



Public Record Office Standard

PROS 11/05

Authority

Retention & Disposal Authority for Records of the Bushfire Recovery and Reconstruction Functions

Version 2011

11/05

Issue Date: 12/12/2011

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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: **Helen Silver**

Date: 6 Dec 2011

Position: **Secretary,
Department of Premier and Cabinet**

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 Bushfire Recovery and Reconstruction 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
Director & Keeper of Public Records

Date of Issue: 12 Dec 2011

4 Acknowledgments


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

Josie Ljaskevic, Erin Hollis & Tim Weise – Department of Premier and Cabinet

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

6 Table of Functions

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[For records of the following activities – contract management, tendering, committees, policy development, general liaison and enquiries management, see the General Retention and Disposal Authority for records of Common Administrative Functions.]

7 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>COMMUNITY LIAISON</p> <p>The maintenance of regular general contact with bushfire affected communities in order to ascertain community recovery needs, assist communities and individuals to rebuild and recover, assist with the grieving process and promote morale and community spirit. Includes the holding of meetings and forums, the development of community assistance resources, case management of individuals and holding of competitions.</p>		
1.1.0	<p>Meetings and Forums</p> <p>Conducting meetings and forums in order to ascertain community recovery and rebuilding needs, convey information and to foster support and create networks within bushfire affected communities. Includes the management of community remembrance events and formal community meetings.</p> <p>[For records documenting the Community Recovery Committee, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.1.1	Records documenting the arrangement of meetings and forums events in bushfire affected communities.	Temporary Destroy 5 years after date of meeting.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.1.2	Records documenting the proceedings and minutes of meetings, forums and events, (such as community remembrance and memorial services), that convey information and advice, answer questions and plan recovery efforts. Includes community feedback and recommendations for future events. Also includes records of informal meetings where major decisions were made and community feedback about the recovery assistance process.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
1.2.0	Development of Assistance Resources The development of resources to help bushfire affected individuals and communities to recover. Includes the development of resources, guides and handbooks.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.1	<p>Master set of published guides issued by the agency to assist bushfire affected communities.</p> <p>Includes guides to:</p> <ul style="list-style-type: none"> • Locally available assistance services and their contact details; • Clearing house-sites and rebuilding in bushfire affected areas; • Re-establishing personal identification, property ownership, business operations etc; • Health and safety issues such as accessing safe drinking water, maintaining a healthy diet, dealing with grief, maintaining health and safety when working on bushfire affected property etc; • Managing livestock on bushfire affected properties. 	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>
1.3.0	<p>Provision of Rebuilding Advice</p> <p>The provision of rebuilding and reconstruction advice to bushfire affected individuals and communities.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.1	Records documenting guidance and advice to bushfire affected individuals regarding the reconstruction and re-building of property. Includes advice issued through Rebuilding Advisory Centres (RACs).	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
1.3.2	Records documenting the set up and administration of advice services. [For records of advice, see 1.3.1]. [For records for Staff Management and Rostering, see the General Retention and Disposal Authority for Records of Common Administrative Functions].	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.0	<p>Case Management</p> <p>The provision of case management services to bushfire affected people. The services include assistance to bushfire affected people to enable them to access resources that will assist their recovery including financial, employment, education, counselling, health, legal and emotional support services.</p>		
1.4.1	Records documenting the provision of case management services to affected individuals.	<p>Temporary</p> <p>Destroy 15 years after last contact provided the person has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.5.0	Competitions The management of competitions held to reward and promote innovation and engage with bushfire affected communities. Includes the judging of entries.		
1.5.1	Successful entries and nominations for competitions that were used to inform a future policy, process, standard or recommended design e.g. cost effective demonstration design for the rebuilding of houses etc.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
1.5.2	Successful entries and nominations for competitions that were not used to inform a future policy, process or standard. e.g. design a poster or catch a big fish for reward etc.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be held in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.5.3	Unsuccessful entries and nominations for competitions.	Temporary Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>RECOVERY RESEARCH AND PLANNING</p> <p>The planning of the bushfire recovery effort and the establishment and management of community recovery projects. Includes the management and governance of research and the evaluation of the effectiveness of the bushfire response and recovery effort and development of programs designed to enhance community capacity for response to future disasters. Also includes planning for the transition of bushfire recovery and reconstruction functions following the winding up of the Victorian Bushfire Reconstruction and Recovery Authority (VBRRA).</p>		
