



Public Record Office Standard

PROS 10/11

Authority

Retention & Disposal Authority for Records of the Country Fire Authority

Version 2010

10/11

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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: **Mick Bourke**

Date: 26/07/2010

Position: **Chief Executive Officer**

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 Country Fire Authority.

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: 29/07/2010

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:

Michael Wootten
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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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>FIRE & EMERGENCY PREVENTION</p> <p>The development and use of regulatory, strategic and service measures to eliminate or minimise fire and emergency incidents including wildfires, structure fires, transport related fires and other emergency incidents including floods.</p>		
1.1.0	<p>DANGEROUS GOODS</p> <p>The identification, management, handling and reporting of dangerous goods and other major hazards. Dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising, radioactive, biological, water reactive or gases under pressure or liquefied.</p> <p>Includes assisting industry comply with the <i>Dangerous Goods (Storage and Handling) Regulations 2000</i> and <i>Occupational Health and Safety (Major Hazard Facilities) Regulations 2000</i>.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.1	<p>Records documenting dangerous goods reports provided to the occupier of premises relating to the management and storage of dangerous goods and/or the establishment of a fire protection system for the premises.</p> <p>Records include application forms, approvals, site plans, fire safety studies, correspondence and advice reports.</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>
1.1.2	<p>Records documenting dangerous goods site inspections undertaken as a result of notification or complaints from the public, staff or other agencies. Includes any subsequent follow up action regarding potentially dangerous situations or suspected non compliance with the <i>Dangerous Goods Act</i> 1985 as well as any other ongoing liaison with the site.</p>	<p>Temporary</p> <p>Destroy 15 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>
1.2.0	<p>Fire permits</p> <p>The issuing of permits to business, agencies or individuals to allow the lighting of fires and/or fireworks during Fire Danger Periods or on days of Total Fire Ban.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.1	Records documenting applications for permits to light fires, fireworks or activate equipment that creates fire or sparks during Fire Danger Periods or on days of Total Fire Ban. Includes records of tasks associated with authorisation such as inspections to check hazard reduction. Includes unsuccessful applications.	Temporary Destroy 7 year after the application is received.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.3.0	<p>Land Use Planning</p> <p>Contributions made to the Strategic and Statutory Land Use Planning process under the <i>Planning and Environment Act 1987</i> and the associated Victoria Planning Provisions.</p> <p>Includes input as a referral authority in all municipal planning schemes for subdivisions that create a road and for those affected by a Wildfire Management Overlay, which forms part of the municipal planning scheme identifying areas considered to be at particular risk from wildfire due to vegetation, slope and climatic conditions.</p> <p>[For records of planning policy and for publications related to Wildfire Management Overlays, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.1	<p>Records documenting planning permits received from municipalities for comment and approval.</p> <p>Includes requests for comment from the body issuing the permit, any advice to the issuing body and any special conditions regarding the issuance of the permit.</p>	<p>Temporary</p> <p>Destroy when all statutory requirements are fulfilled.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
1.3.2	<p>Records documenting submissions relating to the amendment of municipal planning schemes. Includes amendments in respect to the municipal Wildfire Management Overlay.</p>	<p>Temporary</p> <p>Destroy when all statutory requirements are fulfilled.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
1.4.0	<p>Property Assessment</p> <p>The assessment of public and private property in accordance with standards, regulations and legislation to ensure the property is protectable against fire and emergency incidents.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.1	Records documenting the assessment of property. Includes assessment documentation and compliance reports.	Temporary Destroy when property is demolished or removed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.5.0	Structural Fire Safety Management The regulation and reporting on fire safety matters within public and private buildings and structures. Includes the issuing of occupancy permits and inspection, maintenance and evaluation reports and the provision of advice relating to building fire safety, fire extinguishers, hose reels and hydrants.		
1.5.1	Records documenting the issuing of building and occupancy permits and reports related to fire safety for public and private buildings and structures.	Temporary Destroy when building or structure is demolished or removed.	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
1.5.2	Records documenting safety inspections of public and private buildings and structures. Includes inspection reports and recommendations.	Temporary Destroy when building or structure is demolished or removed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.6.0	Municipal Liaison The provision of advice and assistance on policy, planning, leadership, standards for training and best practice to municipalities in fire prevention and the development of Municipality Fire Prevention Plans (MFPP). Includes representation on regional and municipal fire prevention committees and audit responsibility for Municipal Fire Prevention Plans.		
