Public Record Office Standard

PROS 00/02

Authority

Retention and Disposal Authority for Records of the Department of Infrastructure

Version 2025

Incorporating Variations 1, 2, 3, 4, 5, 6, 7, 8 and 9

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Variation 5	Effective Date: 23/12/2013	Expiry Date: 31/12/2016
Variation 6	Effective Date: 03/02/2017	Expiry Date: 31/12/2019
Variation 7	Effective Date: 06/12/2019	Expiry Date: 31/12/2022
Variation 8	Effective Date: 13/12/2022	Expiry Date: 31/12/2025
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Public Records Act 1973
(Section 12)

Retention & Disposal Authority for Records of the Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 1:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Department of Infrastructure records, issued as Public Record Office Standard (PROS) 00/02 on 8/12/2000, as follows:

Insertion of new classes 12.3.0 to 12.6.7 relating to the Vessel Registration and Boat Operator function.

12.3.1 Maintenance of Registered Vessel's Summary Record, and

12.3.2 Maintenance of a New Client Record.

12.4.1 Application to Register a Vessel,

12.4.2 Maintenance of Vessel Registration Details,

12.4.3(a) Maintenance of Vessel Registration Status (Non Current Details), and

12.4.3(b) Maintenance of Vessel Registration Status (Current Details)

12.5.1 Maintenance of Boat Operator Licence Summary Record, and

12.5.2 Maintenance of a New Client Record

12.6.1 Application for a Boat Operator Licence,

12.6.2 Medical Review of Boat Operator Licence Holder,

12.6.3 Maintenance of Boat Operator Licence Details,

12.6.4 Testing of a Boat Operator,

12.6.5 Medical Review and Penalty Notifications to a Boat Operator,

12.6.6 Determination of Offences and Penalties,

12.6.7(a) Maintenance of Boat Operator Licence Status (Non Current Details), and

12.6.7(b) Maintenance of Boat Operator Licence Status (Current Details)

This Variation shall have effect from its date of issue.

Justine Heazlewood
Director and Keeper of Public Records

Date of Issue: **1 April 2005**

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Public Records Act 1973
(Section 12)

Retention & Disposal Authority for Records of the Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 2:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000 as follows:

Inclusion of new Class 23.0.0 covering the function of Public Transport Security

Inclusion of new Class 23.1.0 covering the function of Public Transport Closed Circuit Television (CCTV)

Inclusion of new Class 23.1.1 pertaining to Closed Circuit Television (CCTV) footage data not containing footage of a reported incident - Destroy when administrative use is concluded

Inclusion of new Class 23.1.2 pertaining to Closed Circuit Television (CCTV) footage containing footage of a reported incident - Destroy after required footage is copied onto DVD and when operational/administrative use is concluded

Inclusion of new Class 23.1.3 pertaining to Closed Circuit Television (CCTV) footage data replicated onto a DVD - Destroy 7 years after legal proceedings are concluded

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of Issue: **3 April 2006**

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Public Records Act 1973
(Section 12)

Retention & Disposal Authority for Records of the Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 3:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of the Authority until 30/11/2012

This Variation shall have effect from 01/01/2011.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 4 April 2011

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 4:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of the Authority until 31/12/2013

This Variation shall have effect from 01/12/2012.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 08/03/2013

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Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records of the Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 5:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of this Standard until 31/12/2016

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date: 23/12/2013

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 6:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of this Standard until 31/12/2019

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date: 03/02/2017

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 7:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of this Standard until 31/12/2022

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood Date: 06/12/2019

Director and Keeper of Public Records

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Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 8:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of this Standard until 31/12/2025

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood Date: 13/12/2022

Director and Keeper of Public Records

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Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records Department of Infrastructure

Public Record Office Standard (PROS) 00/02

Variation 9:

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Infrastructure, issued as Public Record Office Standard (PROS) 00/02 on 31/12/2000, as follows:

Extension of the application of this Standard until 31/12/2028

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Date: 11/12/2025

Director and Keeper of Public Records

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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.

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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 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

PROS 22/04 Disposal Standard authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

• working documents, such as notes or calculations, used to assist in the preparation of other records

• minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved

• minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals

• communications for the purpose of making minor arrangements

• duplicate copies. ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

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 Scope of this Authority

This Disposal Schedule is a Standard issued under Section 12 of the *Public Records Act* 1973. It has been issued by the Public Record Office Victoria in consultation with staff of the Department of Infrastructure.

The schedule covers *central* divisions of the Department of Infrastructure ***only***. Agencies within the Department of Infrastructure not covered by the schedule include:

Architects Registration Board
Building Advisory Council
Building Appeals Board
Building Control Commission – *PROS 97/08*
Building Practitioners Board
Building Regulation Advisory Commission
City Circle Tram Committee
City Circle Tram Promotion Committee
Docklands Authority
Hazardous Waste Consultative Committee
Heritage Council
Local Government and Planning Advisory Council
Melbourne City Link Authority
Melbourne Port Corporation
Passenger Charter Committee
Plumbing Industry Advisory Council
Plumbing Industry Commission
Public Transport Access Committee
Public Transport Heritage Advisory Committee
Spencer Street Station Authority
Taxi and Tow Truck Directorate
Taxi Driver Safety Committee
Urban Land Corporation
VicTrack
VicRoads – *PROS 97/07*
Victoria Grants Commission
Victorian Bicycle Advisory Council
Victorian Channels Authority
Victorian Motorcycle Advisory Council
Victorian Road Freight Advisory Council

Other agencies that believe they may be affected should contact Public Record Office Victoria for further advice.

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1.5 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 records must be managed and transferred in accordance with PROV Standards.

2 Acknowledgements

I wish to extend special thanks to the following people from the Department of Infrastructure for their assistance in the development of this schedule. Particular gratitude is extended to Alistair Bourrilhon, Gail Nicholson and the Victorian Electronic Records Strategy (VERS@ DOI) Team for their extensive and unfailing support. Those who have contributed advice and feedback are listed below:

Office of the Secretary

David Holmes, Manager Secretariat
Don Coulson, Freedom of Information

Planning Heritage and Building Division

Ray Tonkin, Executive Director Heritage Council
Murray Carman, Director Land Monitoring
Megan McDougall, Manager Public Assets
Mike McIntyre, Manger Policy & Strategic Development
Leah McKenzie, Manager Heritage Applications and Assistance
Anne Sedgley, Manager Information Services
Shirley Strachan, Manager Maritime Heritage
Peter Allen, Manager Planning System Reform
Nigel Hutton, Manager Business Systems
Ivars Satins, Manger Land Development & Information
Frances O'Neil, Senior Historian
Linda Connolly, Data Coordinator
Frances Hall, Permits Coordinator
Gerald McMahon, Land Monitor
Fiona McKenzie, Senior Research Officer
Shirani de Saram, Administration Officer
Greg Wapling, Senior GIS Officer
Warren Maguire, GIS Development Analyst

Office of the Director of Public Transport

Rob Hutchings, Director of Public Transport
Ian Harris, Assistant Director
Mathew Jowett, Assistant Director Business Services
John Rogan, General Manager
Greg Angelo, Manager Administrative Approvals
Andrew Neale, General Manager
Terry Quinn, Manager Contract Administration
Geraldine Sharman, Manager Legal Services
Bob Wilson, Senior Transport Adviser
Susan Meadows, Administration Officer