2.1.0	<p>Planning</p> <p>The planning for the rebuilding and recovery of bushfire affected communities. Includes the identification of projects to assist a community to recover such as the restoration of community facilities, infrastructure and services. Includes planning for the economic recovery of a town or community that identifies priorities to assist small businesses in bushfire affected areas to recover. Also includes strategic planning covering the ongoing management of areas of the response such as donations and communications. Also includes transition planning for the management of the bushfire recovery and reconstruction response following the winding up of the VBRRA.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.1	<p>Records of the development and final reporting of recovery plans. Includes statewide recovery plans that establish a framework and direction for the overall statewide recovery effort, individual community recovery plans, and economic recovery plans for a town or community.</p> <p>[Community Recovery Plans are developed by bushfire affected communities. They establish priorities and identify projects that will assist the community to recover and rebuild such as facility and infrastructure reconstruction projects, investing in counselling services and projects that will assist the economic recovery of the community e.g. grants or marketing campaigns].</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or Electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>
2.1.2	<p>Weekly reporting on progress of community recovery plans and of progress against the Statewide Recovery Plan.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.3	Records documenting the transition of VBRRRA's administrative responsibilities to other State and local government agencies.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
2.1.4	Records documenting the agency's development of programs designed to provide ongoing support, knowledge and skills for bushfire affected communities and as future reference for the state of Victoria.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.0	<p>Community Project Establishment and Management</p> <p>The establishment, management and support of community projects. Includes the attainment of funding and project reporting.</p> <p>[A community project is any project that will assist a community to rebuild and recover such as construction of facilities, provision of services e.g. counselling, holding of events and festivals etc.]</p> <p>[For records of the construction, repair or maintenance of public buildings, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
2.2.1	<p>Summary record of the management of community recovery projects. Includes reasons for acceptance or rejection of projects and summaries of progress reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.2	Records documenting the agency's contribution to and/or management of community recovery projects that are proceeded with. Includes project proposals, scoping documents, feasibility studies, applications for funding, meeting minutes and final project reporting. Includes outsourced projects.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be maintained in readable format pending destruction.
2.2.3	Records documenting proposed community recovery projects where the project is not proceeded with. Includes project proposals, scoping documents, feasibility studies, applications for funding and meeting minutes.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.4	Records documenting project progress reporting. [For final project reporting, see 2.2.2].	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
2.3.0	Research Management Managing and participating in external research, including development frameworks and approving applications to conduct research. [For research frameworks and methodologies, see the General Retention and Disposal Authority for Records of Common Administrative Functions].		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.3.1	<p>Records of the approval of research projects, project management, and interim reporting on research progress.</p> <p>Includes projects which the agency undertakes internally or in partnership with external bodies.</p> <p>Includes applications for:</p> <ul style="list-style-type: none"> • ethical clearance; • project approval; • resource allocation. <p>Also includes correspondence with researchers participating in projects, project progress reports and any drafts of reports that deliver the output of the research.</p>	<p>Temporary</p> <p>Destroy 7 years after conclusion of project.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>
2.3.2	<p>Records of applications to conduct research projects, which are not approved.</p>	<p>Temporary</p> <p>Destroy 7 years after date of decision.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.4.0	Research Reporting The final reporting on research projects undertaken internally by the agency or in partnership with external research bodies.		
2.4.1	Final research reports submitted at the conclusion of a research project.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
2.5.0	Response Review The review and self assessment of the agency's effectiveness in their bushfire response and recovery activities.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.5.1	<p>Records compiled to record, review and assess the bushfire response and document survivors experience of the bushfire recovery process. Includes reports and published transcripts of interviews that are the output of any historical response recording process.</p> <p>Includes one-off reports that review a particular aspect of the response, and periodic reports that measure the progress of the response and at a point in time. Also includes raw data, surveys/questionnaires and original records of interviews.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>COORDINATION OF FINANCIAL AND MATERIAL ASSISTANCE</p> <p>The coordination of financial and material assistance to bushfire affected individuals and communities including the provision of temporary accommodation. Includes the receipt and management of donations, the distribution of financial assistance through grants and direct payments and registration of individuals to enable them to receive material aid.</p>		
3.1.0	<p>Donations Coordination</p> <p>The coordination of the receipt of donations. Includes financial donations to formal appeal funds and material aid donations made by corporate, philanthropic, and not for profit organisations and the general public to assist individuals, families and businesses affected by bushfires.</p> <p>[For the distribution of material aid, see 3.4.0]</p> <p>[For the distribution of financial donations as grants, see 3.3.0].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.1.1	Records documenting the receipt, acknowledgement, registration, warehousing and transportation for distribution of financial, material and service donations. The donation of services includes medical/counselling treatment administered via other agencies. Includes summary records.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.1.2	Records documenting the refusal of donations and/or referral of donors to charitable organisations. Includes the return of items not accepted by the agency.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.0	<p>Assessment and Distribution of Financial Aid The payment of direct financial assistance to bushfire affected individuals, businesses, and community service organisations where the money is issued following the applicant demonstrating that they meet eligibility criteria. Does not include financial assistance where applicants are competing against each other as part of a competitive grants process.</p> <p>Includes:</p> <ul style="list-style-type: none"> • initial emergency payments to individuals who lost homes or home contents; • payments to home owners to enable them to rebuild; • payments to local councils in fire affected areas to deliver disaster related services and community events; • payments to individual and small businesses who are facing immediate hardship to enable them to access services e.g. psychological counselling or to purchase tools or consumer goods. 		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.1	Records documenting financial aid procedures. Includes eligibility criteria.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be maintained in readable format pending destruction.