1.6.1	Records documenting assistance provided to municipalities in the development of Municipal Fire Prevention Plans. Includes guidelines for the development of the plans and advice on risk management and fire-related hazards.	Temporary Destroy 15 years after plan superseded.	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
1.6.2	Records documenting audits of Municipal Fire Prevention Plans. Audits are required to be performed at least once every three years to assess whether plans comply with the requirements of the <i>Country Fire Authority Act 1958</i> and <i>Country Fire Authority Regulations 2004</i> .	Temporary Destroy 15 years after audit was undertaken.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.7.0	Fire Equipment Management (FEM) The servicing, inspection and maintenance of fire equipment by the agency's commercial service to the public and private enterprise on a fee for service basis. Includes the sale of fire equipment to the public. [For tendering and commercial arrangements with customers and for the sub-contracting of Fire Equipment Management, see the General Retention and Disposal Authority for Records of Common Administrative Functions].		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.7.1	<p>Records documenting the supply, service, inspection and maintenance of fire equipment, including fire extinguishers, fire blankets, fire hoses and reels, provided to the public and private enterprise.</p> <p>Includes records of the sale of fire equipment such as extinguishers, hoses and blankets to the public.</p>	<p>Temporary</p> <p>Destroy 15 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>
1.8.0	<p>Research and Development</p> <p>The study, research and enquiry into the area of fire and emergency prevention contributing to the development of projects, standards, guidelines and other measures to eliminate or minimise fire and emergency incidents.</p>		
1.8.1	<p>Final reports or findings of research relating to fire and emergency prevention which lead to significant change to training, procedures, policy or legislation.</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
1.8.2	Final reports or findings of research projects relating to fire and emergency prevention, which have limited or no impact on training, procedures, policy or legislation.	Temporary Destroy 15 years after release of final report or findings.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.8.3	Working papers and administrative records of research. Includes correspondence facilitating research, laboratory analyses, field work, raw data, samples and processed or interpreted data.	Temporary Destroy 10 years after research 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
2.0.0	<p>FIRE & EMERGENCY PREPAREDNESS</p> <p>The development and implementation of measures to ensure that, should a fire such as a wildfire, structure fire or transport related fire or emergency incident such as a flood occur, communities, resources and services are capable of responding to, and coping with, the effects. Includes emergency management and planning, community education and development, fire and emergency service facility inspections, the establishment of fire and emergency standards and the monitoring of adherence to these standards.</p>		
2.1.0	<p>Emergency Management</p> <p>The development of plans, structures and arrangements to reduce the risk of fire and emergency incidents and reduce the effect on the community. Includes measures to improve safety in the community.</p> <p>[For records of Emergency Management planning committees, policies, procedures, manuals and interagency agreements see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.1	<p>Final integrated statewide and regional fire management strategies and plans where the agency is leading the development.</p> <p>[For records of municipal fire plans, see the Retention and Disposal Authority for Records of Local Government Functions].</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>
2.1.2	<p>Interagency fire and emergency management procedures where the agency is leading the development. Includes final version and approval records.</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
2.1.3	Records documenting the development of interagency fire and emergency management procedures. Includes drafts, reference materials, responses and supporting papers.	Temporary Destroy 5 years after procedures superseded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.1.4	Records documenting agency participation in joint emergency management exercises/ scenario tests prepared by other agencies, including both emergency services and non-emergency services agencies. Includes exercise materials, attendance lists and evaluation reports.	Temporary Destroy 7 years after emergency management exercise conducted.	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
2.2.0	<p>Community Safety and Development</p> <p>The development and delivery to the community of safety programs and campaigns which aim to achieve better public safety outcomes in fire or emergency incidents.</p> <p>[For records related to policy input and development, interagency agreements, community meetings and media campaigns, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
2.2.1	<p>Records documenting final and approved community safety programs, campaigns and incidents. Includes final approved program plans and guidelines.</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
2.2.2	<p>Records documenting the development of community safety programs, including supporting materials.</p> <p>Includes master sets of program materials, procedures, handbooks, checklists, web pages, physical materials, training materials, program outlines, lecture notes, hand-outs, films and videos, posters, photographs, brochures, newsletters, clippings, slides, negatives and scripts.</p>	<p>Temporary</p> <p>Destroy 7 years after program concludes.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.2.3	<p>Records documenting the review and evaluation of community safety programs.</p>	<p>Temporary</p> <p>Destroy 7 years after program review and/or evaluation.</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
2.3.0	<p>Brigade Inspections</p> <p>The monitoring and official examination of fire and emergency service brigades' state of preparedness. Includes the inspection of brigades and the monitoring and review of brigade policies, procedures, fire stations, vehicles, equipment and protective clothing.</p> <p>[For OH&S guidelines and inspections, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