Ports and Marine Division

Nick Giangregorio, Manager Corporate Services
Martin Jaggs, Manager Marine Services
Tony Milne, Manager Quality Systems

Strategic Planning Division

Gail Moody, Executive Director
Neil Aplin, Executive Director Transport
Fotios Spiridonos, Senior Transport Analyst
William Taylor, Senior Transport Analyst

Local Government Division

Clare McArdle, Director Sector Development
Brian Duffy, Director Support and Communications
Ross Millard, Manager Information Reporting Systems Project
Colin Morrison, Manager Funding Programs
Merron Williams, Sector Development Analyst
Graham Dudley, Public Library Services Coordinator

Organisational Development Division

Sue Jaquinot, Executive Director
Lyndon Thompson, Director Corporate IT Services
Jenny Singleton, Director Human Resource Management
John Hanna, Director Corporate Information Management
Tony Butler, Director Contract Services
Lawrie Tooher, Director Legal and Legislation
Angy Egan, Manager, Human Resource Management
Gail Nicholson, Manager Personnel & Corporate Services
Ken Hudson, Manager Construction Supplier Register
Martin Dawes, Personnel & Administration
Mark Rogan, Payroll/Personnel
Alistair Bourrilhon, Manger Records Management Unit
John Brooks, Coordinator, Records Management Unit
Jennifer Oates, Senior Analyst Corporate Information Services

VERS@DOI

Howard Quenault, Director, VERS Project
Barbara Gobbert, VERS Project Manager
Justine Heazlewood, Business Development Manager
Lauren Thompson, VERS Project Development Officer
Margaret Kent, MiIBS Project Manager
MaryAnn Rosenthal, VERS Project Development Officer

And finally, to David Brown of Archival Systems, and Tracey Manallack who was the Public Record Office Victoria officer responsible for this Schedule.

Ross Gibbs, Director

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4 Retention & Disposal Authority

Retention & Disposal Authority

	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
1.0.0	**CONTRACT AND PROJECT MANAGEMENT** Projects and Contracts may result from: • the specific functions allocated to DoI or its business units, this includes: • contracts to supply public transport • out-sourced suppliers of government services • routine administrative tasks such as office services and equipment		
1.1.0	**Contracting** Establishing and managing contracts for major or minor government projects, programs or services.		
1.1.1	**Contract Management** Management systems that regulate and manage contracts in summary form	**Permanent** Transfer to the PROV when administrative use is concluded	• Contract Registers • Register of Indemnities
1.1.2	**Tendering** Calling for and assessing tenders	**Temporary** Destroy 7 years after contract let	• Unsuccessful Tenders • Tender Register • Due Diligence Material
1.1.3	**Significant Contracts** Establishing and managing contracts for significant ongoing government commitments such as transfer of ownership, sale of utilities and large-scale government infrastructure projects	**Permanent** Transfer to the PROV when administrative use is concluded	• Specifications • Contracts • Summaries of Contracts • Establishment Documentation • Tender Evaluations • Correspondence

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	CONTRACT AND PROJECT MANAGEMENT (continued)		
1.1.4	**Minor Contracts** Establishing and managing contracts for smaller scale activities, such as HR or IT consultancy contracts. These may be simple or specialty (under seal) contracts.	**Temporary** Destroy 7 years after the terms of the contract have expired for ***simple contracts*** or 15 years after the terms of the contract has expired for ***contracts under seal***	• Specifications • Contracts • Summaries of Contracts • Establishment Documentation • Insurance Policies • Tender Evaluations • Indemnities • Correspondence • Quotations • Evaluations • Financial Payments

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	CONTRACT AND PROJECT MANAGEMENT (continued)		
1.2.0	**Project Management (Non Contracted)** Managing non-contract projects from commencement until completion.		
1.2.1	**Summary Project Management** Management of data relating to projects in summary form.	**Permanent** Transfer to the PROV when administrative use is concluded *in PROV agreed format*	
1.2.2	**Projects Requiring Economic Reform Committee (ERC) Approval** The management of significant projects such as infrastructure and Government Business Enterprise (GBS) projects on behalf of the Department or State	**Permanent** Transfer to the PROV when administrative use is concluded	• Evaluation Reports • ERC Approvals • Final Reports (Including Those Generated Externally) • Correspondence • Briefing Notes • Financial Assessments • Project Schedules
1.2.3	**Projects Not Requiring ERC Approval** Managing smaller projects for which the ERC approval is not required	**Temporary** Destroy 7 years after completion of project	• Property Group Project Files • Documents Relating to the Project Brief, Operation, Implementation and Outcomes • Internal and External Correspondence • Project Schedules
1.2.4	**Monitoring and Reporting Project Progress** Informing management on the progress of projects	**Temporary** Destroy when administrative use is concluded	• Progress Reports • Draft Final Reports • Status Reports

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
2.0.0	**COMMITTEES AND WORKING PARTIES** Work related to Committees, Working Parties and other bodies which operate across DOI at all levels that: • affect or establish DOI policy • determine or influence strategies or objectives • significantly affect DOI administrative or operational activities		
2.1.0	**Commissions, Committees, Working Parties - Convened by DOI**	**Permanent** Transfer to the PROV when administrative use is concluded	• Agendas and Schedules for Committees, Working Groups • Committee Membership Lists • Working Papers and Minutes • Notices of Meetings • Reports and Decisions • Implementation Action Taken

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	COMMITTEES AND WORKING PARTIES (continued)		
2.2.0	**Commissions, Committees and Working Parties not Convened by DOI** Includes those that DOI does not convene but where the: • DOI may have input into the findings or decision making process • DOI's policies, procedures, administrative arrangements may be affected by the results or operations of the Committee/Working Party • DOI may have input into the findings or decision making process • Committee or Working Party influences or establishes precedent that affects the operations of DOI and/or whole of government Examples of such bodies include: • Economic Development Committee • Building Regulation Committee • Information Management Meeting • Infra Information Committee	**Permanent** Transfer to the PROV when administrative use is concluded	• Agendas and Schedules for Committees, Working Groups • Committee Membership Lists • Working Papers and Minutes • Notices of Meetings • Reports and Decisions • Implementation Action Taken

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	COMMITTEES AND WORKING PARTIES (continued)		
2.3.0	**Commissions, Committees and Working Parties not Convened by DOI** Includes those that DOI does not convene and where the: • DOI does not have input into the findings or decision making process • DOI's policies, procedures, administrative arrangements are not affected by the results or operations of the Committee/Working Party • Committee or Working Party influences or establishes precedent that does not affect the operations of DOI and/or whole of government	**Temporary** Destroy when administrative use is concluded	• Agendas and Schedules for Committees Working Groups • Committee Membership Lists • Working Papers and Minutes • Notices of Meetings • Reports and Decisions • Implementation Action Taken
2.4.0	**Facilitation of Meetings** Includes activities to: • arrange meetings • support chair or members • prepare minutes	**Temporary** Destroy when administrative use is concluded	• Attendance Arrangements • Facility Arrangements • Drafts of Minutes, Agenda Papers • Invitations to Join or Attend • Expressions of Thanks

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
3.0.0	**COUNCIL AND PANEL APPOINTMENTS**		
	Councils and Panels that have responsibility for activities within DoI administrative context include: • Heritage Council • State Boating Council • Planning Panels • Victorian Grants Council	**Permanent** Transfer to the PROV when administrative use is concluded	• Appointment Files

