



Public Record Office Standard

PROS 08/06

Authority

Retention & Disposal Authority for Records of the Port of Melbourne

Version 2018

08/06

Variation 1

Variation 2

Issue Date: 28/07/2008

Issue Date: 23/01/2009

Issue Date: 19/11/2018

Expiry Date: 28/07/2018

Expiry Date: 28/07/2018

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Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Port of Melbourne

Public Record Office Standard (PROS) 08/06

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 Port of Melbourne, issued as Public Record Office Standard (PROS) 08/06 on 28 July 2008, as follows:

Alteration of the status of class 5.4.3 - Security surveillance videotapes, voice recordings and CCTV not required for investigation of incidents from “Temporary - Destroy 30 days after administrative use has concluded” to “Temporary - Destroy 7 days after administrative use has concluded”.

This Variation shall have effect from the date of issue.

[Signed]

David Brown
Acting Director and Keeper of Public Records

Date of issue: 23 January 2009

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Records of the Port of Melbourne

Public Record Office Standard (PROS) 08/06

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 the Port of Melbourne, issued as Public Record Office Standard (PROS) 08/06 on 28 July 2008, as follows:

Extend the application of this Standard until varied or revoked

This Variation shall have effect from the date of issue.

[signed]

Justine Heazlewood

Date: 19/11/2018

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 also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

1.2.5 Normal Administrative Practice

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

The following material may be destroyed under NAP:

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

1.3 Use of Other Authorities

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

1.4 Explanation of Authority Headings

CLASS NUMBER

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

DESCRIPTION

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

STATUS

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

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of Public Office

This Authority has the concurrence of:

[Signed]

Date: 16 July 2008

Name: Stephen Bradford

Position: Chief Executive Officer

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 Port of Melbourne Corporation (PoMC).

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

[Signed]

Justine Heazlewood
Director & Keeper of Public Records

Date of Issue: 28 July 2008

4 Acknowledgments

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

Vicky Wilson, Port of Melbourne 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 the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

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

web: www.prov.vic.gov.au

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7. Retention & Disposal Authority

1: ENVIRONMENTAL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>ENVIRONMENTAL MANAGEMENT</p> <p>The function of protecting and maintaining the marine and land environment. Includes waste reduction, management of hazardous materials, land remediation and pollution control.</p> <p>[For records relating to working parties and advisory groups, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p> <p>[For records relating to complaints use the Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
1.1.0	<p>Environmental Incidents</p> <p>The management of incidents of chemical contamination, oil spills or pollution concerns and hazards in and surrounding land and waters.</p>		
1.1.1	Records relating to clean up operations relating to chemical contamination, spills or pollution issues affecting land and waters or operations. These operations result in action being taken to remediate the situation or a change to policy and practice. Includes dust suppression programs, the use of containment and other technologies and subsequent lobbying	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.1.2	Records relating to clean up operations which have been cleaned up by non-technical means or where no clean-up was undertaken. Includes clean up of garbage and general litter.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

1: ENVIRONMENTAL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.0	<p>Environmental Risk Management</p> <p>Activities relating to the reduction of risk to the environment. Includes the preservation, remediation and maintenance of contaminated sites by removing contaminants or pollutants from land and restoring it to a more natural state.</p> <p>[For records relating to the registration of hazardous substances, use the Occupational Health & Safety section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
1.2.1	<p>Major remediation projects or works required to avoid potential health risk, which result in significant changes to policy or where there is significant potential environmental impact. Includes the transport and transfer of hazardous chemicals, dust suppression programs, environmental studies and development of Environmental Impact Statements.</p> <p>Includes liaison with other agencies, environmental assessments and plans, final reports, advice, site inspections, remedial action, environmental monitoring, soil and water testing, statistics and the discharge of water and contaminated wastes from port facilities.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
1.2.2	<p>Minor remediation projects or work which are not of a significant value or impact.</p> <p>Types of projects include the removal of hazardous cargo and materials, the movement or removal of stockpiles, rodent control and discharge of wastes from vessels and the monitoring of chemical usage.</p> <p>Includes environmental assessments and plans, final reports and records documenting advice, site inspections, remedial action, and environmental monitoring.</p>	<p>Temporary</p> <p>Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