2.3.1	<p>Final reports or findings of inspections, including recommendations, on the activities of brigades to determine the brigades state of efficiency and/or preparedness.</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
2.3.2	Records documenting brigade inspections and reviews used to produce the final report on the brigades state of efficiency and/or preparedness. Includes inspection notes, completed questionnaires and the development of any recommendations.	Temporary Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.3.3	Records documenting the development and finalisation of questionnaires used for brigade inspections and preparedness monitoring.	Temporary Destroy 7 years after questionnaire superseded.	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
2.4.0	<p>Research and Development</p> <p>The study, research or enquiry into the area of fire and emergency preparedness, contributing to the development of projects, standards, guidelines and other measures to eliminate or minimise fire and emergency incidents.</p> <p>Includes research into emergency management and planning, community education, fire and emergency service facilities and fire and emergency standards and monitoring.</p>		
2.4.1	<p>Final reports or findings of research relating to fire and emergency preparedness which lead to significant change to training, procedures, policy or legislation.</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
2.4.2	Final reports or findings of research projects relating to fire and emergency preparedness, which have limited or no impact on training, procedures, policy or legislation.	Temporary Destroy 15 years after release of final report or findings.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.4.3	Working papers and administrative records of research. Includes correspondence facilitating research, laboratory analyses, field work, raw data, samples and processed or interpreted data.	Temporary Destroy 10 years after research 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>FIRE & EMERGENCY RESPONSE AND RECOVERY</p> <p>The development and implementation of strategies and services to control, limit or modify the consequences of a fire or emergency incident, to return the agency to a state of preparedness after emergency situations and to support affected individuals and communities in their reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.</p> <p>Includes the implementation of emergency plans and procedures; the issuing of emergency warnings; the mobilisation of resources in response to emergency incidents; the suppression of hazards (for example, fire containment); the provision of immediate medical assistance and relief; search and rescue; critical incident stress debriefing; the salvage and restoration of the emergency site to a safe state; the restoration of essential services; counselling programs; temporary housing; long term medical care; and public health and safety information.</p> <p>Also includes specialist response activities including: confined space rescue; trench rescue; high angle rescue; road accident rescue; industrial rescue; urban search and rescue (USAR); aviation response; marine response; hazardous materials response; and chemical, biological, radiological (CBR) response.</p> <p>[For records of fire & emergency response and recovery activities presented as evidence at Royal Commissions, government or coronial inquiries, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.0	<p>Warnings</p> <p>The issuing of warnings to the community in response to seasonal, weather and other conditions and in advance of potential incidents and the issuing of specific warnings to the community immediately preceding, and during, incidents.</p>		
3.1.1	<p>Records documenting the issuance of warnings to the community for:</p> <ul style="list-style-type: none"> • fires causing death or serious injury, or • fires involving significant issues relating to public safety, or • fires of a suspicious nature, or • fires where the cause and/or origin cannot be determined. <p>Includes general warnings well in advance of bushfire threats and specific warnings provided to communities in the potential path of wildfires.</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 documenting the issuance of warnings to the community when no incident occurred or for fires and emergency incidents:</p> <ul style="list-style-type: none"> • that did not cause death or serious injury, or • that did not involve significant issues relating to public safety, or • that were not of a suspicious nature, or • where the cause and/or origin could be determined. 	<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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.0	<p>Declarations</p> <p>The declaration of fire danger periods and total fire ban days in response to seasonal, weather and other conditions and in advance of potential incidents.</p> <p>[For records of Fire Prevention Notices, served by Municipal Fire Prevention officers under the <i>Country Fire Authority Act 1958</i>, see the Retention and Disposal Authority for Records of Local Government Functions].</p>		
3.2.1	<p>Records documenting the declaration of fire danger periods and total fire ban days in response to seasonal, weather and other conditions and in advance of potential incidents.</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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	<p>Incident Management and Investigation</p> <p>The management, evaluation and reporting of fire and emergency incidents including wildfires, structural fires, transport related fires and other emergency incidents including floods.</p> <p>Includes the examination and investigation of fire and emergency incidents and the operational practices and procedures, facilities and equipment used to determine cause and origin.</p> <p>[For records of debriefs, summaries and findings of incidents, see Operational Debriefing].</p> <p>[For records related to incidents for which a Royal Commission, Ombudsman or Coronial Inquiry is held, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.1	Records documenting the management of: <ul style="list-style-type: none"> • fires causing death or serious injury, or • fires involving significant issues relating to public safety, or • fires of a suspicious nature, or • fires where the cause and/or origin cannot be determined. 	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.