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES

4.0.0	**FUNDING PROGRAMS MANAGED BY DOI OR AGENCIES WITHIN DOI**
	The funding programs managed by DoI or Agencies within DoI include:
	
	Heritage Fund. Funds provided for the conservation/ management of any heritage place or object including privately owned property and Publicly owned places that are:
	• Listed on the Victorian Heritage Register
	• Listed for protection under a Council Planning Scheme
	
	State Boating Council Grants Scheme. State Boating Council gives advice to the Minister concerning the disbursement of recreational boating grants for the improvement of recreational boating facilities and boating safety. Funds expended by the Council are drawn from funds appropriated by the Minister under Section 109 of the Marine Act and the Special Project funds available to the Minister. These funds are separate from the Marine Board's operations and are not included in the Marine Board's financial statements. State Boating Grants include:
	• Public Recreational Boating Facilities Program
	• Water Safety (Boating) Grants Program
	• Water Safety (Education & Training) Program
	
	Residential Design and Development Fund. The Fund is to improve the use of urban design skills and the quality of decision making by local government for medium density housing and residential developments. Funding is available to municipalities currently using the Good Design Guide for Medium-density Housing. Four funding categories are provided:
	• Local government decision making processes
	• Skilled design or other professional advice
	• Education, training and communications
	• Evaluation and publication of outputs and outcomes
	
	Local Government Funding Programs. Funds provided for funding programs including:
	• Victorian Grants Commission (VGC)
	• Local Government Fund including:
	  • Public Libraries
	  • Beach Cleaning
	  • Language Services
	  • Publications		

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	FUNDING PROGRAMS MANAGED BY DOI OR AGENCIES WITHIN DOI (continued)		
4.1.0	**Applications for Grants and Funding Programs.** The process of determining the allocation of financial assistance for various Grants and Funding Programs, including: • Recommendations and acceptance reports/statements • Application • Reports and Reviews • Procedures manual • Assessments and supporting documentation • Recommendations		
4.1.1	**Successful Applications**	**Permanent** Transfer to the PROV when administrative use is concluded	
4.1.2	**Unsuccessful Applications**	**Temporary** Destroy 7 years after action finalised	
4.2.0	**Registration and Control** Summary of applications identify nature of application and reasons for acceptance or rejection.	**Permanent** Transfer to the PROV when administrative use is concluded	• Register or summary of Applications for Grants

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COMMENT: HERITAGE ACTIVITIES

The following classes correspond to the core functional activities of Heritage Victoria. Heritage Victoria administers the Heritage Act 1995 and maintains the Victorian Heritage Register.

The key functional activities of Heritage Victoria are to identify, protect and interpret Victoria's most significant cultural heritage resources.

Heritage Victoria advises private owners, Local and State Government, industry and the general community on heritage matters.

Heritage Victoria:

- recommends places and objects for inclusion in the Victorian Heritage Register
- issues permits to alter or make other changes to a heritage place or object
- provides funding assistance for heritage projects
- manages historic shipwrecks and relics
- is responsible for protecting our archaeological heritage
- promotes community understanding of the Heritage Act
- provides educational services, resources and support for heritage related projects
- cares for artefacts from all types of registered places

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
5.0.0	**HERITAGE** This function includes: • the assessment and decision making for protection, of places, buildings and objects, • advice to and liaison with government • initiation and the undertaking of programs of research • promotion of public understanding and development of community education programs Heritage functions are derived the following acts which include: • Heritage Act 1995 • Land Acquisition and Compensation Act 1986 • Planning and Environment Act 1987		
5.1.0	**Registration** The process to achieve acceptance of an assessed place, object, archaeological place and relics, historic shipwrecks and relics, protected zones. Registration is achieved when established criteria is achieved for the nominated place, buildings or objects.		
5.1.1	**Nominations and Notifications** The process of nomination can be instigated by a person, body or Heritage Victoria. Notifications are required where work is underway and it appears to affect a potential heritage place, buildings and objects.	**Permanent** Transfer to the PROV when administrative use is concluded	• Nomination forms and supporting documentation • Recommendations • Interim Protection Orders
5.1.2	**Assessment and Registration** The process of assessing the nomination against the assessment criteria published by the Heritage Council. This results in either: • Registration in the Historic Register • Referral • Rejection.	**Permanent** Transfer to the PROV when administrative use is concluded	• Assessment reports • Site location & sketches • Title details • Assessment Hearings • HVPlan database • Historic Place database • Heritage Inventory • HERMES database • Site records (maps, plans photographs & field notes)

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.1.3	**Notification of Registration** Statement of Notification, Heritage Copy. Copies of Notification of registration are also provided to: • Owners • Local government • Registrar of Titles.	**Permanent** Transfer to the PROV when administrative use is concluded	• Notice of Registration • Statements to nominator/owner

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.2.0	**Permits and Covenants – Granting and Appeals** As a result of registration, permits for alterations are granted that allow prescribed actions to be undertaken, that do not require notification to Heritage Victoria. Covenants establish requirements for the development, use and conservation of the place, buildings and objects. The Heritage Council determines appeals against the requirements of a permit. Release of covenant provisions are determined by the Governor in Council.	**Permanent** Transfer to the PROV when administrative use is concluded	• Covenant • Consents • Permits • Variations • Agreements • Release • Appeals, Reviews and Hearings • Determinations • Submissions
5.3.0	**Property** The acquisition and disposal of land or real property for the purpose of public heritage, by lease purchase, exchange or compulsory acquisition. Acquisition of land requires the consent of the Minister and follows the process and requires documentation necessary to satisfy the requirements of the *Land Acquisition and Compensation Act* 1986. There are statutory requirements that must be documented for the lease, rental and disposal of real property including income/return rates.	**Permanent** Transfer to the PROV when administrative use is concluded	• Evaluations • Title details • Agreements • Contracts • Compensation Payments • Rates of Return against Treasury directions

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.4.0	**Enforcement and Legal Proceedings**		

5.4.1	**Summary and Registration**
	Actions that result in the unique identification, control and summary of investigations and prosecutions.
		Permanent
		Transfer to the PROV when administrative use is concluded
			• Registers of Prosecutions
			• Registers of Investigations
			• Investigation Summarys
			  ◆ Outcomes
			  ◆ Certified Extracts
			• Published Recent Prosecutions

5.4.2	**Investigation and Prosecution**	**Permanent** Transfer to PROV when administrative use is concluded	• Case Files
5.4.3	**Investigation & Prosecution Tracking** Actions that allow investigation and prosecutions to be managed and performed according to timetables and appropriate methods.	**Permanent** Transfer to PROV when administrative use is concluded	• Case monitoring records • Investigation Case Schedules • Prosecution Case Schedules

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.5.0	**Works and Conservation** Conservation includes the retention of the cultural heritage significance of a place or object and any maintenance, preservation, restoration, reconstruction or sustainable use of a place or object. The owner of a registered place or registered object must not allow that place or object to fall into disrepair; or fail to maintain that place or object to the extent that its conservation is threatened.		
5.5.1	**Studies – Conservation and Heritage** Reference and guides that assist in the preservation and conservation of heritage places and objects.	**Permanent** Transfer to the PROV when administrative use is concluded	• Typological Study Files • Supporting files such as Biographical Architect files • Consultation and advice documentation
5.5.2	**Works** Record of works proposed, planned and undertaken for heritage locations and property.	**Permanent** Transfer to PROV when administrative use is concluded	• Public Heritage Unit Property Files • Private Property Files • Repair orders
5.5.3	**Job Management**	**Temporary** Destroy when administrative use is concluded	• Job tracking

