



Public Record Office Standard

PROS 05/08

Authority

Retention & Disposal Authority for Records of Melbourne 2006 Commonwealth Games

Version 2019

Incorporating Variations 1 and 2

05/08

Issue Date: 23/10/2006

Expiry Date: 23/10/2016

Variation 1

Issue Date: 24/12/2013

Variation 2

Issue Date: 02/09/2019

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Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records of Melbourne 2006 Commonwealth Games

Public Record Office Standard (PROS) 05/08

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Melbourne 2006 Commonwealth Games, issued as Public Record Office Standard (PROS) 05/08 on 23/10/2006, as follows:

Extension of the application of this Standard until varied or revoked.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 24/12/2013

Director and Keeper of Public Records

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Melbourne 2006 Commonwealth Games

Public Record Office Standard (PROS) 05/08

Variation 2:

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 Melbourne 2006 Commonwealth Games, issued as Public Record Office Standard (PROS) 05/08 on 23/10/2006, as follows:

The addition of the following text across the body of the RDA as a footer:

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 02/09/2019

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.

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

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Date: 9/8/2006

Name: John Harden

Position: Chief Executive Officer

Signature: [Signed]

Date: 9/10/2006

Name: Y. Blacher

Position: Secretary

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the 2006 Commonwealth Games.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood
Keeper of Public Records

Date of Issue: 23/10/2006

4 Acknowledgments

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

Alison McNulty, Department for Victorian Communities

Greg Armstrong, Melbourne 2006 Commonwealth Games Corporation

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@dvc.vic.gov.au

web: www.prov.vic.gov.au

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- For records relating to Commonwealth Games projects such as Equal First, see PROS 96/13 Section 2.2.0.
- For records of all established Commonwealth Games Committees See PROS 96/13 Section 11.
- For all other records of an administrative nature, not covered by this Retention and Disposal Authority, please consult the General Authority for Common Administrative Records, PROS 96/13.

7 RETENTION & DISPOSAL AUTHORITY

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	GAMES BIDDING PROCESS Activities that support the development and presentation of Melbourne's bid to host the 2006 Commonwealth Games to the Commonwealth Games Federation (CGF).		
1.1.0	Master Copy of Games Bid Submission The master copy of the records that comprised Melbourne's formal bid to host the Commonwealth Games.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
1.2.0	Development of Games Bid Records demonstrating the planning and development of the Games Bid. Includes material of a facilitative nature that assists in the development of the bid such as published background material, data reports and working papers.	Temporary Destroy when administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.3.0	Bid Negotiations Records of high level negotiations and agreements made with the Commonwealth Games Federation (CGF) in relation to the Games Bid.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.