3.2.2	Summary record of successful and unsuccessful applications for financial assistance.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.3	Records documenting successful applications for financial assistance.	Temporary Destroy 7 years after payments concluded.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.2.4	Records documenting unsuccessful applications for financial assistance.	Temporary Destroy 7 years after application rejected.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	<p>Grants Management</p> <p>The management of grants programs.</p> <p>Grants programs are defined as programs where a limited amount of money is issued through a competitive process.</p>		
3.3.1	<p>Summary record of applications for grants. Includes the name and contact details of applicant, date of application, type of assistance being applied for, supporting documentation, reasons for acceptance or rejection, and amount allocated.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.2	Records documenting grant eligibility procedures. Includes selection criteria.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.3.3	Records of successful applications for grants. Includes records documenting the ongoing monitoring of the allocated grant.	Temporary Destroy 7 years after grant activity has ceased.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.4	Records of unsuccessful applications for grants.	Temporary Destroy 7 years after grant activity has ceased.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.4.0	<p>Registration of Bushfire Affected Individuals for Material Aid</p> <p>The registration of bushfire affected individuals in order to prove eligibility to receive material aid donations such as household or personal items, or vouchers for services.</p> <p>[For donations distributed as grants and financial aid, see 3.2.0 and 3.3.0].</p> <p>[For records documenting the financial management of donated items, 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 registration of persons to enable them to access material aid products and services.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.4.2	Unsuccessful applications to receive material aid.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.4.3	<p>Records documenting the provision of material aid such as shelter and amenities where persons are residing on their own blocks or on private land.</p> <p>This includes the supply and/or renting of caravans or portable cabins, toilet and shower blocks, water tanks etc.</p> <p>[For the provision of shelter and amenities to bushfires bushfire affected persons not residing on their own property, see 3.5.0].</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records are to be maintained in readable format pending destruction.</p>
3.5.0	<p>Distribution of Temporary Accommodation to Bushfire Affected Individuals</p> <p>The provision of temporary accommodation services to bushfire affected persons. Includes accommodation provided through temporary villages.</p> <p>[For records of the provision of material aid, including shelter and amenities, to bushfire affected persons residing on their own property, see 3.4.3].</p> <p>[For records of public and social housing, see the General Retention and Disposal Authority for Records of the Housing Function].</p> <p>[For records of accommodation inspections and other activities associated with ensuring any accommodation is of a habitable standard, see 3.6.1].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.5.1	Records documenting the management of tenancies. Includes tenancy agreements, codes of conduct, correspondence, complaints, notices of the client's intention to conclude the tenancy, and tenancy condition reports.	Temporary Destroy 7 years after tenancy concludes.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
3.5.2	Unsuccessful applications for tenancies.	Temporary Destroy 7 years after date of decision.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.6.0	Management and Operations Activities associated with setting up and running facilities and services such as temporary accommodation villages, advisory centres and bushfire hotlines.		
3.6.1	Records of the routine operation of facilities. Includes routine management meetings, property condition inspections and inspections of temporary accommodation/amenities for bushfire affected persons in order to ensure they are of a habitable standard.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>PROPERTY CLEANUP AND DEMOLITION MANAGEMENT</p> <p>The provision and cleanup and demolition services for bushfire affected private residential properties.</p> <p>[For the removal of hazardous materials and waste from privately owned property as part of the reconstruction and restoration of core infrastructure and public assets, see 6.4.3.]</p> <p>[For the clean up and demolition of publically owned properties, see the General Retention and Disposal Authority for Records of Common Administrative Functions – PROPERTY MANAGEMENT].</p>		
4.1.0	<p>Property Cleanup and Demolition</p> <p>Activities associated with demolishing and cleaning up bushfire affected residential properties. Includes the assessment of applications to receive cleanup and demolition services and for reimbursement for persons who had conducted clean up and demolition services on their own properties.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.1.1	Records documenting successful applications from private property owners to receive cleanup and demolition services.	Temporary Destroy 7 years after conclusion of clean up services.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.1.2	Records documenting successful applications for reimbursement from property owners who had conducted clean up and demolition services on their own properties. Includes the register of properties that received funding.	Temporary Destroy 7 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.1.3	Records documenting unsuccessful applications for reimbursement from property owners who had conducted clean up and demolition services on their own properties.	Temporary Destroy 7 years after date of decision and conclusion of any appeal.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