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.6.0	**Education and Community Information** Under the Heritage Act 1995 the Heritage Council has an obligation to promote public understanding of Victoria's cultural heritage and develop and conduct community information and education programs.		
5.6.1	**Training and Education Course Material** Training and course material prepared by the Authority.	**Permanent** Transfer to the PROV when administrative use is concluded	
5.6.2	**Training and Education Assessment and Review** Includes the development, assessment and review of *course content*.	**Temporary** Destroy 10 years after final action	
5.6.3	**Training and Education Course Arrangements and Administration** Includes arrangements for attendance by participants.	**Temporary** Destroy when administrative use is concluded	
5.6.4	**Training and Education Course Assessment** Includes course reports and assessments on participants.	**Temporary** Destroy 10 years after final action	
5.6.5	**Publicity Material – Masters**	**Permanent** Transfer to PROV when administrative use is concluded	• Clippings • Copy negatives for photographic or audio-visual records
5.6.6	**Exhibition and Displays - Masters**	**Permanent** Transfer to PROV when administrative use is concluded	• Posters, models, pamphlets • Exhibition Project Files
5.6.7	**Publicity - Facilitation** Activities that allow the distribution of publicity across all media outlets. This does not include financial records.	**Temporary** Destroy 2 years after action completed	• Media contact details (names, telephone numbers etc.), arrangements

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	HERITAGE (continued)		
5.6.8	**Exhibitions and Displays - Arrangements**	**Temporary** Destroy 10 years after administrative use is concluded	• Films, photographic recording of the display • Arrangement of Exhibition Records
5.6.9	**Exhibitions and Displays – Facilitation** Activities that support the mounting exhibitions and displays. Does not include financial records.	**Temporary** Destroy 2 years after action completed	• Media contact details (names, telephone numbers etc.) • Invitations • Arrangements for cancelled exhibitions etc

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COMMENT: MARINE BOARD

The Marine Board of Victoria is the State's marine safety agency and is responsible for the administration of the Marine Act 1988. The objectives of the Board are to:

- facilitate efficient and safe operation of vessels;
- facilitate navigation safety;
- improve community awareness of boating safety;
- improve and simplify vessel registration and operating requirements;
- be responsible for ensuring an effective response to oil pollution incidents.

The Marine Board has two key business activities:

- Commercial shipping business which ensures that:
  a) effective arrangements are in place to respond to marine pollution incidents,
  b) the design, construction and equipment of new and existing vessels meet minimum specified standards, and
  c) persons who operate commercial vessels are appropriately qualified, vessels are appropriately crewed, standards are set and maintained for navigational aids and marine incidents and accidents are investigated.
- Recreational Boating (see Functions 12 & 13) which is to provide efficient and accessible boating safety services through vessel registration, public education and the provision of boating facilities.

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
6.0.0	**MARINE BOARD STANDARDS** The Marine Board determines standards and codes of practice for: • Navigational aids and channel dredging & maintenance • Qualifications and licensing • Crewing determinations • Port safety • Marine pollution Response • Vessel safety • Service Provider management • Marine Incident Investigations.		
6.1.0	**Standards** Includes master copies of Standards, Codes of Practice, Policies and Guides.	**Permanent** Transfer to the PROV when administrative use is concluded	• Master of Minutes of Working Parties • Master Standards, Policies and Guides • Standards Subject Files • Board Determinations
6.2.0	**Standards Facilitation** Documentation supporting the development management and distribution of Standards, Guides, and Codes of Practice.	**Temporary** Destroy after final administrative action	• Drafts • Reference Material

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
7.0.0	**MARINE OPERATIONS** Marine operations involves: • Navigational and Channel Standards • Qualifications and Licensing • Crewing Determinations • Training and Provider Management • Marine Incident Investigation • Port Management.		
7.1.0	**Qualifications and Licensing** Masters and some crew of vessels are required to have achieved a level of proficiency and to have obtained the required certificate(s) of competency for the class and size of vessel. Certificates of Competency are required: • in order to operate a vessel that is being used for commercial purposes, • in order to be in charge of machinery on a vessel that is being used for commercial purposes. In addition to the above, masters of large commercial vessels trading regularly to Victorian Ports are eligible to apply Pilotage Exemption Certificates.		
7.1.1	**Register of Certificates of Competency** Register provides a summary of individuals certified to operate vessels and machinery within geographical limits, eg. Lakes Entrance and specifically endorsed areas.	**Permanent** Transfer to the PROV when administrative use is concluded	• Register of Qualifications and Licences issued • VSMQS DBase
7.1.2	**Pilotage Licences and Exemption Certificates** Licences as Marine Pilots are issued by the MBV to individuals who satisfy requirements set out in relevant Board Determinations and Codes of Practice. Masters of large Commercial Vessels holding a Master Class 1 or equivalent are eligible to apply for a Pilotage Exemption Certificate where the vessel regularly visits Victorian Ports.	**Temporary** Destroy 7 years after the conclusion of the term of the of the Licence	• Licence/Qualifications Files • Licence Application forms • MBV Determinations & Codes of Practice • Application for Pilotage Exemption

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Retention & Disposal Authority

	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	MARINE OPERATIONS (continued)		
7.2.0	**Port Administration** Administration of Ports and Harbours and Registration of Appointments, including • Harbour Master appointments • MBV Determinations • Port safety (safety of Navigation) Investigation files • Port management • Incident Reporting & Investigation.		
7.2.1	**Harbour Masters Registration** Summary of Registration of Harbour Masters appointed by the Marine Board.	**Permanent** Transfer to the PROV when administrative use is concluded	• Register of Harbour Masters
7.2.2	**Harbour Master Licensing** Applications to and licensing by the Marine Board for the position of Harbour Master.	**Temporary** Destroy 7 years after the conclusion of the term of the Harbour Masters term of appointment	• Application • Statement of Suitability • Assessments • Licence • MBV Determination for appointment of Harbour Masters
7.2.3	**Port Management** The extent to which the MBV is responsible for Port Management relates principally to the obligations of Harbour Masters and Port Operators to ensure the maintenance of standards developed by MBV for the safety of vessel navigation within ports.	Permanent Transfer to the PROV when administrative use is concluded	• Port files • MBV Determinations relating to Navigation Aids and Channel dredging standards
7.3.0	**Crewing Determinations** Determination of appropriate crewing levels for vessels by class and activity and area of operation.	Permanent Transfer to the PROV when administrative use is concluded	• Crewing Determination Files • VSMQS DataBase