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Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.4.0	<p>Routine Bid Correspondence</p> <p>Routine correspondence about the Games Bid, including seeking clarification on aspects of Melbourne's bid. Also includes correspondence with Commonwealth Games Associations and other sporting bodies both within Australia and overseas, Government Departments, transport operators, local councils, people responsible for games facilities, the general public and other stakeholders to establish bid contents/undertakings.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
1.5.0	<p>Host City Contract</p> <p>Establishing and managing the contract with the Commonwealth Games Federation (CGF) for the staging of the Melbourne 2006 Commonwealth Games.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>EXECUTIVE</p> <ul style="list-style-type: none"> For records of all established Commonwealth Games Committees see PROS 96/13. For Director insurance policy see PROS 96/13. <p>Correspondence of the Executive Officers of Melbourne 2006 and the Office of Commonwealth Games Coordination. This includes the Chairman and Chief Executive Officer of Melbourne 2006 and the Executive Director of the Office for Commonwealth Games Coordination.</p>		
2.1.0	<p>Correspondence of Major Importance</p> <p>Correspondence detailing high level negotiations and critical arrangements in relation to the Commonwealth Games. Includes correspondence about matters of major importance with Ministers Offices, Federal, State and Local Government bodies, the Commonwealth Games Federation and sporting associations in relation to the Commonwealth Games.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.2.0	<p>Routine Correspondence</p> <p>Correspondence detailing routine operational matters and enquiries in relation to the Commonwealth Games. Includes correspondence about routine operational arrangements and agreements.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>TRAVEL & VISITS</p> <p>Relates to the planning and establishing of arrangements for visits of royalty, international protected persons (IPPs) and very important persons (VIPs) to Melbourne for the Melbourne 2006 Commonwealth Games. Also includes travel by Australian Commonwealth Games officials to interstate or overseas destinations for ceremonial purposes, information gathering purposes, or meetings with the Commonwealth Games Federation.</p> <ul style="list-style-type: none"> • For Financial records see PROS 96/13. 		
3.1.0	<p>Itineraries and High Level Plans for Visits of Royalty / VIPs / IPPs</p> <p>Final itineraries and high level plans (ie protocol and security plans) in relation to visits of Royalty / VIPS / IPPS.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
3.2.0	<p>Routine Arrangements for and Inputs into Visits of Royalty / VIPs / IPPs</p> <p>Records detailing routine arrangements and plans, such as travel and accommodation arrangements and correspondence organising schedules. Includes inputs into the planning for these visits.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	<p>Planning for Travel of Australian Commonwealth Games Officials</p> <p>Travel by Australian Commonwealth Games officials to interstate or overseas destinations for ceremonial or information gathering purposes eg. visits to Manchester for the 2002 Commonwealth Games, or Sydney for the 2000 Olympics, or for meetings with the Commonwealth Games Federation.</p> <ul style="list-style-type: none"> For records showing information gained during visits/study tours, see PROS 96/13. 	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>PUBLIC RELATIONS & COMMUNICATIONS</p> <ul style="list-style-type: none"> • For Publicity, Exhibitions and Publications, see PROS 96/13. • For Ministerial Briefs see PROS 96/13. 		
4.1.0	<p>Policy and Strategy</p> <p>Master copies of policy and strategy documents.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
4.2.0	<p>Development and Planning</p> <p>Records detailing the development and planning of public relations and communications in respect to the Commonwealth Games. Includes development of communication tools.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
4.3.0	<p>Inputs into Development and Planning</p> <p>Material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.4.0	<p>Issues Management</p> <p>Records documenting the management of issues as they arise, including master copies of final Issues Briefings</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
4.5.0	<p>Major Communication and Publicity Material</p> <p>Master copy of major communications and publicity material. Includes master set of media releases, media cuttings, posters, audiovisual records and official photographs commissioned by Melbourne 2006 or Office of Commonwealth Games Coordination.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
4.6.0	<p>Communications likely to have been used as the basis for making important decisions</p> <p>Master copy of any communication or publicity material which is likely to have been used as the basis for making important decisions. For example, a copy of material containing information which may have been used by people purchasing tickets or companies preparing and submitting tenders etc. This may include a snapshot of content from the website.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.7.0	<p>Routine Communication and Publicity Material</p> <p>Minor and routine communication and publicity material including staff and volunteer newsletters.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	SPONSORSHIP The process of obtaining sponsorship from business and Government, and managing the relationship with sponsors up to and during the Games.		
5.1.0	Summary of Sponsor Agreements Summary record or register of all sponsorship agreements	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