3.3.2	Records documenting the management of fires and emergency incidents: <ul style="list-style-type: none"> • that did not cause death or serious injury, or • that did not involve significant issues relating to public safety, or • that were not of a suspicious nature, or • where the cause and/or origin could be determined. 	Temporary Destroy 20 years after last action.	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
3.3.3	<p>Records documenting investigations into the cause and circumstance of fires or emergency incidents that did not cause death or serious injury and/or fires or emergency incidents that do not involve significant issues relating to public safety. Includes investigations into the cause and circumstance of fires where the cause and/or origin of the fire is undetermined.</p> <p>Includes investigation reports, post incident analysis reports, post incident summary reports, post incident summary notes and coronial briefs.</p> <p>[Records of incident investigations for fires or emergency incidents causing death or serious injury or fires or emergency incidents involving significant issues relating to public safety are the responsibility of Victoria Police and the Victoria Forensic Science Centre].</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>
3.4.0	<p>Operational Performance Monitoring</p> <p>The measuring of operational performance during and immediately after an incident at the site of a fire attended by firefighters and at the site of emergency command and control. Includes real time performance monitoring, operational analysis, accident and near miss investigations and post fire season surveys.</p> <p>[For monthly and annual reports related to performance monitoring see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.4.1	Records documenting the monitoring and reporting of operational performance for: <ul style="list-style-type: none"> • fires causing death or serious injury, or • fires involving significant issues relating to public safety, or • fires of a suspicious nature, or • fires where the cause and/or origin cannot be determined. 	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.
3.4.2	Records documenting the monitoring and reporting of operational performance when no incident occurred or for fires and emergency incidents: <ul style="list-style-type: none"> • that did not cause death or serious injury, or • that did not involve significant issues relating to public safety, or • that were not of a suspicious nature, or • where the cause and/or origin could be determined. 	Temporary Destroy 10 years after last action.	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
3.5.0	<p>Operational Debriefing</p> <p>The review and assessment of performance in preventing, preparing and responding to fires and emergency incidents. Debriefing also assists in identifying areas for improvement from local through to state level.</p> <p>Includes the resolution of outstanding issues for participants, identification of success factors for future reinforcement and service improvement and identification of potential rectification and improvement of future operations.</p>		
3.5.1	<p>Records documenting debriefings for:</p> <ul style="list-style-type: none"> • fires causing death or serious injury, or • fires involving significant issues relating to public safety, or • fires of a suspicious nature, or • fires where the cause and/or origin cannot be determined. 	<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
3.5.2	Records documenting debriefings when no incident occurred or for fires and emergency incidents: <ul style="list-style-type: none"> • that did not cause death or serious injury, or • that did not involve significant issues relating to public safety, or • that were not of a suspicious nature, or • where the cause and/or origin could be determined. 	Temporary Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
3.5.3	Records documenting debriefings undertaken by other agencies to which the agency participates and/or provides support or assistance.	Temporary Destroy 5 years after last action.	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
4.0.0	<p>COMMUNICATIONS</p> <p>The provision of emergency response communication within the agency and between the agency, the community and other emergency services providers for the purpose of ensuring rapid operational response during an emergency situation. This includes radio frequency licence management, dispatch of appliances and subsequent radio communications.</p> <p>[For specifying, acquiring, testing and maintaining radio equipment see Fire and Emergency Equipment].</p> <p>[For lease agreements with land owners and owners of communications towers for the installation and operation of radio communications equipment, see the General Retention & Disposal for Records of Common Administrative Functions].</p>		
4.1.0	<p>Radio Frequency Licence Management</p> <p>The application for, receipt and management of the agency's radio frequency licensing for use in emergency response communications. Includes licence applications and licence allocations, both within the agency and partner agencies.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.1.1	Records documenting the assignment of radio frequency licenses by the Australian Communications and Media Authority (and any predecessor or successor bodies) to the agency. Includes all applications and correspondence for new, changed or cancelled radio frequencies.	Temporary Destroy 15 years after expiry or other termination of license.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.1.2	Register of radio channels, frequencies and sites issued to the agency by Australian Communications and Media Authority (and any predecessor or successor bodies). The register includes details of channels, frequencies and sites licensed to other emergency services partner agencies.	Temporary Destroy 10 years after last entry.	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