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
8.0.0	**MARINE POLLUTION** A National Plan to combat oil pollution at sea has been in operation since 1973. The Plan represents a combined effort by Commonwealth and State Governments and the oil and shipping industries. It provides national response arrangements to promptly and effectively deal with marine pollution incidents. The Marine Board of Victoria is responsible for management of the National Plan in Victoria and for ensuring State and Regional Plans are maintained to deal with oil spills, wherever they might occur.		
8.1.0	**Policy Advice and Contingency Plans** MBV is responsible for the development of policy advice and coordination of the development and implementation of State and Regional Contingency Plans in line with the National Plan.		
8.1.1	**Consolidated Reports** Consolidated pollution reports on an annual basis for Marine Board reporting purposes.	**Permanent** Transfer to PROV after administrative use is concluded	• Consolidated Annual Reports • Consolidated Registration record
8.1.2	**Input to Consolidated Reports** Support to consolidated reports on a periodic basis (less than annual) superseding those from the previous period.	**Temporary** Destroy when administrative use is concluded	• Consolidated Monthly & Quarterly Reports and Statements • Working papers for the preparation of the above

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	MARINE POLLUTION (continued)		
8.2.0	**Response Equipment and Incident Control Centre (ICC) Management** MBV is responsible for the storage and maintenance of pollution response equipment owned by the MBV and the Australian Maritime Safety Authority. The MBV is also responsible for the establishment, maintenance and operation of an Incident Control centre for the purposes of Marine Pollution Response.		
8.2.1	**Regional Lead Agency Management** Regional Lead Agencies are responsible to MBV to maintain a state of preparedness and respond to pollution incidents within their Region.	**Permanent** Transfer to the PROV when administrative use is concluded	• Head Office Files on Regions
8.2.2	**Incident Response Coordination** As the State Marine Authority, MBV is responsible for the coordination of responses by Regional Lead Agencies to Marine Pollution Incidents.	**Permanent** Transfer to the PROV when administrative use is concluded	• Oil Spill Response Atlas (Coastal Resource Atlas) • National, State and Regional Plans • Situation Reports • Nautical Charts, Maps and technical references
8.2.3	**Training Programs** Coordination of training programs for response and ICC management.	**Temporary** Destroy 5 years after administrative use is concluded	• Exercise files
8.2.4	**Equipment Management** MBV is responsible to manage a contract with an external services provider for the storage & maintenance of oil spill response equipment located in Melbourne.	**Temporary** Destroy when administrative use is concluded	• Equipment database • New product data • Maintenance schedules • Equipment Maintenance records

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
9.0.0	**EXISTING AND NEW VESSELS SURVEY**		
	Certificates of survey are issued following an application from an owner and when the Board is satisfied that a vessel complies with the relevant provisions of the Uniform Shipping Laws (USL) Code in respect of • Design • Construction • Equipment • Crewing. Before any commercial vessel can operate it is required to have a valid Certificate of Survey, which is only issued when the vessel satisfactorily completes survey in respect of her hull, machinery and equipment and has satisfactory manning. Vessels come into survey in Victoria in a number of ways. These include as new constructions, as existing vessels which have been previously in survey, as existing vessels which have never been in survey or as vessels in survey with another State or Territory.	**Permanent** Transfer to the PROV when administrative use is concluded	• Certificates of Survey • General arrangements plans • Construction plans, (transverse & longitudinal section) • Plans, specifications or data sheets for members scantlings, fastening methods, details of closing devices, bilge pumping arrangements • Details of the oil fuel system, for tanks, filing & venting arrangements, piping & valves • Where applicable, arrangements for loading carriage & discharge of liquid cargoes • Structural fire protection arrangements & fixed fire appliances • Details of rudder stern frame, propeller brackets, engine, thrust seatings, propeller shafting • Preliminary stability information • USL Code • VSMQS DBase

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
10.0.0	**PROVIDER MANAGEMENT** Providers are engaged to undertake activities in: • Registration • Training in Marine Operations • Port Safety as per Harbour Masters obligations.		
10.1.0	**Registration** MBV Service Providers are accredited and registered with the Marine Board of Victoria.	**Permanent** Transfer to the PROV when administrative use is concluded	• Registration of accredited service Providers records • Register of Pilotage Providers
10.2.0	**Administration** Routine correspondence and liaison between the Marine Board and providers.	**Temporary** Destroy when reference ceases	• Correspondence

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Retention & Disposal Authority

	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
11.0.0	**INCIDENT INVESTIGATIONS** Investigations into marine incidents including accidents, collisions, spills, pollution, threats to persons and the environment.		
11.1.0	**Incident Investigations – Summary**	**Permanent** Transfer to the PROV when administrative use is concluded	• Lotus Notes database
11.2.0	**Incident Investigations – Major** Investigations involving substantial damage to life, property or the environment.	**Permanent** Transfer to the PROV when administrative use is concluded	• Major Incident Files • Fatalities • Incident reports & Recommendations
11.3.0	**Incident Investigations – Minor** Investigations involving minor damage or near misses.	**Temporary** Destroy 10 years after investigation concluded	• Minor incident file

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
12.0.0	**REGISTRATION** The owners of recreational vessels equipped with a motor capable of being used for propulsion are required to register their craft with VicRoads, acting as an agent of the Marine Board of Victoria. In Victoria there is no requirement for operators of recreational boats to be licensed. Duration of registration is one year.		
12.1.0	**Consolidated Registration Details** Consolidated registration details on an annual basis for Marine Board reporting purposes.	**Permanent** Transfer to PROV after administrative use is concluded	• Annual Consolidated Reports
12.2.0	**Consolidated Registration – Facilitation** Support to the consolidated registration transactions on a periodic basis (less than annual) superseding those from the previous period.	**Temporary** Destroy when administrative use is concluded	• Consolidated Monthly & Quarterly Reports and Statements • Working papers for the preparation of the above

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.3.0	**Vessel Registration Summary Record** Create and maintain a summary record of key events relating to a registered vessel. Key events include for every vessel: • granting of the initial registration, • registration renewals, • transfer of ownership of the vessel, • changes to the registered operator's personal details, • changes to the registered vessel, • registration suspensions or cancellations and the reasons for them, and • any other significant event.		
12.3.1	**Maintenance of Registered Vessel's Summary Record**	**Temporary** Destroy 50 years after the vessel's initial registration or 3 years after the vessel's most recent registration, whichever is the later.	
12.3.2	**Maintenance of a New Client Record** If a person wishes to register a vessel for the first time, a new client form is created.	**Temporary** Destroy 70 years after the granting of the vessel's initial registration or 3 years following the non-renewal of the registration, whichever is the later.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.4.0	**Registration of a Vessel** The registration of the vessel includes: • the registration of a vessel that has not been previously registered, • the re-registration of a vessel where the registration has expired and has not been renewed or re-activated within a specified period, and • amending a registration to record changes to a registered vessel (does not include transfer of ownership or changes to the registered operator's details, see Class 12.4.2).		
12.4.1	**Application to Register a Vessel** Activities relating to the processing of an application include checking the validity of the vessel identification number, checking whether the vessel is stolen, and allocating the registration number. Includes supporting documentation such as engineer's report, manufacturer's report.	**Temporary** Destroy 50 years after the vessel's initial registration or 3 years after the vessel's most recent registration, whichever is the later.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.4.2	**Maintenance of Vessel Registration Details** This class includes information used to maintain an up to date record of a particular vessel	**Temporary** Destroy 3 years after action is complete.	• Payment of fees and charges for initial registration • Issue of registration certificate, label, number plate for initial registration • Notification of changes to registered operator's details • Generation of new registration certificate for changed operator details • Registration renewal notice • Registration renewal application • Payment of fees and charges for renewal of registration • Registration cancellation report • Vessel inspection reports • Notification to registered operator of registration cancellation or suspension • Determination, effectuation, and notification to registered operator of registration cancellation or suspension • Refund of fees and charges following cancellation or suspension of registration • Transfer of ownership notification • Collection of fees and charges for transfer of ownership • Issue of registration documentation to new registered operator