5.2.0	Sponsorship Agreements, Rights and Benefits Schedules and Approvals Developing, establishing and managing agreements for sponsorship of the Melbourne 2006 Commonwealth Games. Includes the establishing and recording of all rights, benefits and obligations within each agreement for all official Games Sponsors. Also includes approvals from Melbourne 2006 Commonwealth Games Corporation for Games Sponsors to display their status as a Games sponsor on their merchandise or business publications etc. Includes applications and authorisations for sponsors to advertise aerially.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	<p>MARKETING & MERCHANDISE</p> <p>The process of promoting and selling the Commonwealth Games 2006 through ticket sales and other modes of participation such as tourism and of developing, sourcing and selling associated merchandise products.</p> <ul style="list-style-type: none"> • For Contracts see PROS 96/13. <p>Note – Examples of merchandise will be offered to appropriate organisations such as Museum Victoria.</p>		
6.1.0	<p>Marketing and Merchandising – Policy and Planning</p> <p>The establishment of strategy for marketing and producing merchandise for the Melbourne 2006 Commonwealth Games.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
6.2.0	<p>Marketing and Merchandising – Inputs</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers. Examples include market research and forecasts, product evaluations and price lists.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.0	<p>Marketing Campaigns</p> <p>The administration of campaigns that aim to increase ticket sales and other modes of participation in the Games. This may include advertising, public launches and/or celebrity appearances.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.4.0	Tourism Campaigns The administration of tourism campaigns. Associated with the Melbourne 2006 Commonwealth Games that aim to bring visitors to Melbourne, Victoria and Australia before, during and after the Games. Includes arrangements with travel retailers, tourism bodies and travel/tourism operators.	Temporary Destroy 7 years after administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.5.0	Commonwealth Games Travel Offices The set up and administration of overseas travel offices handling official sales of tickets and tourism packages. Includes participation in trade shows and conferences.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.6.0	Mascot, Logo and Merchandise Design The design of the mascot, logos and merchandise for the Melbourne 2006 Commonwealth Games eg Karak the Games Mascot.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
6.7.0	Merchandise Licensing The appointment of licensees to produce Games merchandise.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.8.0	<p>Merchandise Approvals</p> <p>Approval from Melbourne 2006 Commonwealth Games Corporation for Games merchandise licensees to produce official Games merchandise using Games design and logos. Includes approval files and samples of merchandise.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	<p>GAMES WORKFORCE</p> <p>The Games workforce includes paid staff, volunteers and contractors.</p> <p>See PROS 96/13 Section 5 for:</p> <ul style="list-style-type: none"> • Other records relating to paid staff or contractors • Records detailing complaints, grievances, counseling, and discipline 		
7.1.0	<p>Games Workforce Records</p> <p>Records detailing the planning and management of the entire Games Workforce, including paid staff, unpaid volunteers and contractors.</p>		
7.1.1	<p>Games Workforce Policy and Strategy</p> <p>Master copies of policy and strategy documents relating to the Games Workforce.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.1.2	<p>Games Workforce Development and Planning</p> <p>Records detailing the planning and development of the Games Workforce.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.1.3	<p>Inputs into Workforce Policy Planning and Design</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.1.4	<p>Workforce Register</p> <p>Register of the paid staff, unpaid volunteers and contractors who form the Games Workforce.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.1.5	<p>Games Workforce Uniforms – Final Designs</p> <p>Master copy of the final designs of uniforms. Note – examples of actual uniforms will be offered to appropriate organisations such as Museum Victoria</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.1.6	<p>Games Workforce Uniforms - Planning and Design</p> <p>The development and planning of the design of workforce uniforms.</p> <ul style="list-style-type: none"> For the outsourcing of uniform manufacture and delivery see PROS 96/13, disposal class 2.1.3. 	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.1.7	<p>Games Workforce Training Programs – Master Copies of Program Content and Attendance Records</p> <p>Master copies of records detailing the content of Training Programs delivered to members of the Games Workforce. Includes a master copy of any manuals or handouts given as part of these programs. Also includes records of staff attendance at Training Programs.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.1.8	<p>Games Workforce Training Programs – Development</p> <p>The development of Training Programs for the Games Workforce.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.2.0	Volunteer Management Records Records relating specifically to the management of unpaid volunteer staff.		
7.2.1	Selection - Volunteers The selection of an individual for an established volunteer position. See 7.2.2 for successful applicants records.	Temporary Destroy 6 months after selection process is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.2.2	Volunteer Personnel Records Records documenting volunteers. Includes individual volunteer files, WorkCover files, accident compensation and security clearances.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games or when the volunteer is 25 years old, whichever is the later.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.2.3	Regulating Volunteers The process of regulating volunteer activities, attendance and performance. Includes volunteers rosters and schedules.	Temporary Destroy 7 years after administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