4.1.3	<p>Records documenting the allocation and consent to use radio channels by agency members as well as permissions granted to ancillary agencies to operate on licensed agency radio channels.</p> <p>Includes radio channel allocations for the State and each fire control region, radio channels programmed into agency radio terminals, correspondence with third parties regarding consent to utilise agency radio channels and historical radio channel plans.</p>	<p>Temporary</p> <p>Destroy 15 years after expiry or other termination of licence.</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
5.0.0	<p>FIRE & EMERGENCY EQUIPMENT</p> <p>The acquiring, developing, maintaining, repairing and disposing of specialised fire and emergency equipment used during fire and emergency incidents and other operational activities. Includes breathing apparatus, hydrants, ladders and pumps.</p> <p>[For records relating to non Fire & Emergency Equipment, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
5.1.0	<p>Acquisition and Disposal</p> <p>The gaining of ownership or use of specialised fire and emergency equipment through purchase and the disposal of the equipment once no longer required by the agency.</p>		
5.1.1	<p>Records relating to the acquisition or disposal (via sale, transfer, auction, donation or destruction) of specialised fire and emergency equipment. Includes formal requests for quotations, orders, handover reports, and correspondence relating to the acquisition or disposal.</p>	<p>Temporary</p> <p>Destroy 7 years after the sale or disposal of the equipment.</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
5.2.0	<p>Design</p> <p>The design and modification of specialised fire and emergency equipment.</p>		
5.2.1	<p>Records documenting the design and modification of specialised fire and emergency equipment where the design is an original and not a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications, alterations to equipment, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to acceptance by the agency, that is approval by the Chief Officer.</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>
5.2.2	<p>Records documenting the design and modification of specialised fire and emergency equipment where the design is a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications, alterations to equipment, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to acceptance by the agency, that is approval by the Chief Officer.</p>	<p>Temporary</p> <p>Destroy 7 years after equipment is superseded.</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
5.2.3	Records documenting the design of fire and emergency equipment that did not proceed to construction or manufacture.	Temporary Destroy 15 years after equipment type or design was halted or not adopted.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.0	Research and Development The study, research or enquiry into the development, acquisition or use of fire and emergency equipment.		
5.3.1	Final reports or findings of research relating to fire and emergency equipment which leads to significant change in approved equipment, training, procedures, policy or legislation.	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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.2	Final reports or findings of research relating to fire and emergency equipment which have limited or no impact on training, procedures, policy or legislation.	Temporary Destroy 15 years after release of final report or findings.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
5.3.3	Working papers and administrative records of research. Includes correspondence facilitating research, laboratory analyses, field work, raw data, samples and processed or interpreted data.	Temporary Destroy 10 years after research has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
5.4.0	Insurance The process of taking out insurance to cover loss or damage to specialised fire and emergency equipment and to cover the agency against damage to another organisation's property.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.1	Specialised fire and emergency equipment insurance policies.	Temporary Destroy 7 years after policy expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.2	Records relating to the annual renewal of insurance policies.	Temporary Destroy 2 years after action completed.	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
5.4.3	Records documenting insurance claims.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.5.0	<p>Maintenance</p> <p>The upkeep, repair, servicing, modification, registration and preservation of specialised fire and emergency equipment. Excludes equipment maintained as part of the Fire Equipment Management service.</p> <p>[For records relating to the servicing, inspection and maintenance of fire equipment for the agency's commercial Fire Equipment Management service, see Fire Equipment Management (FEM)].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.5.1	Records documenting repairs and ongoing maintenance of specialised fire and emergency equipment. Includes servicing records and regular testing.	Temporary Destroy 7 years after the sale or disposal of the equipment.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.6.0	Usage The monitoring of the use of specialised fire and emergency equipment.		