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.4.3	**Maintaining Vessel Registration Status** Maintaining the current status of the vessel registration including: • whether the registration is active or inactive, • whether the registration is suspended or cancelled, • conditions attached to the registration, and • operator's current personal details.		
12.4.3(a)	**Maintenance of Vessel Registration Status** a) Non-current details	**Temporary** Destroy when superseded.	
12.4.3(b)	**Maintenance of Vessel Registration Status** b) Current details	**Temporary** Destroy 50 years after the vessel's initial registration or 3 years after the vessel's most recent registration, whichever is the later.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.5.0	**Boat Operator Licence Summary Record** Create and maintain a summary record of key events in a boat operator history. Key events include for every operator: • granting of the initial licence, • granting of any additional licence, including re-licensing, • licence renewals, • changes to the operator's personal details, • variations to the licence, • conditions placed on the licence, and the reasons for them, • licence suspensions, cancellations or disqualifications, and the reasons for them, • marine related offences and related penalties, and • any other significant event. This class authorises the modification, updating, deletion and erasure of incorrect or inaccurate data, in accordance with system operating guidelines, provided that • audit records of such changes are retained for as long as is necessary to satisfy the administrative, reference and research needs of the Director, VicRoads and, where applicable, other requirements.		
12.5.1	**Maintenance of Boat Operator Licence Summary Record** a) Licensed operator, and b) Deceased operator	**Temporary**: Destroy 70 years after the granting of the licensee's initial licence or 3 years following the non-renewal of the licence, whichever is the later.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.5.2	**Maintenance of a New Client Record** If a person wishes to obtain boat operator's licence for the first time, a new client form is created.	**Temporary** Destroy 70 years after the granting of the licensee's initial licence or 3 years following the non-renewal of the licence, whichever is the later.	
12.6.0	**Granting a Boat Operator Licence** The granting of a boat operator licence includes: • granting an initial operator licence • varying / endorsing an operator licence to change the licence type or conditions, and • re-licensing of an operator following the expiry of a licence cancellation or the failure to renew or re-activate the licence within 5 years of its expiry date.		
12.6.1	**Application for a Boat Operator Licence** Receiving and processing an application for a boat operator licence, including supporting documentation.	**Temporary:** Destroy 70 years after the granting of the licensee's initial licence or 3 years following the non-renewal of the licence, whichever is the later.	• boat operator licence application
12.6.2	**Medical Review of a Boat Operator Licence**	**Temporary:** Destroy 70 years after the granting of the licensee's initial licence or 3 years following the non-renewal of the licence, whichever is the later.	• Medical condition investigation documents

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.6.3	**Maintenance of Boat Operator Licence Details** This class includes information used to maintain an up to date record of a particular boat operator licence	**Temporary** Destroy 3 years after action is complete.	• Payment of fees and charges for a licence • Licence issue documentation • Changes to licence holder's personal details • Generation and issue of new licence documentation • Renewal notification • Renewal application • Payment of fees and charges for a licence renewal • Licence renewal issue documentation • Licence reactivation application • Payment of fees and charges for a licence reactivation • Licence reactivation issue documentation • Licence to be cancelled notification to operator • Licence cancellation effectuation documents • Licence cancellation notification to operator • Refund of fees and charges for a licence cancellation • Medical review determination and effectuation • Refund of fees and charges for a medical review licence cancellation • Receipt of notification of any offence or penalty • Effecting the penalty documentation • Refund of fees and charges for a licence resulting from an offence or penalty

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.6.4	**Testing of a Boat Operator** Records relating to the licence examination of an individual, and any retesting that may take place due to a medical review etc.	**Temporary** Destroy 12 months after the completion of the test.	• Examination Records • Scoresheets
12.6.5	**Medical Review and Penalty Notifications to a Boat Operator** Notifications to a boat operator arising from medical review or effectuation of penalties - may include cancellation or suspension of licence.	**Temporary** Destroy 12 months after dispatch of the notification.	• Notification to a boat operator of the outcome of a medical review • Notification to a boat operator of the outcome of an offence or related penalty
12.6.6	**Determination of Offences and Penalties** Determination of recreational vessel or marine related offences and infringements and associated penalties.	**Temporary** Destroy 4 years after receipt of notification of an offence or penalty.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	REGISTRATION (continued)		
12.6.7	**Maintaining Boat Operator Licence Status** Maintaining the current status of the boat operator licence including: • whether the licence is active or inactive, • whether the licence is suspended or cancelled, • conditions attached to the licence, e.g. for medical reasons, and • operator's current personal details.		
12.6.7(a)	**Maintenance of Boat Operator Licence Status** a) Non-current details	**Temporary** Destroy when superseded.	
12.6.7(b)	**Maintenance of Boat Operator Licence Status** b) Current details	**Temporary** Destroy 70 years after the granting of the licensee's initial licence or 3 years following the non-renewal of the licence, whichever is the later.	

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
13.0.0	**BOATING SAFETY**		
13.1.0	**Boating Safety Promotion and Publicity** This activity involves the promotion of boating safety through all forms of media. Promotion and publicity also involves the tracking and monitoring of media for references to boating safety.		
13.1.1	**Publicity Tracking and Recording** Master of press reports or press cuttings, relating to Authority functions and activities, excludes press cuttings placed on file among other records.	**Permanent** Transfer to the PROV when administrative use is concluded	• Press cutting files/books
13.1.2	**Publicity Material – Masters**	**Permanent** Transfer to the PROV when administrative use is concluded	• Masters of Marine Board produced safety publications • Copy negatives for photographic or audio-visual records
13.1.3	**Publicity - Facilitation** Activities that allow the distribution of publicity across all media outlets.	**Temporary** Destroy 2 years after action completed	• Media contact details (names, telephone numbers etc.), arrangements.

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	BOATING SAFETY (continued)		
13.2.0	**Boating Facilities** The provision of advice to the Minister and the MBV on establishing Codes, Policies and Standards for the improvement and maintenance of private and public boating facilities.		
13.2.1	**Policies, Standards and Codes**	**Permanent** Transfer to the PROV when administrative use is concluded	• Master of Minutes of Working Parties • Standard & Guidelines • Standards Subject Files • Regulatory Impact Statements
13.2.2	**Facilitation** Documentation supporting the development, management and distribution of Policy, Standards and Codes of Practice.	**Temporary** Destroy when administrative use is concluded	• Drafts • Reference Material

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	BOATING SAFETY (continued)		
13.3.0	**Operating and Waterway Rules** The development, implementation and maintenance of a safe operating regime.		
13.3.1	**Operating and Waterway Rules** Developed Waterway Rules and evidence of the development of the rules. Rules cover: • Navigation • Boat handling • Safety equipment • Overloading • Alcohol and drugs • Lifejackets.	**Permanent** Transfer to the PROV when administrative use is concluded	• Master of minutes of working parties • Original of Operating or Waterway Rules
13.3.2	**Operating and Waterway Rules Facilitation** Documentation supporting the development, management and distribution of final Policy, Standards and Codes of Practice.	**Temporary** Destroy when reference ceases	• Minor drafts • Reference Material
13.3.3	**Boating Safety – Victoria Police Liaison** Programs and projects involving liaison between the Marine Board and Victoria Police regarding boating safety enforcement and education.	**Temporary** Destroy 10 years after final action	• Program and project files