8.0.0 GAMES VENUES AND FACILITIES

Games venues and facilities are defined in section 3(1) of the Commonwealth Games Arrangements Act 2001. They include:

- All facilities for the conduct of sporting events.
- Training facilities for competitors.
- Designated Games Public Domain Areas as well as areas immediately outside venues hosting competition events.
- The Commonwealth Games Village and other village sites.
- Other Accommodation built to house Games Family members.
- Media facilities.
- Any other areas described under the definition of facilities under Section 3(1) of the Commonwealth Games Arrangements Act 2001.
- For records produced as a result of services offered at the Athletes village, such as polyclinics and medical services, see Games Family Services (Section 18).
- For Financial records and Contracts see PROS 96/13.

8.1.0 Policy and Strategy

Master copies of policy and strategy documents in relation to the selection, construction, renovation, fit out and management of venues and facilities. Includes policy and strategy documents showing how and why venues were selected for Commonwealth Games competition and non-competition sporting events and those relating to closures for road events (such as marathons and cycling events) and disability access.

Permanent
Retain as State Archives.

Transfer hard copy or electronic copy to PROV when administrative use is concluded.

Electronic records are to be transferred in VEO format.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

8.2.0	<p>Inputs into Policy and Strategy</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.3.0	<p>Venue Orders</p> <p>Orders made under the Commonwealth Games Arrangements Act 2001 to declare a Commonwealth Games venue.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
8.4.0	<p>Design, Construction, Renovation & Fit Out Management</p> <p>Records relating to the design, construction, expansion, enhancement and/or fit out of</p> <ul style="list-style-type: none"> • All facilities for the conduct of sporting events. • Training facilities for competitors. • Designated Games Public Domain Areas as well as areas immediately outside venues hosting competition events. • The Commonwealth Games Village. • Media facilities, transport facilities. • Any other areas described under the definition of facilities under Section 3(1) of the Commonwealth Games Arrangements 		

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

Act 2001.

8.4.1	<p>Design, Construction or Renovation Management of Government Owned or Operated Facilities</p> <p>Records relating to the design, construction, or renovation of Government owned or operated facilities (e.g. the Melbourne Cricket Ground) which have been designated as Commonwealth Games venues. Includes “as built” plans, designs and drawings. This class excludes records of government owned facilities subsequently sold after the completion of the games, i.e. the Village, see classes 8.4.3 and 8.4.4.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
8.4.2	<p>Fit-Out Management of Government Owned or Operated Facilities</p> <p>Records relating to the fit out of Government owned or operated facilities which have been designated as Commonwealth Games venues.</p>	<p>Temporary</p> <p>Destroy 15 years after replacement of fit-out or disposal of property or building.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.4.3	<p>Design of Government Owned Facilities Subsequently Sold</p> <p>Records relating to the design of government owned facilities subsequently sold after the completion of the Games, i.e. the Village.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
			transferred in VEO format.
8.4.4	<p>Construction, Renovation and Fit-Out Management of Government Owned Facilities Subsequently Sold</p> <p>Records relating to the construction, renovation and fit out of Commonwealth Games facilities which are subsequently sold by the Government, i.e. the Village. Includes “as built” designs and drawings.</p>	<p>Temporary</p> <p>Destroy 15 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction</p>
8.4.5	<p>Construction, Renovation and Fit-Out Management of Non-Government Owned Facilities</p> <p>Records relating to the construction or renovation of Commonwealth Games facilities which are not owned by the Government. Includes “as built” designs and drawings.</p>	<p>Temporary</p> <p>Destroy 15 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.4.6	<p>Construction and Fit out Management of Temporary Venues and Facilities</p> <p>Records relating to the construction of temporary facilities (i.e. that will not remain in place after the conclusion of the Games), or the temporary expansion/enhancement of existing facilities for Games purposes.</p>	<p>Temporary</p> <p>Destroy 15 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction</p>
8.5.0	<p>Reporting – Major Milestones</p> <p>Formal reports made and photographs taken at key points of the construction and renovation of Games venues and facilities.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

8.6.0	Reporting – Routine Routine reports in relation to the construction and renovation of games venues and facilities.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	are to be transferred in VEO format. Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

9.0.0 **INTELLECTUAL PROPERTY/
TRADEMARKS /COPYRIGHT**
The identification, registration and use of all intellectual assets resulting from the staging of the Melbourne 2006 Commonwealth Games.