5.6.1	Records documenting the use of specialised fire and emergency equipment. Includes running sheets and log books.	Temporary Destroy 7 years after the sale or disposal of the equipment.	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
5.7.0	<p>Accident Investigations</p> <p>The investigation of accidents involving specialised fire and emergency equipment.</p> <p>[For investigations that lead to litigation, use the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
5.7.1	<p>Records documenting the investigation of accidents involving specialised fire and emergency equipment where a person has been killed.</p> <p>Includes the accident register, a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</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>
5.7.2	<p>Records documenting the investigation of accidents involving specialised fire and emergency equipment where a person has been injured.</p> <p>Includes a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</p>	<p>Temporary</p> <p>Destroy 50 years after matter is closed.</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
5.7.3	<p>Records documenting the investigation of accidents involving specialised fire and emergency equipment where no one has been killed or injured.</p> <p>Includes a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</p>	<p>Temporary</p> <p>Destroy 7 years after matter is closed.</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
6.0.0	<p>PROTECTIVE CLOTHING AND UNIFORMS</p> <p>The acquisition, development, maintenance, repair and disposal of protective clothing designed to afford protection and to be used in response to a fire or emergency incident.</p> <p>Includes any special clothing, such as coats, boots and hats, worn to protect the body or personal clothing from contamination or other hazards. Also includes other uniforms worn by operational staff, even if they do not perform a protection function.</p>		
6.1.0	<p>Acquisition and Disposal</p> <p>The gaining of ownership or use of specialised fire and emergency protective clothing and uniforms through purchase, and the disposal of those vehicles once no longer required by the agency.</p>		
6.1.1	<p>Records documenting the acquisition or disposal (via sale, transfer, auction, donation or destruction) of specialised fire and emergency protective clothing and uniforms. Includes formal requests for quotations, orders, handover reports, and correspondence relating to the acquisition or disposal.</p>	<p>Temporary</p> <p>Destroy 7 years after the sale or disposal of the clothing.</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
6.2.0	<p>Design</p> <p>The design and modification of specialised fire and emergency protective clothing and uniforms.</p>		
6.2.1	<p>Records documenting the design and modification of specialised fire and emergency protective clothing and uniforms where the design is an original and not a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications and alterations to protective clothing and uniforms.</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>
6.2.2	<p>Records documenting the design and modification of specialised fire and emergency protective clothing and uniforms where the design is a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications and alterations to protective clothing and uniforms.</p>	<p>Temporary</p> <p>Destroy 7 years after clothing is superseded.</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
6.2.3	Records documenting the design of protective clothing and uniforms that did not proceed to construction or manufacture.	Temporary Destroy 7 years after clothing type or design was halted or not adopted.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.3.0	Research and Development The study, research or enquiry into the development, maintenance, repair and disposal of protective clothing and uniforms designed to afford protection and to be used in response to a fire or emergency incident.		
6.3.1	Final reports or findings of research relating to protective clothing and uniforms, which lead to significant change in approved protective clothing, suppliers, training, procedures, policy or legislation.	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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.3.2	Final reports or findings of research relating to protective clothing and uniforms which has limited or no impact on approved protective clothing, suppliers, training, procedures, policy or legislation.	Temporary Destroy 15 years after release of final report or findings.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
6.3.3	Working papers and administrative records of research. Includes correspondence facilitating research, laboratory analyses, field work, raw data, samples and processed or interpreted data.	Temporary Destroy 10 years after research has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
6.4.0	Maintenance The upkeep, repair, servicing, modification, registration and preservation of specialised protective clothing and uniforms.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.4.1	Records documenting repairs, ongoing maintenance and replacement of specialised protective clothing and uniforms.	Temporary Destroy 7 years after the sale or disposal of the clothing.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.5.0	Usage The monitoring of the use of specialised protective clothing and uniforms.		
6.5.1	Records documenting the use of specialised protective clothing and uniforms.	Temporary Destroy 7 years after the sale or disposal of the clothing.	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
7.0.0	<p>FIRE & EMERGENCY FLEET MANAGEMENT</p> <p>The acquisition (either by design, construction, purchase, lease or charter), management, maintenance, repair and disposal of the agency fire and emergency fleet. The agency fire and emergency fleet includes vehicles owned or used by the agency in the management of fire and emergency situations and other operational activities and can include emergency vehicles specifically built for the agency such as rescue vehicles and pumper and tanker trucks with fitted equipment.</p> <p>[For records relating to non fire and emergency fleet vehicles such as agency-provided staff cars, see the General Retention and Disposal Authority for Common Administrative Functions].</p>		
7.1.0	<p>Acquisition and Disposal</p> <p>The gaining of ownership or use of specialised fire and emergency vehicles through purchase, and the disposal of those vehicles once no longer required by the agency.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.1.1	Records documenting the acquisition or disposal (via sale, transfer, auction, donation or destruction) of specialised fire and emergency vehicles. Includes formal requests for quotations, orders, handover reports, and correspondence relating to the acquisition or disposal.	Temporary Destroy 7 years after the sale or disposal of the vehicle.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.2.0	Design The design and modification of specialised fire and emergency vehicles.		