4.1.4	Records documenting the clean up of properties and disposal of materials. Includes the register of properties cleaned and hygienist certificates.	Temporary Destroy 100 (one hundred) years after clean up complete.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	TOURISM AND MARKETING The provision of tourism and marketing campaigns designed to promote bushfire affected areas as a tourist destination to assist the recovery of businesses and communities.		
5.1.0	Local Tourism and Marketing Campaign Management The activities involved with managing and marketing tourism campaigns. These campaigns have been designed to stimulate activity through attracting visitors back to fire affected regions where the decline in tourism is having a damaging effect on local business activity.		
5.1.1	Records documenting the coordination of the planning, implementation and delivery of marketing campaigns relating to re-establishing local tourism and trade. Includes media campaigns, public launches, promotions and advertising.	Temporary Destroy 7 years after campaign 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
6.0.0	<p>INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT</p> <p>The reconstruction and restoration of non Government owned and run infrastructure and public assets in bushfire affected areas such as non Government primary schools, community halls, walking trails, sporting facilities etc. Also includes the construction of temporary accommodation villages and other facilities used in the bushfire recovery effort such as Community Service Hubs and Rebuilding Advisory Centres (RACS).</p> <p>[Community Service Hubs are centres where bushfire affected persons can access information and services from the State, local government agencies and community service organisations. Services provided include accommodation, personal support, counselling services, building advice, children’s activities and other local recovery activities].</p> <p>[Rebuilding Advisory Centres (RACS) assist communities rebuilding in bushfire-affected areas by providing step-by-step guidance and advice about the reconstruction process].</p> <p>[For construction, fit-out and maintenance of public property, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p> <p>[For contracts, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.1.0	<p>Facility Construction and Renovation</p> <p>The construction or renovation of bushfire affected facilities by the agency or in partnership with other government agencies, of non government owned facilities or infrastructure.</p> <p>Examples include a community hall located on ground owned by a church, the construction of temporary villages, restoration of supermarket and petrol station services in the absence of private investment, and the construction of access roads.</p> <p>[For the acquisition or disposal of land or property by the Government, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
6.1.1	<p>Records documenting Government managed construction and renovation activities, carried out on non government facilities and infrastructure. Includes 'as built' construction plans.</p>	<p>Temporary</p> <p>Destroy 15 years after responsibility for the control and maintenance of the facility/road has transferred back into private hands.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.1.2	Records documenting construction and renovation activities which are not proceeded with.	Temporary Destroy 7 years after decision made and appeals process concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.2.0	<p>Fit-Outs</p> <p>The refurbishment of non government owned property that does not affect its overall structure. Includes painting, floor coverings, furnishings, furniture, partitions and wall fittings and equipment.</p> <p>[For records of the refurbishment of public property, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.2.1	Records that document fit-outs of non government owned properties where asbestos is not present.	Temporary Destroy 15 years after responsibility for the control and maintenance of the facility has transferred back into private hands.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.
6.2.2	Records that document fit-outs of non government owned facilities and infrastructure where asbestos is or has been present.	Temporary Destroy 100 (one hundred) years after control and maintenance of the property has transferred back into private hands.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.3.0	<p>Installation</p> <p>Activities involved in placing equipment in position on construction sites managed by the agency and connecting it for use.</p> <p>[For records of installation on public property, see the General Retention and Disposal Authority for Records of Common Administrative Functions].</p>		
6.3.1	<p>Records of the installation of equipment (e.g. heating, plumbing, air-conditioning, security equipment and cabling) in facilities located on non government owned properties. Includes arranging installation and location details.</p>	<p>Temporary</p> <p>Destroy 1 year after equipment has been disconnected, or control and maintenance of the equipment has transferred into private hands.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.4.0	<p>Development/Redevelopment of Service Infrastructure</p> <p>The provision of service infrastructure as part of the rebuilding and recovery effort.</p> <p>Includes the provision, repair and maintenance of tourist facilities, picnic areas, gardens, walking trails and bike paths.</p> <p>[For records relating to the construction of buildings on government owned land, see Retention and Disposal Authority for Records of Common Administrative Functions – PROPERTY MANAGEMENT].</p>		
6.4.1	<p>Final records relating to the design and construction of service infrastructure that are transferred to the government agency that inherits responsibility for the infrastructure. Includes construction and engineering as-built plans and specifications, and project commission records.</p>	<p>Temporary</p> <p>Destroy 7 years after infrastructure is redeveloped or discontinued. For records transferred to a local government agency, use PROS 09/05.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.4.2	Final records relating to the design and construction of service infrastructure that are not transferred to the government agency that inherits responsibility for the infrastructure. Includes construction and engineering as-built plans and specifications, and project commission records.	Temporary Destroy 7 years after responsibility for infrastructure is transferred to another government agency.	Hold in agency or APROSS pending destruction. Electronic records are to be maintained in readable format pending destruction.

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