9.1.0	Intellectual Property Management of the identification, registration and use of all intellectual assets.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.0.0	TICKETING Relates to the establishment and management of the Ticket Ballot process. Games Events include all Sporting and Cultural Events associated with the Melbourne 2006 Commonwealth Games. Duplicate examples of tickets will be offered to appropriate organisations such as Museum Victoria (see class 10.4).		
10.1.0	Ticketing Policy and Strategy Policy and strategy documents for all ticketed Games events. Includes policy and strategy for the Games Ticket Ballot. <ul style="list-style-type: none"> For contracts relating to the outsourcing of the sale of Games Tickets, see PROS 96/13 2.1.3. (Includes the Ticketmaster contract and contracts with travel agents eg. Qantas.) 	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
10.2.0	Ticketing Planning and Operations Records documenting the process of managing the ticketing process.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
10.3.0	Inputs into Ticketing Policy and Planning Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.	Temporary Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.4.0	Ticket Design The design of the tickets for the Melbourne 2006 Commonwealth Games. Includes the master copy and examples of the final design. Duplicate examples will be offered to appropriate organisations such as Museum Victoria.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
10.5.0	Ticket Ballot Applications Applications for tickets to Games Events through the Commonwealth Games Ticket Ballot process.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
10.6.0	Ticketing Correspondence Correspondence to and from the public in relation to ticketing matters.	Temporary Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.0.0	ACCREDITATION Relates to the establishment and management of the processes for accrediting people prior to providing them with participant / entry passes to Games Events. For example Games family members and members of the media. Games Events include all Sporting and Cultural Events associated with the Melbourne 2006 Commonwealth Games.		
11.1.0	Accreditation Policy and Strategy Policy and strategy documents in relation to accreditation.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
11.2.0	Accreditation Planning and Operations Records documenting the process of managing the accreditation program.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
11.3.0	Inputs into Accreditation Policy and Planning Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.	Temporary Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.4.0	<p>Issue of Accreditation Passes</p> <p>Assessing applications and issuing accreditation passes for all athletes, officials and media for the Melbourne 2006 Commonwealth Games. Includes lodging visa applications and the delivery of approved visas to overseas participants.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
11.5.0	<p>Accreditation Correspondence</p> <p>The management of correspondence to and from games associations, media organisations and other groups representative of athletes, officials or media in relation to applications for accreditation and the accreditation process for all venues.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
11.6.0	<p>Informed Consent</p> <p>The process of obtaining permission from Australian members of the Games family for police and other background checks.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
11.7.0	<p>Codes of Conduct</p> <p>Signed copies of the media and photographer codes of conduct as part of the accreditation of media participants.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

12.0.0

TRAFFIC AND TRANSPORT

Planning, policy and the establishment of traffic and transport arrangements for the Melbourne 2006 Commonwealth Games. Includes:

- Specific Commonwealth Games transport services to venues not normally accessible, or with limited accessibility using public transport.
- Transport services for athletes, media and officials to and from events and the Athletes Village and other accommodation, as well as to and from the airport.
- High level liaison with public and private transport operators about services they will offer to and from each venue during games time.
- Planning and the establishment of traffic management policy for event and designated public domain venues including road closures, alterations, and speed zones etc.
- Event and designated public domain venue transport policies and the establishment of transport hubs for venues.
- The Games Mobility Service for people with mobility and disability related requirements.
- For Contracts see PROS 96/13.

12.1.0

Traffic & Transport Policy and Strategy

Policies and strategies in relation to transport and traffic arrangements and management.

Permanent

Retain as State Archives.

Transfer hard copy or electronic copy to PROV when administrative use is concluded.

Electronic records are to be transferred in VEO format.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.2.0	<p>Traffic and Transport Planning and Operations</p> <p>Records documenting transport and traffic planning, arrangements and operations. Includes the rostering and administration of the delivery of transport services to members of the Games family. Also includes the deployment of traffic control measures including but not limited to signage, speed zones and/or safety barriers.</p>	<p>Temporary</p> <p>Destroy 2 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
12.3.0	<p>Inputs into Traffic & Transport Policy and Planning</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
12.4.0	<p>Transport Enquiries</p> <p>Queries regarding traffic and transport for members of the Games family.</p>	<p>Temporary</p> <p>Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

13.0.0 SECURITY & EMERGENCY MANAGEMENT
 Activities that aim to ensure a safe and secure environment for all members of the games family during their time spent in Commonwealth Games venues including public domain venues and the Athletes Village. Also includes activities that aim to protect all Commonwealth Games venues and facilities to ensure the smooth running of the Melbourne 2006 Commonwealth Games.

- For Contracts see PROS 96/13.

13.1.0	<p>Security & Emergency Management – Policies, Plans and Strategies</p> <p>Security policy and strategy documents and emergency management plans for the Melbourne 2006 Commonwealth Games. Includes policy for each Commonwealth Games venue including public domain and non competition venues. Plans and policies may include, but are not limited to determining where security staff will be deployed.</p> <ul style="list-style-type: none"> • For records relating to the design of training programs or the individual staff member training records, see Section 7.0 Games Workforce. 	Permanent Retain as State Archives.	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
13.2.0	<p>Security & Emergency Management – Arrangements and Operations</p> <p>Records documenting security and emergency management planning, arrangements and operations. Includes liaison with groups such as the Victoria Police, State Emergency Service, St John’s Ambulance, Metropolitan Fire Brigade, Country Fire Authority, Government Departments and all other stakeholders in the planning and delivery of security and emergency management services.</p> <p>Includes the arrangement and delivery of security for Games Venues. Includes visitor sign in books and security shift rostering and/or reporting, routine records of searches etc.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
13.3.0	<p>Security & Emergency Management - Inputs into Policy and Planning</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer’s working papers.</p>	<p>Temporary</p> <p>Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
13.4.0	<p>Routine Correspondence</p> <p>Managing routine correspondence and enquiries relating to security and emergency matters. Includes correspondence with members of the public.</p>	<p>Temporary</p> <p>Destroy 5 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY

13.5.0	<p>Security Incident Reporting</p> <p>The recording of incidents reported to or involving security personnel on duty at the games.</p>	<p>Temporary</p> <p>Destroy 25 years after the conclusion of the Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
14.0.0	BROADCASTING & MEDIA The arrangement and management of broadcast and media services for the Melbourne 2006 Commonwealth Games. Includes radio, television, print, webcasting etc. <ul style="list-style-type: none"> For Contracts see PROS 96/13. 		
14.1.0	Policy and Strategy Policy and strategy documents relating to broadcasting and media services.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
14.2.0	Arrangements and Operations Records documenting arrangements and operations in relation to broadcasting and media services.	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
14.3.0	Inputs into Policy and Planning Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.	Temporary Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
14.4.0	Venue Broadcasting Arrangements Establishing arrangements for the broadcast coverage of events at each venue. Includes correspondence with venue owners and the host broadcaster in relation to best possible camera and broadcaster location points.	Temporary Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
15.0.0	<p>COMPETITION EVENT MANAGEMENT</p> <p>The management of competition events. For a full definition of events, see section 3(1) of the Commonwealth Games Arrangements Act 2001.</p> <ul style="list-style-type: none"> For liaison with local councils and VicRoads in relation to closing roads to traffic during road events such as marathons or cycling events, see Section 12.0 Traffic and Transport. 		
15.1.0	<p>Final Timetable and Results of Competition Events</p> <p>The final timetable of events and results for the Melbourne 2006 Commonwealth Games. Includes result scores where appropriate.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
15.2.0	<p>Competition Events Policy, Planning and Operations</p> <p>Policy, planning and operational documents relating to developing policy, implementing standards and managing competition events for the Melbourne 2006 Commonwealth Games. Includes records detailing the application of event rules, regulations and standards for recording times, scores and other data relating to events, in line with the specifications and protocols of sporting federations and bodies.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
15.3.0	<p>Inputs into Competition Events Policy, Planning and Operations</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies for competition events such as published background material, data reports and individual officer's working papers.</p> <p>Includes inputs into the scheduling and timetabling of all events.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
15.4.0	<p>Medal Design</p> <p>The design of medals awarded to competition event medalists. Includes examples of the final design.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
15.5.0	<p>Event Equipment</p> <p>The sourcing of equipment for Games competition events.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
15.6.0	<p>Medal Ceremonies</p> <p>Arrangements for awarding medals to competition place-getters. Includes rostering officials, dignitaries and other staff involved in medal presentations.</p>	<p>Temporary</p> <p>Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.0.0	<p>NON-COMPETITION EVENT MANAGEMENT</p> <p>The management of non-competition events, including the Opening and Closing Ceremonies, One Year to Go Celebrations, Queens Baton Relay, test events and entertainment for live sites associated with the Commonwealth Games.</p> <ul style="list-style-type: none"> • For Games Festivals, see 17.0. • For Contracts see PROS 96/13. 		
16.1.0	<p>Policy and Strategy</p> <p>Policy and strategy documents relating to non-competition events.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
16.2.0	<p>Arrangements and Operations</p> <p>Records documenting arrangements and operations in relation to the planning and management of non-competition events. Includes records detailing audition and selection processes and participant attendance at rehearsals and events.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.3.0	<p>Inputs</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.4.0	Queen's Baton Relay International goodwill event preceding the Commonwealth Games by which the Queen's Baton is delivered from Manchester to Melbourne via countries of the Commonwealth. In each country the baton is carried by nominees who pass the baton from one to another in the manner of a relay race.		
16.4.1	Final Baton Route and Participant Details A record of the final Baton route and the participating runners.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
16.4.2	Final Design of Baton, Runner Uniform and Certificate of Participation and copy of Queen Elizabeth II Message Master copy of the final design of the Queen's Baton Relay baton, runner uniforms and certificates of participation. Also copy of the digitally recorded message from Queen Elizabeth II contained in the baton.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.
