



Public Record Office Standard  
PROS 96/20

PUBLIC RECORD

# Authority

## Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation

Version 2017

<b>96/20</b>	<b>Issue Date: 06/02/1997</b>	<b>Expiry Date: 06/02/2007</b>
<b>Variation 1</b>	<b>Issue Date: 12/11/1997</b>	<b>Expiry Date: 06/02/2007</b>
<b>Variation 2</b>	<b>Issue Date: 05/06/2007</b>	<b>Expiry Date: 06/02/2008</b>
<b>Variation 3</b>	<b>Issue Date: 21/05/2008</b>	<b>Expiry Date: 31/12/2010</b>
<b>Variation 4</b>	<b>Issue Date: 07/03/2011</b>	<b>Expiry Date: 31/03/2014</b>
<b>Variation 5</b>	<b>Issue Date: 22/09/2017</b>	

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**PUBLIC RECORDS ACT 1973  
(Section 12)**

**RECORDS DISPOSAL SCHEDULE FOR THE  
PUBLIC TRANSPORT CORPORATION**

**Public Record Office Standard (PROS) 96/20**

**Variation 1:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Public Transport Corporation records, issued as Public Record Office Standard (PROS) 96/20 on 6/2/97, as follows:

**Extension of the provisions of PROS 96/20 to cover records of the Victorian Rail Track Corporation.**

This Variation shall have effect from its date of issue until 6/2/2007.

**Ross Gibbs  
Keeper of Public Records**

Date of issue 12/11/1997

Public Record Office Standard 96/20  
Variation 1

## **Public Records Act 1973 (Section 12)**

### **Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation**

#### **Public Record Office Standard (PROS) 96/20**

#### **Variation 2:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Records of the Public Transport Corporation and the Victorian Rail Track Corporation, issued as Public Record Office Standard (PROS) 96/20 on 6/2/1997, as follows:

#### **Extension of the application of the Authority until 6/2/2008**

This Variation shall have effect from 6/2/2007.

[Signed]

Justine Heazlewood

Date of issue: 5 June 2007

**Director and Keeper of Public Records**

## **Public Records Act 1973 (Section 12)**

### **Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation**

#### **Public Record Office Standard (PROS) 96/20**

#### **Variation 3:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Public Transport Corporation and the Victorian Rail Track Corporation, issued as Public Record Office Standard (PROS) 96/20 on 6/2/1997, as follows:

#### **Extension of the application of the Authority until 31/12/2010**

This Variation shall have effect from 6/2/2008.

[Signed]

Justine Heazlewood

**Keeper of Public Records**

Date of issue: 21 May 2008

## **Public Records Act 1973**

### **(Section 12)**

## **Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation**

### **Public Record Office Standard (PROS) 96/20**

#### **Variation 4:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Public Transport Corporation and the Victorian Rail Track Corporation, issued as Public Record Office Standard (PROS) 96/20 on 6/2/1997, as follows:

#### **Extension of the application of the Authority until 31 March 2014**

This Variation shall have effect from 1 January 2011.

[Signed]

Justine Heazlewood

Date: 7 March 2011

**Director and Keeper of Public Records**

## Public Records Act 1973

### (Section 12)

## Retention and Disposal Authority for Records of the Public Transport Corporation and the Victorian Rail Track Corporation

### Public Record Office Standard (PROS) 96/20

#### Variation 5:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Public Transport Corporation and the Victorian Rail Track Corporation, issued as Public Record Office Standard (PROS) 96/20 on 6/2/1997, as follows:

#### **Extension of the application of the Authority until varied or revoked.**

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 22 September 2017

**Director and Keeper of Public Records**

# Table of Contents

<b>1</b>	<b>Introduction</b> .....	<b>8</b>
1.1	Purpose of this Authority .....	8
1.2	Context of this Authority .....	8
1.2.1	Public Record Office Victoria Standards .....	8
1.2.2	Disposal of records identified in the Authority .....	8
1.2.3	Transfer of records to Public Record Office Victoria .....	9
1.2.4	Normal Administrative Practice.....	9
1.3	Use of Other Authorities.....	9
1.4	Explanation of Authority Headings .....	10
<b>2</b>	<b>Concurrence of Public Office</b> .....	<b>11</b>
<b>3</b>	<b>Establishment of Standard</b> .....	<b>11</b>
<b>4</b>	<b>Further Information</b> .....	<b>11</b>
<b>5</b>	<b>Retention &amp; Disposal Authority</b> .....	<b>12</b>

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](http://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 be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.



### 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 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:

[Signed]

Signature: [Signed]

Name: **Roger Mendes**

Date: 30/01/1997

Position: Director, Finance & Planning

## 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 Public Transport Corporation and the Victorian Rail Track Corporation.

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]

Ross Gibbs

Date of Issue: 06/02/1997

**Keeper of Public Records**

## 4 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](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

## 5 Retention and Disposal Authority

Retention & Disposal Authority			
CLASS NO	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<b>ROLLING STOCK, PLANT, EQUIPMENT AND MAINTENANCE RECORDS</b>		
1.1.0	<b>Central Defect Office Daily Report Sheet</b> Monitors defects on passenger trains.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
1.2.0	<b>Faults Report and Log Books, Reactive Maintenance Forms</b> Details Complaints and repairs made to the communication Services.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
1.3.0	<b>Maintenance Gang Progress Reports</b> Records consist of weekly reports of gang repairing and maintaining railway tracks.	TEMPORARY Destroy 2 years after action complete	Hold in agency pending destruction
1.4.0	<b>Rolling Stock Maintenance/Service</b> Includes maintenance/service carried out on locomotives, wagons, carriages, trams and all other vehicles travelling on railway tracks.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
1.5.0	<b>Rolling Stock Tests/Investigations</b> Includes tests/investigations carried out on locomotives, wagons, carriages, trams and all other vehicles travelling on railway tracks.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.6.0</b>	<b>Track Gang Records</b> Refers to the daily reports produced by the surface gangs. Includes details of the location of work, section of track, ballast train, surfacing and names of any absentees.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>1.7.0</b>	<b>Train/Tram Distance Statistics</b> Used to record the distances travelled by trains/trams before maintenance is required.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>1.8.0</b>	<b>Train/Tram Recording Charts</b> Used to record the distances travelled by trains/trams before maintenance is required.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>1.9.0</b>	<b>Way Material Return</b> This record provides details of materials used and the quantities involved.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>1.10.0</b>	<b>Weekly Tie Renewal Forms</b> Refers to weekly reports on sleepers used by Tie Renewal Gangs. Details include section of line worked on, number of sleepers renewed and machinery breakdowns.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.0.0</b>	<b>RAILWAY ROLLING STOCK OPERATIONS/SAFE WORKING RECORDS</b>		
<b>2.1.0</b>	<b>Absolute Occupation of a Section of Track to Undergo Maintenance Form</b> Form No 2417	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>2.2.0</b>	<b>Automatic &amp; Track Control (ATC) System Caution Order</b> Authority for a driver to pass home departing signal when defective. Form No 2367	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.3.0</b>	<b>Centralised Traffic Control (CTC) System Caution Order</b> Authority for a driver to pass home departing signal when defective. Form No 2364	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.4.0</b>	<b>Centralised Traffic Control and Automatic and Track Control Systems</b> Authority for a driver to pass home arrival signal at unattended crossing, loop or station at the stop position when defective. Form 2413	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.5.0</b>	<b>Driver's Relief Authority</b> Authority for driver, when a train breaks down, for another train to assist. Form 2411	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.6.0</b>	<b>Flinders St Platform Docking Sheets</b>	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.7.0</b>	<b>Intermediate Electric Staff message</b> Used to advise the Signaller that the train arrival is completed. Form No 2416	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.8.0</b>	<b>Locomotive Speed Charts/Reports</b> Charts that indicated the speed of a train at a particular point on the track and any subsequent investigation and/or reports.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.9.0</b>	<b>Metrol/Centrol Absolute Occupation of a Section of a Track to Undergo maintenance Form</b> Form No 2425	Destroy 1 year after action complete	Hold in agency pending destruction
<b>2.10.0</b>	<b>Signaller's Caution Order</b> Permission for drivers to pass a defective fixed signal. Form No 2377	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.11.0</b>	<b>Single Line Working Institution and Cancellation</b> Form No 2351 & 2352	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>2.12.0</b>	<b>Signaller's Log book – Metrol</b> Used to note all events pertaining to Safeworking.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.13.0</b>	<b>Special Caution Order for Driver to Pass Home Signal Leading to the Bunyip-Longwarry Single Line Section at the Stop Position when Defective</b> Form No 2412	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.14.0</b>	<b>Special Form for Suspending the Existing Safeworking System</b> Used for the issue of train authorities due to system failure. Form No 2418	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.15.0</b>	<b>Train Authority Form</b> Includes Train Authority form butt portions. Form No 2386	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.16.0</b>	<b>Train Controller's Authority to Issue an ATC Caution Order</b> Refers to caution order issued by the Signaller to the train driver to enter a section of railway track. Form No 2382	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.17.0</b>	<b>Train Control Metrol/Centrol Telephone Checklist</b> This check list is used during train running incidents.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.18.0</b>	<b>Train Control Graphs</b> Graphs are used as a working document by the Line Controllers to indicate where a particular train is scheduled to be at a particular time on a particular corridor. The Line Controller plots the actual course of the train next to the scheduled line and indicates any time delays maps and other comments.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction



<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.19.0</b>	<b>Time Control Metrol/Centrol Incident Reports</b> These are used to advice of major incidents in accordance with <i>Australian Standard 1S 4291</i> .	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.20.0</b>	<b>Train Control Metrol/Centrol Items of Information</b> Used to list train running incidents.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.21.0</b>	<b>Train Control Metrol/Centrol Log Books</b> Used to log train running incidents.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.22.0</b>	<b>Train Information and Permission</b> Permission to patrol railway tracks. Book No 2481	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.23.0</b>	<b>Train Order Forms</b> An authority to enter a single line. Signallers and Drivers: Form No 2355 Train Controllers: Form No 2359	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>2.24.0</b>	<b>Train Radio Log Sheets</b> Log of train radio calls received from train drivers.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>2.25.0</b>	<p><b>Train Register Books</b></p> <p>Used at signal boxes to record train times and all train running details.</p> <p>Double Line Block System: Book No 2340</p> <p>Trains Passing: Book No 2350</p> <p>Train Staff &amp; Ticketing: Book No 2378</p> <p>Electric Staff System: Book No 2361</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action complete</p>	<p>Hold in agency pending destruction</p>
<b>2.26.0</b>	<p><b>Train Staff and Ticket Forms</b></p> <p>This class includes train staff and ticket butt portions.</p> <p>Forms Nos. 2362 and 2363</p>	<p>TEMPORARY</p> <p>Destroy 1 years after action complete</p>	<p>Hold in agency pending destruction</p>
<b>2.27.0</b>	<p><b>Weekly Operation Notices</b></p> <p>Contains temporary train speed restrictions, Safeworking and general operations instructions.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after date of issue</p>	<p>Hold in agency pending destruction</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.0.0</b>	<b>ADMINISTRATION RECORDS</b>		
<b>3.1.0</b>	<b>Working Files of the Chief Mechanical Engineer of the Rolling Stock Branch</b> Includes information relating to the design and modifications of carriages and brake vans.	PERMANENT	Transfer to PRO every five years
<b>3.2.0</b>	<b>Customer Claim Files</b> Refers to files created to investigate loss and/or damage to goods.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>3.3.0</b>	<b>Employee Public Transport Passes – Expired</b> Expired free Public Transport passes issued to past and present staff and/or dependants.	TEMPORARY Destroy 6 months after pass expires	Hold in agency pending destruction
<b>3.4.0</b>	<b>Infrastructure Project Records</b> Includes details of industrial awards, project status reports and general project correspondence.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>3.5.0</b>	<b>Infringement Notices</b> Issued to persons for contravening the Public Transport Act and/or Regulations.	TEMPORARY Destroy 7 years after date of issue	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>3.6.0</b>	<b>Public Transport Corporation Job Bulletins</b> Refers to bulletins advertising job vacancies within the Corporation and the Victorian Public Service.	TEMPORARY Destroy when reference ceases	Hold in agency pending destruction
<b>3.7.0</b>	<b>Staff Suggestions</b> Refers to suggestions submitted by staff to minimise operating costs and improve the modus operandi of the Corporation.		
<b>3.7.1</b>	<b>If Staff Suggestion Was Implemented</b>	PERMANENT	Transfer to PRO every five years
<b>3.7.2</b>	<b>If Staff Suggestion Was Not Implemented</b>	TEMPORARY Destroy 5 years after suggestion made	Holding agency pending destruction
<b>3.8.0</b>	<b>Freight/Passenger Statistics</b> Statistics used to collate and produce details on quantity plus type of freight hauled, number of passengers carried, facility usage and costs incurred/generated.	TEMPORARY Destroy 7 years after action complete	Holding agency pending destruction
<b>3.9.0</b>	<b>Summons</b> Served upon transgressors of Public Transport Act and/or Regulations to appear in court.	TEMPORARY Destroy 2 years after resolution of case or 7 years after date of issue if date of resolution is unable to be established	Hold in agency pending destruction
<b>3.10.0</b>	<b>Systems Projects Records</b> Includes analysis of requirements and functional design, testing, maintenance and enhancements of information/data systems.	TEMPORARY Destroy 1 year after project completion date	Hold in agency pending destruction