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
14.0.0	**STATE BOATING COUNCIL** The State Boating Council is a part time representative body established to advise the Minister for Roads and Ports and the Marine Board on all matters relating to recreational boating. The Marine Board provides administrative support to the Council and the Manager of Recreational Boating acts as its Executive Officer.		
14.1.0	**Victorian Boating Strategy** The Strategy provides direction for the development of recreational boating facilities and services.	**Permanent** Transfer to the PROV when administrative use is concluded	• Victorian Boating Strategy • Regional Coastal Plans
14.2.0	**Guidelines and Policies**	**Permanent** Transfer to the PROV when administrative use is concluded	• Boating Facility Construction Guidelines
14.3.0	**Strategies, Guidelines and Rules Facilitation** Documentation supporting the development, management and distribution of Strategies, Guidelines and Rules.	**Temporary** Destroy when reference ceases	• Minor drafts • Reference Material
14.4.0	**Boating Facilities Inventory** Database which identifies locations, type, condition of boating facilities.	**Permanent** Transfer to the PROV when administrative use is concluded	• Inventory

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COMMENT: LAND USE PLANNING

This function involves the development and management of the regulatory framework for the fair, orderly, economic, sustainable use and development of land in Victoria.

Planning functions are derived the following acts:

- Land Act (as amended) 1958
- Land Acquisition and Compensation Act (as amended) 1986
- Planning and Environment Act (as amended) 1987.

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
15.0.0	**STRATEGIC PLANNING AND POLICY** Strategic Planning and Policy establishes standards and codes of practice that identify levels of performance and appropriate methods. These include: • Codes of Practice • Design Guides • Research and data collection for strategic planning • Victoria's Planning Provisions • Building Policy • Issue papers		
15.1.0	**Strategic Planning Policy** Developing a vision and strategic directions regarding existing and future land use within a Local Government Authority (LGA). Includes Planning Reform.	**Permanent** Transfer to PROV after administrative use is concluded	• Original of LGA/other Strategic Statement • Original of Strategy Plan • Original Issue Papers
15.2.0	**Standards & Codes of Practice**	**Permanent** Transfer to the PROV when administrative use is concluded	• Master of Minutes of Working Parties • Master Code of Practice • Code of Practice Subject Files
15.3.0	**Standards & Codes of Practice Facilitation** Documentation supporting the development, management and distribution of Standards and Codes of Practice.	**Temporary** Destroy after final administrative action	• Minor Drafts • Reference Material

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
16.0.0	**ANALYSIS, REVIEW, FORECASTING AND MARKET INFORMATION** Analysis, review, forecasting and market information involves the research to support planning and other functions: • Production of demographic information to help understand urban and regional change • Market trends and changes information • Research to support land use strategies. • Includes program development, implementation & operation, evaluation of presentation & publication of results.		
16.1.0	**Recommendations Results and Findings** Findings includes key database collections that identify critical development and trends, where the collection has been substantially developed within DoI and cannot be recovered from primary sources. This includes information relating: • Urban Centres and Rural Locations • Towns in Time • Employment • Historical Population.	**Permanent** Transfer to the PROV when administrative use is concluded	• Research Files • Project Files • Project Reports • Statistical Files • Strategy Group Minutes • Decision Papers • Legislative Action Plans • Regulation Amendments • Land use Publications
16.2.0	**Routine Activity** Information used to develop the Results and Findings and which is contained within the final results and findings.	**Temporary** Destroy 7 years after final reference	• Checklists • Superseded summaries • Drafts
16.3.0	**External Reference & Statistics** Collection of reference & statistics generated externally to the Authority.	**Temporary** Destroy 7 years after final reference	• ABS data
16.4.0	**Research & Statistical Programs/ Projects** Not proceeded with beyond proposal.	**Temporary** Destroy 7 years after final reference	• Proposals for Project Files

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	ANALYSIS, REVIEW, FORECASTNG AND MARKET INFORMATION (continued)		
16.5.0	**Project Registration** Includes project: • Name • Date • Owner • Status • Result.	**Permanent** Transfer to the PROV when administrative use is concluded	• Project Registers

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
17.0.0	**PLANNING SCHEME MANAGEMENT** The Planning Scheme furthers the objectives of planning in Victoria in areas covered by the Scheme. The Planning scheme sets out policies, regulations and controls for the use, designation, development and protection of land. A Planning Scheme consists of maps and ordinances. A planning scheme can remove, very or create conditions for property. The key record for the management of planning scheme is the Property file. The Property file includes records identified in classes 17.2.0 and 17.3.0.		
17.1.0	**Establishing and Amending a Planning Scheme** Establishing planning scheme controls and providing for them to be amended and or exemptions.	**Permanent** Transfer to PROV after administrative use is concluded	• Exhibition Copy • Planning Authority (Council) Explanatory Reports • Planning Scheme • Planning Scheme Maps • Review Panel Reports • Planning Scheme Amendments (approved copy) • Planning Permits
17.2.0	**Planning Permit Management** Regulating the planned use of land or buildings through the issue of permits.	**Temporary** Destroy 7 years after last action or date of issue	• Approval/Permit Files • Applications and supporting information • Objections • Appeals • Infringement Notices • Enforcement Orders
17.3.0	**Planning Scheme - Registration and Control** Summary record of planning scheme management.	**Permanent** Transfer to PROV after administrative use is concluded	• Registers and indexes of Certificates, Applications, Approvals or Permits

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
17.4.0	**Planning Certification** A certificate detailing the effect of the relevant planning scheme zone and overlay requirements on the land at the date of issue.	**Temporary** Destroy 10 years after certification approval or rejection	• Planning Certificates • Applications

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
18.0.0	**PLANNING PANELS** The role of the Panels is to provide: • opportunity for submittors to be heard in an independent forum • independent advice to the planning authority and Minister about Decisions and amendments and submissions to Decisions.		
18.1.0	**Planning Panel Decision** Includes Panel Reports which are held on the Property File with other records of Planning Scheme Management.		
18.1.1	**Decision Report (master)**	**Permanent** Transfer to the PROV when administrative use is concluded	• Planning Panel set
18.1.2	**Decision Report (reference)**	**Temporary** Destroy when administrative use is concluded	• Working set
18.2.0	**Decisions Registration**	**Permanent** Transfer to the PROV when administrative use is concluded	• Register of Panels Decision Reports (Lotus Notes database)

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
19.0.0	**LAND MONITORING** Land Monitoring ensures that the purchase, compulsory acquisition and sale of land by all government agencies is undertaken in accordance with Government policy.		
19.1.0	**Monitoring and Decision Evidence** Critical evidence of the monitoring and subsequent decision regarding the purchase, compulsory acquisition and sale of government property. Includes: • Government Land Monitoring Unit Submission Form • Internal reports and recommendations • Consultants Reports • Assessment record • Determination notification • Valuation Conference records • Monthly/ Quarterly reports		
19.1.1	**Monitoring and Decision Evidence**	**Permanent** Transfer to the PROV when administrative use is concluded	• Microfilmed record • Imaged (TRIM) record
19.1.2	**Monitoring and Decision Evidence** Property transaction input records captured into TRIM.	**Temporary** Destroy 15 years after transaction is completed	• Hardcopy Records
19.2.0	**Property Transactions Database** Information concerning property transactions (includes s99A of Land Act sales).	**Permanent** Transfer to the PROV when administrative use is concluded	• TRIM Database of registration and transactions