16.4.3	Route and Participation Management Records documenting the management of the Queen's Baton Relay, including the planning of the Baton route and details of when and where each runner participated. Includes nomination/application forms, evaluation of applications, selection of successful participants, notification to successful and unsuccessful applicants	Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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and individual contracts signed by each participant in the Queen’s Baton Relay.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.4.4	<p>Operations and Correspondence Records documenting the planning and operation of the Queen’s Baton Relay such as baton progress reports, correspondence and enquiries from participants.</p>	<p>Temporary Destroy 2 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>
16.4.5	<p>Inputs Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer’s working papers.</p>	<p>Temporary Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>
16.5.0	<p>Opening and Closing Ceremonies</p> <ul style="list-style-type: none"> • For contracts for ceremony services see PROS 96/13. • For Building projects see Games Venues and Facilities 8.0. 		
16.5.1	<p>Final Program of Opening and Closing Ceremonies Master copy of records documenting the final program of the Opening and Closing Ceremonies. Includes final design of program, record of content, schedule of ceremony and events, including participants. Includes master set of any associated drawings and designs, audiovisual recordings and images.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
17.0.0	<p>GAMES FESTIVALS The planning and management of all festivals associated with the Commonwealth Games.</p> <ul style="list-style-type: none"> • For Contracts see PROS 96/13. 		
17.1.0	<p>Games Festivals - Policy and Strategy Policy and strategy documents relating to the Games Festivals.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
17.2.0	<p>Final Program of Games Festivals Master copy of records documenting the final programs of the Games Festivals. Includes final design of programs and schedule of events, including participating artists.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
17.3.0	<p>Arrangements and Operations Records documenting arrangements and operations in relation to the planning and management of the Games Festivals. Includes liaison with artistic and other stakeholder groups associated with the development and production of festivals, and liaison with region shire councils to stage Victorian Regional Cultural Festivals.</p>	<p>Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
17.4.0	<p>Inputs</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, draft schedules, information about the availability of artists, information about the scheduling of non-Commonwealth Games 2006 events, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
18.0.0	<p>GAMES FAMILY SERVICES The provision of supporting services to members of the Games family. The Games family includes the games workforce, athletes, officials and spectators.</p> <ul style="list-style-type: none"> • For Spectator Services see 19.0. • For Contracts see PROS 96/13. 		
18.1.0	<p>Games Family Services - Policy and Strategy Policy and strategy documents relating to the delivery of health care at all Games Facilities. Includes service level agreements and standard operating procedures.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
18.2.0	<p>Arrangements and Operations Records documenting arrangements and operations in relation to the delivery of health care at all Games Facilities.</p>	<p>Temporary Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
18.3.0	<p>Inputs Includes material of a facilitative nature that assists in the development of plans, policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
18.4.0	<p>Health Regulation</p> <p>The management of public health at the games including arranging the provision of ambulance services and first aid at venues, overseeing water quality and food safety testing, and other health care needs.</p>	<p>Temporary</p> <p>Destroy 15 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
18.5.0	<p>Provision of Services (Patient files/documentation)</p> <p>Includes</p> <ul style="list-style-type: none"> • First aid • Counseling services • Medical Services • Ambulance Services <p>With the exception of files belonging to team doctors and medical staff, all patient files resulting from the delivery of Games Family Services to athletes remain the property of the Commonwealth Games Federation (CGF).</p>	<p>Temporary</p> <p>Destroy 7 years after attendance, or access on behalf of the patient, provided the patient has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
18.6.0	<p>Doping Control</p> <p>Implementation of standards for drug testing for competition participants.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
18.7.0	<p>Drug Test Results</p> <p>All records relating to drug tests of individuals remain the property of the Commonwealth Games Federation (CGF) and must be transferred to the custody of ASDA (Australian Sports Drug Agency) for ongoing management and storage at the conclusion of the Games.</p>		Transfer to ASDA (Australian Sports Drug Agency) at the conclusion of the Melbourne 2006 Commonwealth Games.