7.2.1	Records documenting the design and modification of specialised fire and emergency vehicles where the design is an original and not a copy of an Australian or international standard design. Includes the design specifications and instructions, plans, request for modifications, alterations to vehicles, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to acceptance by the agency, that is approval by the Chief Officer.	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			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.2.2	<p>Records documenting the design and modification of specialised fire and emergency vehicles where the design is a copy of an Australian or international standard design.</p> <p>Includes the design specifications and instructions, plans, request for modifications, alterations to vehicles, evaluation, testing and review of constructed or manufactured items, against performance specifications, prior to acceptance by the agency, that is approval by the Chief Officer.</p>	<p>Temporary</p> <p>Destroy 7 years after vehicle model is superseded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.2.3	<p>Records documenting the design of fire and emergency vehicles that did not proceed to construction or manufacture.</p>	<p>Temporary</p> <p>Destroy 7 years after vehicle type or design was halted or not adopted.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.3.0	<p>Research and Development</p> <p>The study, research or enquiry into the acquisition, management, maintenance, repair and disposal of the agency fire and emergency fleet.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.3.1	Final reports or findings of research relating to the fire and emergency fleet, which lead to significant change in approved fleet vehicles, suppliers, training, procedures, policy or legislation.	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.
7.3.2	Final reports or findings of research relating to the fire and emergency fleet, which have limited or no impact on approved fleet vehicles, suppliers, training, procedures, policy or legislation.	Temporary Destroy 15 years after release of final report or findings.	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
7.3.3	Working papers and administrative records of research. Includes correspondence facilitating research, laboratory analyses, field work, raw data, samples and processed or interpreted data.	Temporary Destroy 10 years after research has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction
7.4.0	Fit Out and Equipment The fitting of storage modules to hold equipment and the installation of equipment in or on to a specialised fire and emergency vehicles.		
7.4.1	Records documenting the fitting of storage modules and the installation of equipment in or on to specialised fire and emergency vehicles. Includes the fitting of hoses, reels and ladders.	Temporary Destroy 7 years after the sale or disposal of the vehicle.	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
7.5.0	Insurance The process of taking out insurance to cover loss or damage to specialised fire and emergency vehicles and to cover the agency against damage to another organisation's property.		
7.5.1	Specialised fire and emergency vehicle insurance policies.	Temporary Destroy 7 years after policy expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.5.2	Records relating to the annual renewal of insurance policies.	Temporary Destroy 2 years after action completed.	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
7.5.3	Records documenting insurance claims.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.6.0	Maintenance The upkeep, repair, servicing, modification, registration and preservation of specialised fire and emergency vehicles.		
7.6.1	Records documenting repairs and ongoing maintenance of specialised fire and emergency vehicles. Includes servicing records.	Temporary Destroy 7 years after the sale or disposal of the vehicle.	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
7.6.2	Records documenting the registration of specialised fire and emergency vehicles. Includes inspections and renewals.	Temporary Destroy when registration is renewed or when administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.7.0	Usage The monitoring of the use of specialised fire and emergency vehicles.		
7.7.1	Records documenting the use of specialised fire and emergency vehicles. Includes vehicle running sheets, log books and records generated by global positioning systems.	Temporary Destroy 7 years after the sale or disposal of the vehicle.	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
7.8.0	<p>Infringements</p> <p>The responding to breaches of road rules whilst driving a specialised fire and emergency vehicle. Includes driving or traffic infringements.</p>		
7.8.1	<p>Records relating to traffic infringements involving specialised fire and emergency vehicles used or maintained by the agency.</p>	<p>Temporary</p> <p>Destroy 7 years after matter resolved.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.9.0	<p>Accident Investigations</p> <p>The investigation of accidents involving specialised fire and emergency vehicles.</p> <p>[For investigations that lead to litigation, use the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.9.1	<p>Records documenting the investigation of accidents involving specialised fire and emergency vehicles where a person has been killed.</p> <p>Includes accident register, a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</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>
7.9.2	<p>Records documenting the investigation of accidents involving specialised fire and emergency vehicles where a person has been injured.</p> <p>Includes a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</p>	<p>Temporary</p> <p>Destroy 50 years after matter is closed.</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
7.9.3	<p>Records documenting the investigation of accidents involving specialised fire and emergency vehicles where no one has been killed or injured.</p> <p>Includes a copy of the final report and records documenting changes made to processes and procedures as a result of the investigation.</p>	<p>Temporary</p> <p>Destroy 7 years after matter is closed.</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
8.0.0	<p>OPERATIONAL TRAINING AND EDUCATION</p> <p>The development, evaluation and delivery of operational training and education courses in fire and emergency preparation and response, specialised fire and emergency services vehicle operation, transport and communications. Includes participation in competitions for training and fire readiness.</p> <p>[For records relating to non-operational training of staff use the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
8.1.0	<p>Curriculum Development</p> <p>The development and review of accredited and non-accredited training courses delivered by the agency.</p> <p>Includes curriculum development for accredited courses in accordance with Australian Quality Training Framework (AQTF) standards.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.1.1	Records documenting the development, accreditation and review of curriculum for accredited training courses.	<p>Temporary</p> <p>Destroy 30 years after curriculum unit replaced, revoked or discontinued.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.1.2	Records documenting the development and review of curriculum for non-accredited training courses.	<p>Temporary</p> <p>Destroy 7 years after curriculum unit replaced, revoked or discontinued.</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
8.1.3	Records documenting the development of training resources, including program guides, lecture notes, hand-outs and audio and visual recordings.	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.
