance surveys and inspections</p> <p>The undertaking of periodic inspections and surveys of road conditions which inform both maintenance planning and the execution of road maintenance.</p> | | |
| 3.2.1 | <p>Records documenting formal surveys conducted on roads and road structures (e.g. pavements and bridges) with the aim of monitoring changes to general condition or status across the road network.</p> <p>Includes records that document the planning and execution of road infrastructure condition surveys. Also includes data and information collected as part of the condition survey including workbooks, photographs and recordings of moving images.</p> <p>Excludes commissioned photographs of roads that illustrate surrounding landscape.</p> | <p>Temporary</p> <p>Destroy 50 years after the road or road infrastructure is removed or replaced.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
|---|--|--|--|
| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.2.2 | Records documenting periodic or cyclic inspections of roads to determine condition and any maintenance or repair requirements. | Temporary Destroy 25 years after the road or road infrastructure is removed or replaced. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 3.3.0 | Maintenance The maintenance and repair of roads in accordance with the Road Management Plan. [For records of the materials used in road maintenance see Class 8.2.1.] [For records of geotechnical field work in relation to road maintenance, see Class 8.4.1.] | | |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.3.1 | <p>Records documenting maintenance undertaken on roads or road structures that is planned in advance and carried out on an annual or longer-term basis in accordance with VicRoads programmed maintenance.</p> <p>Includes rehabilitation such as restoring a road or road structure to as close to its original condition as is feasible and periodic maintenance, such as works intended to slow deterioration.</p> <p>Includes records of inspections associated with the delivery of programmed maintenance.</p> | <p>Temporary</p> <p>Destroy 50 years after programmed maintenance activity completed.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 3.3.2 | <p>Records documenting minor or routine maintenance or repairs of roads or road structures.</p> <p>Includes records of inspections that identify defects and hazards and records of minor repairs such as pothole repairs, line marking, crack sealing, grass cutting, litter collection, sign cleaning, and drain clearing.</p> <p>Also includes surveillance managers' diary entries, contractor inspection reports and associated data.</p> | <p>Temporary</p> <p>Destroy 15 years after routine maintenance activity completed.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 3.3.3 | Records documenting onsite surveillance and audits of maintenance work that is undertaken against contracted terms and conditions. | Temporary Destroy 25 years after completion of the construction project. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.0.0 | <p>TRAFFIC MANAGEMENT</p> <p>The planning and management of the movement and integration of passenger and light vehicles, road-based public transport, motorcycles, heavy vehicles, bicycles and pedestrians on roads for which VicRoads is the responsible road authority.</p> <p>[For publications related to Traffic Management see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | | |
| 4.1.0 | <p>Traffic management planning</p> <p>Traffic management planning for roads for which VicRoads is the responsible road management authority.</p> | | |
| 4.1.1 | <p>Records documenting traffic management and network operating plans for managing the flow and distribution of traffic on roads.</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.1.2 | Records that facilitate the development of traffic management and network operating plans. Includes reviews, submissions, drafts and any supporting reference material. | Temporary Destroy 10 years after plans are approved. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 4.2.0 | Road access and use management The management of access to and use of roads for which VicRoads is the responsible road authority. Includes the determination of speed zones. | | |
| 4.2.1 | Records documenting the review of planning permit applications that may affect the flow of traffic on an arterial road or freeway. Includes the advice provided to the agency responsible for issuing the permit and whether or not VicRoads assents to applications. Also includes any special conditions on the permit. | Temporary Destroy 15 years after permit advice is provided. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.2.2 | Records documenting the issuing of permits for permanent or temporary signage on road reserves, for the purposes of advertising, tourism or providing information. Includes applications and permits. | Temporary Destroy 10 years after permit period ceases. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 4.2.3 | Records of unsuccessful applications for permits for permanent or temporary signage on road reserves, for the purposes of advertising, tourism or providing information. Includes applications and the decision. | Temporary Destroy 3 years after date of decision. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.2.4 | Records documenting the determination of speed zones for roads. Records include supporting rationale for speed zone recommendations and approval documentation. | Temporary Destroy 15 years after speed zone change is superseded. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 4.2.5 | Records documenting speed zones recommendations that are not proceeded with. Records include supporting rationale for speed zone recommendations. | Temporary Destroy 5 years after decision. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.2.6 | <p>Records documenting the provision of traffic management advice to municipalities and other stakeholders.</p> <p>Includes VicRoads advice for temporary or local traffic management plans, such as plans related to a community event that will affect traffic.</p> | <p>Temporary</p> <p>Destroy 5 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 4.2.7 | <p>Records documenting calculations for abnormal and over-mass loads and over-size vehicles.</p> <p>Includes records of route plans and recommendations in support of over-mass and over-size permit applications.</p> <p>[For permits related to over-mass and over-size load movements see <i>Retention and Disposal Authority for Records of Vehicle Registration and Driver Licensing.</i>]</p> <p>[For infringements and prosecutions related to abnormal, over-mass and over-size loads and vehicles see Class 2.3.0.]</p> | <p>Temporary</p> <p>Destroy 15 years after administrative use has concluded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.2.8 | <p>Records documenting the assessment of requests by utility providers (telecommunications, gas, electricity, water supply, sewerage, drainage) to undertake works on road reservations.</p> <p>Records include advice notices and/or approval of the location of proposed works, such as a pipeline or power service location within the road reserve.</p> | <p>Temporary</p> <p>Destroy 10 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 4.2.9 | <p>Records documenting the assessment of applications from third parties such as event organisers, subdivision developers or emergency services, to undertake works on roads and road reserves.</p> <p>Includes details of site plans and traffic interruptions, decision on application to consent or not and any conditions imposed.</p> | <p>Temporary</p> <p>Destroy 10 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 4.3.0 | <p>Traffic management operations</p> <p>The management of traffic flow on roads for which VicRoads is the responsible road authority</p> | | |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 4.3.1 | <p>Records of the operation of traffic management systems that measure traffic flow, control signals, automated signage and closed circuit television (CCTV) cameras.</p> <p>Includes logs of calls from road users, diversion plans (in the event of an incident), systems data and operational reports.</p> <p>[For incident management see Class 6.0.0.]</p> | <p>Temporary</p> <p>Destroy 5 years after administrative use has concluded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 5.0.0 | <p>TRAINING</p> <p>The provision of training on technical and engineering elements of road design, road safety and traffic management.</p> <p>Includes development of training materials and the delivery and assessment of training.</p> | | |
| 5.1.0 | <p>Technical and engineering training</p> <p>The development, delivery and evaluation of specialist technical and engineering training.</p> <p>Includes training in the areas of road construction, geotechnical, pavement technology, road safety, roadside engineering, roadway engineering, structures and traffic engineering.</p> | | |
| 5.1.1 | Records of training curricula and course materials. | <p>Temporary</p> <p>Destroy 25 years after training material superseded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 5.1.2 | Records documenting the development of training curricula and course materials. Includes drafts and supporting material. | Temporary Destroy 5 years after training material finalised. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 5.1.3 | Records documenting the attendance of participants at training courses. | Temporary Destroy 7 years after course delivered. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 5.1.4 | Records that facilitate the delivery of training programs. Includes arrangements for the provision of training, surveys conducted to assess training needs and course evaluations. | Temporary Destroy 2 years after date of training. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 6.0.0 | <p>EMERGENCY AND INCIDENT MANAGEMENT</p> <p>The planning for and response to emergencies and incidents. Includes coordination with other state government agencies and VicRoads contribution to the Victorian Government procedures and emergency communications networks.</p> <p>Includes emergencies that require large-scale multi-agency response and incidents that involve road users. Also includes emergencies that are as a result of construction or maintenance activities or result in environmental contamination.</p> <p>[For VicRoads contribution to Victorian Government Emergency Management planning, policies and procedures see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For VicRoads input to, or participation in, emergency or incident inquiries or investigations see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | | |
| 6.1.0 | <p>Emergency Management Planning</p> <p>The planning of responses to emergencies where coordination with external stakeholders and other government agencies is required.</p> <p>Includes VicRoads contribution to State of Victoria emergency management policies and procedures and participation in emergency exercises.</p> | | |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 6.1.1 | Records documenting the VicRoads Emergency Management Plan. Includes associated guidelines and any approval documentation. | Temporary Destroy 5 years after plan is superseded. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 6.1.2 | Records that facilitate the development of the VicRoads Emergency Management Plan. Includes drafts and supporting reference material. | Temporary Destroy 2 years after plan is finalised. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 6.1.3 | Records documenting the participation in joint emergency management exercises, scenario tests and training involving multiple government agencies. Includes exercise materials, attendance lists and evaluation reports. | Temporary Destroy 5 years after last action. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |
| 6.2.0 | Incident and emergency response The responding to incidents and emergencies including minor traffic related incidents, environmental incidents and major emergencies. [For procedures related to Emergency Response and for records of incident management operations, including operational rostering and patrolling records see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>] | | |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 6.2.1 | <p>Records logging the attendance to both emergencies and incidents and actions taken in response to these events.</p> <p>Road and traffic emergencies are events that may require the coordination of multiple agencies for response and recovery, and / or that may attract significant media attention, and / or may take more than 24 hours to recover, and / or may affect a large number of people. Emergencies include chemical spills, level-crossing accidents, wildfire, flood, major infrastructure failures (such as bridge/tunnel collapse) or major vehicle collisions.</p> <p>Road-based incidents are events that may result in an urgent response from VicRoads (alone, or with the emergency services) but which do not impact the wider community, are easily rectified and attract little or no media attention. Incidents include the removal of debris, clearance of broken down vehicles, related safety hazards and local traffic management.</p> <p>Includes attendance and activity logs and data in logging systems.</p> | <p>Temporary</p> <p>Destroy 10 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 6.2.2 | <p>Records documenting significant environmental emergencies and incidents that require intense and/or long-term evaluation, monitoring and remediation by VicRoads and / or result in changes to policy and practices.]</p> <p>Environmental emergencies and incidents include major chemical contamination, spills or pollution and remedial action includes that done in conjunction with other agencies.</p> | <p>Permanent</p> <p>Retain as State Archives</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 6.2.3 | <p>Records of the management of minor environmental incidents and clean up operations that are able to be managed by VicRoads.</p> <p>Includes minor environmental incidents on construction sites or during maintenance works.</p> | <p>Temporary</p> <p>Destroy 10 years after last action.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 7.0.0 | <p>RESEARCH</p> <p>The conduct of research into road design, road safety, traffic management, geotechnology and road materials in cooperation with external research organisations.</p> <p>Geotechnical research includes research into the behaviour of earth materials, investigations of existing subsurface conditions and materials; determining their physical/mechanical and chemical properties, researching risks posed by site conditions and research into earthworks and structure foundations.</p> | | |
| 7.1.0 | <p>Conducting research</p> <p>The conduct of research that aims to lead and inform the development of standards and guidelines and support the activities of VicRoads.</p> <p>Includes the collecting, managing and analysing of road safety statistics and collaboration with external bodies on analysis and research.</p> <p>[For reporting of road safety statistics see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | | |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 7.1.1 | <p>Research reports relating to specific areas of research that inform policy, standards and practice. Includes records relating to the publication or final presentation of results of research programs or projects.</p> <p>Also includes records relating to the collection, management and analysis of road safety statistics covering fatalities, injuries, accidents and property damage. Records include raw and interpreted data, injury and fatality reports, performance indicators and accident and crash definitions.</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |
| 7.1.2 | <p>Records that facilitate the development of research reports. Includes statistics and reference materials that have been analysed and reproduced in reports.</p> | <p>Temporary</p> <p>Destroy 25 years after administrative use has concluded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.0.0 | <p>DESIGN STANDARDS, SPECIFICATIONS AND MATERIALS MANAGEMENT</p> <p>The undertaking of technical design and the establishing of standards and specifications for roads, road structures and road materials.</p> <p>[For publications related to standards, design and materials, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | | |
| 8.1.0 | <p>Design standards management</p> <p>The development of road and traffic design standards applicable to all construction and maintenance activities.</p> <p>Includes standards for the design of roads, intersections, on- and off-ramps, signage, drainage, landscaping, bridges and other major infrastructure.</p> <p>Includes detailed traffic engineering standards for lighting, pedestrians, bicycles, level crossings, parking, intersections and safety barriers.</p> <p>Also includes vehicle engineering standards.</p> <p>[For VicRoads contribution to the development of Australian Standards see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For general research that leads to the development of standards see Class 7.0.0.]</p> | | |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.1.1 | <p>Records of final approved standards for the design, construction and maintenance of roads. Also includes road safety (vehicle engineering) standards, including areas such as bullbars, child restraints, drivers field of view, liquefied petroleum gas (LPG) conversions, window tinting and mass and dimension limits.</p> <p>Records include approval documentation and associated guidelines, procedures, drawings, specifications and records relating to key reviews and key decisions during the design process.</p> <p>Includes design specifications for maintenance and construction contracts.</p> <p>[For records of contracts and contracting see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For records relating to submissions to and/or participation in external bodies such as the National Transport Commission or the Australian Motor Vehicle Certification Board (such as Australian Design Rules, Regulatory Impact Statements) see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For publications such as Vehicle Standards Information Bulletins see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> | <p>Permanent</p> <p>Retain as State Archives.</p> | <p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.1.2 | <p>Records that facilitate the development of standards, guidelines, procedures, drawings and specifications for the construction and maintenance of roads.</p> <p>Includes proposals, submissions and drafts.</p> <p>Also includes maintenance specifications and surveillance plans associated with maintenance contracts.</p> | <p>Temporary</p> <p>Destroy 10 years after standards are approved.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 8.2.0 | <p>Materials management</p> <p>The setting and maintaining of standards for the materials used in the construction and maintenance of roads. Includes materials specifications, warranties and performance criteria.</p> <p>Also includes regular checking of the equipment to measure quality of materials and of the suppliers of materials.</p> | | |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.2.1 | <p>Records documenting performance and warranty information for materials used for road construction and maintenance.</p> <p>Includes materials specifications, performance criteria and warranty details.</p> | <p>Temporary</p> <p>Destroy 10 years after the material warranty period has expired.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |
| 8.2.2 | <p>Records documenting the accreditation of materials used for construction and maintenance prior to use. Includes the testing, safety assessment, surveillance and auditing of materials.</p> <p>Includes records of the monitoring and accreditation of suppliers of raw and manufactured materials (such as asphalts, concretes, crushed rock) and pre-constructed or formed components as well as the monitoring and accreditation of suppliers of technical measurement and monitoring instruments.</p> | <p>Temporary</p> <p>Destroy 15 years after audits undertaken.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

| Retention & Disposal Authority | | | |
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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.3.0 | Technical advice The provision of technical advice in relation to road construction and maintenance. | | |
| 8.3.1 | Records documenting requests and provision of advice within VicRoads on technical design, geotechnology, pavement technology and materials options for road construction and maintenance. | Temporary Destroy 20 years after advice provided. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 8.4.0 | <p>Geotechnical investigations and monitoring</p> <p>The conducting of geotechnical investigations and monitoring. Includes investigations into the road environment, pavements and materials and the monitoring of the quality of road construction and maintenance materials as they are used.</p> | | |
| 8.4.1 | <p>Records documenting geotechnical field work carried out for investigatory and monitoring purposes. Includes construction site and pavement investigations and materials, soil, rock and groundwater sampling.</p> <p>Records include investigation specifications, field reports, chemical analyses, detailed test results, laboratory and test reports.</p> | <p>Temporary</p> <p>Destroy 20 years after investigatory or analytic use has concluded.</p> | <p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p> |

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| CLASS NO. | DESCRIPTION | DISPOSAL ACTION | |
| | | STATUS | CUSTODY |
| 9.0.0 | MANAGEMENT OF PROPERTY ENQUIRIES The responding to enquiries from the public regarding VicRoads' interest in properties to establish whether VicRoads has any plans regarding a property, normally as part of a Vendors (Section 32) Statement. | | |
| 9.1.0 | Property Enquiries The responding to enquiries from the public regarding VicRoads' interest in a property. | | |
| 9.1.1 | Records documenting the receipt, handling and responding to enquiries from the public regarding any interest VicRoads may have in a property. Records include the Property Enquiry Application Form and any attachments to that form as well as any correspondence or evidence of interaction with the enquirer. | Temporary Destroy 20 years after property enquiry has been responded to and closed. | Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction. |

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