18.8.0	<p>Medical Equipment and Supplies</p> <p>The maintenance of appropriate stock levels of medical equipment, supplies and other consumables for medical and health services, and their dispensation. Includes order forms, delivery notifications and item requests, registers, drug sheets and prescriptions.</p> <ul style="list-style-type: none"> • For purchase and other financial records see PROS 96/13. • For administration of pharmaceutical products and drug register see PROS 99/04 4.00. 	<p>Temporary</p> <p>Destroy 3 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
18.9.0	<p>Medical Incident/Injury Reports</p> <p>Reports of injury or incidents requiring medical attention, including the administration of basic first aid.</p>	<p>Temporary</p> <p>Destroy 7 years after attendance, or access on behalf of the patient, provided the patient has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
19.0.0	<p>SPECTATOR SERVICES</p> <p>Managing the experience of the spectator from the time of entering to exiting Commonwealth Games venues. Includes strategies and activities that aim to cater for spectators with particular needs eg disabled access. Also includes strategies and services that aim to facilitate the resolution of problems that spectators might encounter whilst in venues through measures such as the provision of a lost and found service and incident report unit.</p> <ul style="list-style-type: none"> • For Contracts see PROS 96/13. 		
19.1.0	<p>Spectator Services - Policy and Strategy</p> <p>Policy and strategy in relation to spectator services, including disability access.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
19.2.0	<p>Arrangements and Operations</p> <p>Records documenting arrangements and operations in relation to the planning and management of spectator services.</p>	<p>Temporary</p> <p>Destroy 7 years after the conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
19.3.0	<p>Inputs</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
19.4.0	<p>Lost and Found</p> <p>Management of a Lost and Found service during the Games. Includes lost and found registers, report forms and records detailing methods of disposal.</p>	<p>Temporary</p> <p>Destroy 7 years after conclusion of the Melbourne 2006 Commonwealth Games.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
19.5.0	<p>Incident Reports</p> <p>Receiving reports and investigation of incidents by the Incident Report Unit. Includes lost child reports and ticket dispute incidents.</p> <ul style="list-style-type: none"> • See 13.4 for Security Incident Reports • See 18.9 for Medical Incident / Injury Reports. 	<p>Temporary</p> <p>Destroy 7 years after attendance, or access on behalf of the patient, provided the patient has reached 25 years of age.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
20.0.0	<p>CATERING, CLEANING & WASTE REMOVAL</p> <ul style="list-style-type: none"> For contracts for the provision of catering, cleaning or waste removal services for Games venues, see PROS 96/13. 		
20.1.0	<p>Catering, Cleaning and Waste Removal – Policy, Planning and Management</p> <p>Records detailing the planning, establishment and management of catering, cleaning and waste removal services and operations.</p>	<p>Temporary Destroy 7 years after licenses have expired.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
20.2.0	<p>Catering, Cleaning and Waste Removal - Inputs</p> <p>Includes material of a facilitative nature that assists in the development of plans and policies for the non-competition events such as published background material, data reports and individual officer's working papers.</p>	<p>Temporary Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
20.3.0	<p>Catering, Cleaning and Waste Removal - Licensing</p> <p>Obtaining licenses from other Government Departments and Statutory Authorities in relation to catering, cleaning and waste removal, such as licenses to serve alcohol and food safety licenses.</p>	<p>Temporary Destroy 7 years after licenses have expired.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
20.4.0	Meal Ordering System Administration of the Meal Ordering System for Games athletes, officials and workforce members.	Temporary Destroy when administrative use is concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
21.0.0	KNOWLEDGE TRANSFER Reporting to the Commonwealth Games Federation (CGF) on progress in preparations for the Games, and on the lessons learned at the conclusion of the Games.		
21.1.0	Knowledge Transfer Reports Regular progress reports by program areas to the Commonwealth Games Federation (CGF) regarding delivery of the Games. Original documents to be transferred to Commonwealth Games Federation.	Temporary Destroy copies when final Post Games Report is prepared.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
21.2.0	Post Games Report Final Report (including lessons learned) to the Commonwealth Games Federation (CGF.)	Permanent Retain as State Archives.	Transfer 1 hard or electronic copy of each report to PROV at the conclusion of the Melbourne 2006 Commonwealth Games (original copy is delivered to the CGF.) Electronic records are to be transferred in VEO format.

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Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
21.3.0	<p>Inputs into Post Games Report</p> <p>Material of a facilitative nature that assists in the preparation of the Post Games Report such as published background material, data reports and individual officer’s working papers.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

END OF DOCUMENT

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