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
	LAND MONITORING (continued)		
19.3.0	**Private Treaty Sales Registration** The Register contains all private treaty sales of Crown Land pursuant to the Land Act.		
19.3.1	**Transactions Database Registration**	**Permanent** Transfer to the PROV when administrative use is concluded	• Database register • Index cards
19.3.2	**Reports from Treasury and Finance and Department of Natural Resources and Environment**	**Temporary** Destroy 15 years after transaction is completed	• Monthly and Quarterly reports

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
20.0.0	**LOCAL GOVERNMENT PERFORMANCE** Local Government performance involves setting standards and policies, monitoring, analysis, forecasting and market information. Includes program development, implementation & operation, evaluation of presentation & publication of results.		
20.1.0	**Policy / Standards for Local Government**	**Permanent** Transfer to the PROV when administrative use is concluded	• Master of Minutes of Working Parties • Master Standard • Standards Subject Files • Regulation Policies • Legislative Action Plans • Regulation Amendments
20.2.0	**Policy / Standards Facilitation** Documentation supporting the development, management and distribution of final of final Standards and Policies.	**Temporary** Destroy after final administrative action	• Drafts • Reference Material

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
21.0.0	**COMPLIANCE AND AUDIT FOR LOCAL GOVERNMENT** Compliance audit, regulation and monitoring for local government councils.		
21.1.0	**Compliance and Audit – Significant** Audits resulting in a significant alteration of the relationship between the subject of the audit and the Council (imposed financial penalty).	**Permanent** Transfer to the PROV when administrative use is concluded	Audit files, including: • History document • Questionnaires/ surveys • Reports • Audit report/result • Reviews • Investigations • Inspections • Performance reviews
21.2.0	**Compliance and Audit – Not Significant** Audits not resulting in the imposition of a financial penalty on the Council.	**Temporary** Destroy 15 years after audit finalised	Audit files, including: • History document • Questionnaires / surveys • Reports • Audit report/result • Reviews • Investigations • Inspections • Performance reviews

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	FUNCTION	DISPOSAL ACTION	RECORD EXAMPLES
22.0.0	**MONITORING, ANALYSIS, FORECASTING AND MARKET INFORMATION – TRANSPORT** Monitoring, analysis, forecasting and market information involves research to support strategic planning and the implementation of policy for public transport. Includes program development, implementation & operation, evaluation, presentation & publication of results.		
22.1.0	**Recommendations Results and Findings** Findings includes key database collections that identify critical development and trends, where the collection has been substantially developed within DoI and cannot be recovered from primary sources including: • Ballarat High Speed Rail data collection • Smart Bus data collection.	**Permanent** Transfer to the PROV when administrative use is concluded	• Research Files • Project Files • Project Reports • Statistical Files • Strategy Group Minutes • Decision Papers • Legislative Action Plans • Regulation Amendments • Project Reports
22.2.0	**Recommendations Results and Findings -Facilitation** Information used to develop the Results and Findings and which is contained within the final results and findings.	**Temporary** Destroy 5 years after final reference	• Checklists • Superseded summaries • Drafts
22.3.0	**External Reference & Statistics** Collection of reference & statistics generated externally to the Authority.	**Temporary** Destroy 10 years after final reference	• ABS data • VATS
22.4.0	**Research & Statistical Programs / Projects – Not proceeded with beyond proposal**	**Temporary** Destroy 5 years after final reference	• Proposals for Project Files
22.5.0	**Project Registration** Includes project:: • Name • Date • Result.	**Permanent** Transfer to the PROV when administrative use is concluded	

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
23.0.0	**PUBLIC TRANSPORT SECURITY**		
23.1.0	Public Transport Closed Circuit Television (CCTV) The activity of receiving, documenting, analysing and otherwise dealing with CCTV data to ensure that it is properly available to be received in evidence before Courts and other bodies relying on CCTV Data.		
23.1.1	Public Transport CCTV data not containing footage of a reported incident	**Temporary** Destroy when operational/ administrative use is concluded	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
23.1.2	Public Transport CCTV data containing footage of a reported incident	**Temporary** Destroy after required footage is copied onto DVD and, when operational/ administrative use is concluded	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
23.1.3	Public Transport CCTV data replicated onto a DVD	**Temporary** Destroy 7 years after legal proceedings are concluded	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Site Records (plans, locations, photographs), Heritage	5.1.2
Standards & Codes of Practice, Facilitation, Strategic Planning	15.3.0
Standards & Codes of Practice, Master, Strategic Planning	15.2.0
Standards, Facilitation – Marine Board	6.2.0
Standards, Master – Marine Board	6.1.0
Standards, Policies & Codes, Boating Facilities	13.2.0
State Boating Council	14.0.0
State Boating Council Grants Scheme	4.0.0
Statement of Suitability – Harbour Master Licensing	7.2.2
Strategic Planning and Policy	15.1.0
Strategies, Guidelines and Rules Facilitation	14.3.0
Studies – Conservation and Heritage	5.5.1
Successful Applications – Grants & Funding	4.1.1
Summaries of Minor Contracts	1.1.4
Summaries of Significant Contracts	1.1.3
Summary Project Management	1.2.0
Survey, Existing and New Vessels	9.0.0

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	FUNCTION	NUMBER
T		
	Tender Evaluations Minor Contracts	1.1.4
	Tender Evaluations Significant Contracts	1.1.3
	Tender Register	1.1.2
	Tenders, unsuccessful	1.1.1
	Testing of a Boat Operator	12.6.4
	Thank you Letters – Meeting Facilitation	2.4.0
	Training & Education Assessment & Review, Heritage	5.6.2
	Training & Education Course Arrangements & Administration, Heritage	5.6.4
	Training & Education Course Material, Heritage	5.6.0
	Training Programs, Marine Board	8.2.3
	Transactions Database Registration, Land Monitoring	19.3.1
	Transport, Monitoring, Analysis, Forecasting & Market Information	22.0.0
	Typological Study Files	5.5.1

	FUNCTION	NUMBER
U		
	Uniform Shipping Laws (USL)	9.0.0
	Unsuccessful Applications, Grants	4.1.2
	Unsuccessful Tenders	1.1.2

	FUNCTION	NUMBER
V		
	Vessels, Existing and New Survey	9.0.0
	Vessels Registration Records	12.3.0 / 12.4.0
	Victorian Boating Strategy	14.1.0
	VSMQS Dbase	7.1.1

	FUNCTION	NUMBER
W		
	Waterway Rules	13.3.0
	Waterway Rules, Facilitation	13.3.2
	Works – Heritage	5.5.2
	Works and Conservation – Heritage	5.5.0

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6 Concurrence of Public Office

This Authority has the concurrence of:

[Signed]
Sue Jaquinot
Executive Director
7 December 2000

7. 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 Department of Infrastructure.

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
Keeper of Public Records
31 December 2000

8. 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 Public Record Office Victoria:

Public Record Office Victoria
PO Box 2100
NORTH MELBOURNE VIC 3051

☎ (03) 9348 5600
e-mail: agency.queries@prov.vic.gov.au
web: www.prov.vic.gov.au

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