8.2.0	Assessment and Processing of Results The development of assessment methods and the recording of participant results for training courses.		
8.2.1	Records documenting the development of the approved methods of assessment for accredited training courses. Includes the development of examination papers.	Temporary Destroy 30 years after curriculum unit replaced, revoked or discontinued.	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
8.2.2	Records documenting the development of the approved methods of assessment for non-accredited training courses.	Temporary Destroy 7 years after curriculum unit replaced, revoked or discontinued.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.2.3	Master records of participant results for accredited courses. Includes interim and final results.	Temporary Destroy 30 years after results have been released.	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
8.2.4	Master records of participant results for non-accredited courses. Includes interim and final results.	Temporary Destroy 7 years after results have been released.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.2.5	Participant assessment submissions and completed examination papers for both accredited and non-accredited training courses.	Temporary Destroy 1 year after completion of assessment.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.3.0	Training Conduct The delivery of training courses. Includes records of attendance, course evaluation, and administrative arrangements for delivery.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.3.1	Records documenting attendance at training courses.	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.
8.3.2	Records documenting course evaluations by participants after attending courses.	Temporary Destroy 2 years after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.3.3	Records documenting the administrative arrangements for courses, including catering, venue bookings, and hire of equipment.	Temporary Destroy 2 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
8.4.0	<p>Management of Participants</p> <p>The management of participant enrolments for accredited training courses.</p> <p>Includes the management of grievances and complaints made by participants enrolled in accredited training courses on matters including perceived discrimination, exclusion from a course, or course results and/or assessment.</p> <p>[For grievances made by agency staff or complaints in relation to non-accredited training courses use the General Retention and Disposal Authority for Records for Common Administrative Functions].</p>		
8.4.1	Records documenting the enrolment of participants into accredited courses.	<p>Temporary</p> <p>Destroy 30 years following date of enrolment.</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
8.4.2	Records documenting formal participant grievances where the allegations have been proven, including those presented to a panel. Includes the summary register.	Temporary Destroy 30 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.4.3	Records documenting formal participant grievances where the allegations cannot be proven, including those presented to a panel.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.5.0	Graduation The conferring of certificates, awards or qualifications on participants who have met the criteria required to graduate from accredited or non-accredited training courses.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.5.1	Records documenting the registration of all participants to be awarded their certificate or qualification in an accredited course.	Temporary Destroy 30 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.5.2	Records documenting the registration of all participants to be awarded their certificate or qualification in a non-accredited course.	Temporary Destroy 7 years after action completed.	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
8.6.0	<p>Registration and Compliance</p> <p>The accreditation of the agency as a Registered Training Organisation (RTO) and ensuring the agency's compliance with standards for Registered Training Organisations in the provision of training and education.</p> <p>Includes the accreditation of staff involved in the delivery of training or who perform assessment activities, in accordance with the standards.</p>		
8.6.1	<p>Records documenting the agency's accreditation and compliance as an approved Registered Training Organisation and its compliance with standards for Registered Training Organisations.</p> <p>Includes records of audits undertaken as part of the quality assurance process used to monitor the agency's compliance with the standards.</p>	<p>Temporary</p> <p>Destroy 7 years after accreditation has concluded or expired.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.7.0	<p>Competitions</p> <p>The participation by the agency in competitions held by fire and emergency associations and other emergency services agencies. Competitions form a traditional part of training and readiness for fire services nationally and internationally. Includes the provision of logistical and administrative support to the coordinating association or agencies.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.7.1	Records documenting the agency's participation in and provision of support to competitions held or coordinated by fire and emergency associations and/or other emergency services agencies.	Temporary Destroy 7 years after competition concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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