1: ENVIRONMENTAL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.3	Records relating to major clean up campaigns for waterways and foreshores. Includes participation lists, sponsorship notices, brochures and related leaflets.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.2.4	Records relating to ongoing or minor clean up campaigns and rubbish removal which occur on a regular basis or are conducted during part of routine port operations.	Temporary Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
1.3.0	Foreshore Stabilisation Stabilisation of dunes and riverbanks including the construction and maintenance of retaining or restraining walls, levees, sea walls, and embankments. [For records relating to the construction and management of stabilisation measures, use the Infrastructure Management section of this RDA].		
1.4.0	Inspections The activity of environmental inspections of sites and premises to ensure compliance with agreed standards and objectives.		
1.4.1	Finalised assessments and reports of inspections of sites and premises. Includes records documenting environmental testing and the monitoring of sites and premises, checklists, inspection notes, test and monitor reports, laboratory results, consultation documents, comments, drafts and final reports. [For inspections that identify non-compliance, use Environmental Management – Investigations of this RDA.]	Temporary Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

1: ENVIRONMENTAL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.5.0	<p>Investigations</p> <p>The activity of undertaking investigations to identify actual or potential environmental hazards in association with external agencies (e.g. the Environment Protection Authority). Includes planning and the collection, verification, recording and evaluation of all relevant information.</p>		
1.5.1	<p>Summary register of all investigations undertaken.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
1.5.2	<p>Records documenting major investigations of contaminated sites that pose major health risks or involve major public interest or have a significant impact on development of policies and procedures.</p> <p>Includes investigation plans, consultation notes, records of interviews, scientific and laboratory analysis, observation notes, photographs, drawings, annotated maps, drafts and final reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
1.5.3	<p>Records documenting minor environmental investigations of contaminated sites that do not pose any health risks and do not have a significant impact on development of policies and procedures.</p> <p>Includes investigation plans, consultation notes, records of interviews, scientific and laboratory analysis, observation notes, photographs, drawings, annotated maps, drafts and final reports.</p>	<p>Temporary</p> <p>Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

1: ENVIRONMENTAL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.6.0	Quality Systems and Compliance Regulation The regulation of environmental activities undertaken to meet legislative requirements.		
1.6.1	Records documenting the environmental management regulatory framework, outlining compliance and quality systems. Includes final reports relating to environmental compliance against legislative and regulatory frameworks, compliance certificates and registration documentation.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.6.2	Records relating to compliance monitoring and assessment against legislative requirements. Includes compliance reports.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

2: INFRASTRUCTURE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>INFRASTRUCTURE MANAGEMENT</p> <p>The function of providing infrastructure for port land and waters. Includes planning of the overall port network, the design, construction and maintenance of the land, berths, buildings, roads, railways, plant, equipment and associated infrastructure.</p> <p>[For accounting records use the Financial Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to community relations, use the Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to legal services, use the Legal Services section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For committee records, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to government relations, use the Government Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
2.1.0	<p>Design and Construction</p> <p>The activities associated with the design and construction of port infrastructure.</p> <p>[For records relating to the channel design of the Channel Deepening Project, use the Channel Deepening Project section of this RDA].</p>		

2: INFRASTRUCTURE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.1	<p>Records relating to the design and construction of significant or large scale infrastructure that:</p> <ul style="list-style-type: none"> • substantially enhances service levels of the Port of Melbourne, • makes a significant impact on the built or natural environment as landmarks or structures, • attracts substantial public interest or controversy; or • has significant local or state wide impact. <p>Includes infrastructure that has been formally identified by a heritage body (eg. Heritage Victoria) to be of cultural heritage significance.</p> <p>Types of infrastructure include wharves, piers, slipways, buildings, breakwaters, navigation aids (beacons, buoys, channel markers), roads and rail lines.</p> <p>Includes conceptual designs, proposals, estimates, preliminary investigation, preliminary drawings and sketches, engineering reports, specifications, calculations, design decisions, technical information, geotechnical advice, stakeholder consents and approvals by certified authorities, environmental documentation (including plans and monitoring), concept design and “as built” drawings, project management records, structural reports, ministerial advice, submissions to executive board, design calculations and drawings, bore logs, tender assessment, contract, schedule of works, specifications, significant variations to projects, and photographs and moving images supporting the project.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.1.2	<p>Records relating to the design and construction of minor infrastructure such as demountables and temporary structures.</p> <p>Includes preliminary investigations, feasibility study reports, minor variations, defaults and defects registers and copies of all configuration documentation that identifies and defines the performance, functional and physical attributes of the installation of systems or items.</p>	<p>Temporary Destroy 15 years after infrastructure asset is disposed of.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

