

**Retention and Disposal Authority for Records of the Office of  
Gaming and Racing**

Authority number: PROS 04/07 VAR 3



PROS 04/07 VAR 3

**Retention and Disposal  
Authority for Records of the  
Office of Gaming and Racing**

Issued Date: 19/11/2018

# **Retention and Disposal Authority for Records of the Office of Gaming and Racing**

**Authority number: PROS 04/07 VAR 3**

## **Variation 1**

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

#### **Retention and Disposal Authority for Records of the Office of Gaming and Racing**

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 Office of Gaming and Racing, issued as Public Record Office Standard (PROS) 04/07 on 17/11/2004, as follows:

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

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 23/12/2013

# **Retention and Disposal Authority for Records of the Office of Gaming and Racing**

**Authority number: PROS 04/07 VAR 3**

## **Variation 2**

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

**Retention and Disposal Authority for Records of the Office of Gaming and Racing**

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 Office of Gaming and Racing, issued as Public Record Office Standard (PROS) 04/07 on 17/11/2004, as follows:

Extension of the application of this Standard until 31/12/2017

This Variation should have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 03/02/2017

# **Retention and Disposal Authority for Records of the Office of Gaming and Racing**

**Authority number: PROS 04/07 VAR 3**

## **Variation 3**

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

#### **Retention and Disposal Authority for Records of the Office of Gaming and Racing**

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 Office of Gaming and Racing, issued as Public Record Office Standard (PROS) 04/07 on 17/11/2004, as follows:

Removal of the following functions:

- 1.0.0 Bookmakers and Bookmakers Clerks Registration Committee
- 4.0.0 Miscellaneous Approval for Licence / Permit Records

Extension of the application of this Standard until 30/06/2020

This Variation should have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 19/11/2018

# Retention and Disposal Authority for Records of the Office of Gaming and Racing

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## Retention and Disposal Authority for Records of the Office of Gaming and Racing

Authority number: PROS 04/07 VAR 3

## Retention and Disposal Authority for Records of the Office of Gaming and Racing

<b>Retention and Disposal Authority No</b>	PROS 04/07 VAR 3
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<b>Scope</b>	This RDA authorises the disposal of records created by the Office of Gaming and Racing.
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<b>Status</b>	Issued by Keeper
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<b>Issue Date</b>	19/11/2018
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## Retention and Disposal Authority for Records of the Office of Gaming and Racing

**Authority number: PROS 04/07 VAR 3**

List of Functions and Activities covered
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Reference	Function	Activity	Page
2	LICENCING OF RACE CLUBS		12
3	RACING APPEALS TRIBUNAL		13

# Retention and Disposal Authority for Records of the Office of Gaming and Racing

Authority number: PROS 04/07 VAR 3

## Introduction

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### 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.

### Context of this Authority

#### 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.

#### 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.



# Retention and Disposal Authority for Records of the Office of Gaming and Racing

## Authority number: PROS 04/07 VAR 3

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.

## 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.

# Retention and Disposal Authority for Records of the Office of Gaming and Racing

**Authority number: PROS 04/07 VAR 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.

## **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.

## **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*

# Retention and Disposal Authority for Records of the Office of Gaming and Racing

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## Concurrence of Public Office

This Authority has the concurrence of:

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Signature: [signed]

Name: Ross Kennedy

Position: Executive Director of Gaming & Racing

Date: 16/11/2004

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## 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 Department of Justice and Regulation. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[signed]

**Justine Heazlewood**, Keeper of Public Records

Date of Issue: 17/11/2004

## Retention and Disposal Authority for Records of the Office of Gaming and Racing

**Authority number: PROS 04/07 VAR 3**

No	Function/Description	Status	Disposal Action
2.0	<p><b>LICENCING OF RACE CLUBS</b></p> <p>Race Clubs are issued with licences by the Minster for Racing. These licences remain in force until they are cancelled or surrendered.</p>		
2.1	<p><b>Race Club Licence Records</b></p> <p>Includes annual returns detailing Executive membership and other information as required under the <i>Racing Act</i> 1958 such as copies of Club constitutions and Annual Reports.</p> <p>Can also include club betting permit and ANZAC Race Day permit applications and approvals.</p>	Temporary	Destroy 7 years after cancellation or surrender of the licence.
2.2	<p><b>Racecourse Licence Records</b></p> <p>Racecourse Licence records detail the history of a particular race track.</p> <p>Records can contain applications for registration and plans and maps of the track.</p>	Permanent	Retain as State archives

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No	Function/Description	Status	Disposal Action
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*RACING APPEALS TRIBUNAL*

3.0	<p><b>RACING APPEALS TRIBUNAL</b></p> <p>The Racing Appeals Tribunal is a statutory body, which is established under the <i>Racing Act 1958</i> to hear appeals by affected persons to decisions of racing controlling bodies.</p>		
3.1	<p><b>Register of Appeals</b></p> <p>Summary record of the appeal documentation, including name of the appellant, the body against whose decision they were appealing, the name of the judge, date, case number and whether the original decision was upheld, dismissed or varied.</p>	Permanent	Retain as State archives
3.2	<p><b>Appeal Records</b></p> <p>Includes transcripts of hearing and other documentation gathered as part of the appeal process.</p>	Temporary	Destroy 7 years after appeal is complete.