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.0.0</b>	<b>TRAMWAYS ROLLING STOCK OPERATIONS/SAFEWORKING RECORDS</b>		
<b>4.1.0</b>	<b>Change Over Books</b> Used to note replacement of defective trams in service.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>4.2.0</b>	<b>Dispatch Sheets/Books</b> Daily tram running records.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>4.3.0</b>	<b>Early Running Logs</b> Lists trams running ahead of schedule.	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>4.4.0</b>	<b>Foreman's Books/Sheets</b> Record of daily requests for tram maintenance work to be carried out.	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>4.5.0</b>	<b>Late Running Logs</b> Lists trams running behind scheduled time.	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>4.6.0</b>	<b>Lost Mileage Logs</b> Used to note rostered tram services not undertaken or not completed.	TEMPORARY Destroy 1 year after action complete	Hold in agency pending destruction
<b>4.7.0</b>	<b>Safeworking Notices</b> Includes details of tram safety operations issued to Tramways staff.		

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>4.7.1</b>	<b>Original Notices</b>	PERMANENT	Transfer to PRO every 5 years
<b>4.7.2</b>	<b>Duplicate Notices</b>	TEMPORARY Destroy when reference ceases	Hold in agency pending destruction
<b>4.8.0</b>	<b>Sign Off and Report of Defects Sheets</b> Includes details of daily tram service/defects compiled by tram drivers at the end of their shift.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>4.9.0</b>	<b>Tram Control/Fleet Operations Control Incident Reports</b> Details all tram operation incidents reported to Fleet Operations Control.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction
<b>4.10.0</b>	<b>Tram Control/Fleet Operations Control Trouble Logs</b> Details all equipment failures reported to Fleet Operations Control.	TEMPORARY Destroy 7 years after action complete	Hold in agency pending destruction

**END OF DOCUMENT**