2: INFRASTRUCTURE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.3	Records relating to the design plans and reports of infrastructure works that do not proceed to construction or upgrade.	Temporary Destroy 15 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.1.4	Working papers and supplementary records relating to the design and construction process. Includes drafts and records of a routine or facilitative nature such as routine requests for information, site safety plans and work method statements. Also includes duplicate copies of records and working documents for internal use only which have been formalised and reproduced elsewhere.	Temporary Destroy 5 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.0	Disposal The activities associated with the disposal of port infrastructure. Disposal includes sale, transfer to another agency, donation, demolition and destruction.		
2.2.1	Records relating to the disposal of port facilities or property such as wharves, piers, slipways, buildings, breakwaters, navigation aids (beacons, buoys, channel markers), roads and rail lines.	Permanent Retain as State Archives.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.2	Records relating to the disposal of temporary structures, demountables, sheds, plant and equipment.	Temporary Destroy 7 years after item has been disposed of.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

2: INFRASTRUCTURE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.3.0	<p>Leasing</p> <p>[For records relating to leasing of or leasing out of facilities, use the Property Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
2.4.0	<p>Maintenance, Renovation & Conservation</p> <p>Activities associated with the maintenance, renovation and conservation of port infrastructure.</p>		
2.4.1	<p>Records relating to the renovation of port infrastructure such as wharves, piers, slipways, buildings, breakwaters, navigation aids (beacons, buoys, channel markers), roads and rail lines. Includes the conservation of heritage listed port infrastructure as identified formally by a heritage body (eg. Heritage Victoria) to be of cultural heritage significance.</p> <p>Includes the plans and contracts for renovation works.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.4.2	<p>Records relating to the routine maintenance of infrastructure such as wharves, piers, slipways, buildings, breakwaters, navigation aids (beacons, buoys, channel markers), roads and rail lines.</p>	<p>Temporary</p> <p>Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>PORT OPERATIONS</p> <p>The coordination of the movement of commercial shipping vessels to ensure safe navigation in Port of Melbourne waters.</p> <p>[For records relating to compensation for loss of cargo, maintenance of facilities, equipment failure, damage to craft, including any proceedings brought for recovery of costs for damage to port facilities, use the Legal Services section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
3.1.0	<p>Harbour Master and Assistant Harbour Master Appointment</p> <p>The activities associated with the appointment of Harbour Masters and Assistant Harbour Masters for the Port of Melbourne. The Harbour Master is responsible for the control and direction of vessels within port waters with regard to the safety of persons, safe operations of vessels and their effect on the environment. The Assistant Harbour Master assists with these duties.</p>		
3.1.1	<p>Records documenting the appointment of Harbour Masters and Assistant Harbour Masters for the Port of Melbourne who are registered by Marine Safety Victoria.</p> <p>[Records relating to the recruitment and ongoing employment conditions of Harbour Masters and Assistant Harbour Masters, use the Personnel Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.0	<p>Licensing and Certification</p> <p>Activities relating to the verification of certification, registration and/or licensing of personnel and certain equipment. These licenses are issued to employees by external governing bodies and monitored internally for currency.</p> <p>Includes verification of serviceability, compass and survey certificates and waste and sewer discharge permits.</p>		
3.2.1	<p>Records documenting the acquisition and issuance of licenses, permits or certificates. Includes applications and copies of the license, permit or certificate.</p>	<p>Temporary Destroy 7 years after expiration.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.2.2	<p>Records relating to infringements and breaches of licence conditions. Includes fines and action taken resulting in investigations by external enforcement agencies.</p>	<p>Temporary Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.3.0	<p>Maintenance Dredging</p> <p>Activities related to short term ongoing operations undertaken to remove the build up of silt as well as ensuring that the declared depths at berths and channels are maintained.</p> <p>[For records relating to the construction and management of stabilisation measures, use the Channel Deepening Project section of this RDA].</p>		
3.3.1	Records relating to the maintenance dredging of port waters. Includes plans about scheduled dredging, reports and assessments of work completed.	<p>Temporary</p> <p>Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.4.0	<p>Management of Navigation Hazards</p> <p>Management of navigation hazards in and around port waters.</p> <p>[For records relating to environmental hazards, use the Environmental Management section of this RDA].</p>		
3.4.1	Records in relation to the identification, removal and marking of hazards. Includes notifications and complaints.	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.5.0	<p>Management of Trade, Shipping and Market Information</p> <p>Activities relating to the monitoring, analysis and forecasting of trade, shipping and market information. Involves research undertaken to support strategic planning.</p> <p>[For trade, shipping and marketing information presented to Committees or Boards, see the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
3.5.1	<p>Consolidated, finalised or published records relating to trade, shipping and market analysis.. Includes forecasts and findings, statistical evidence and decision papers. Includes data that identifies critical development and trends which has been substantially developed internally and cannot be recovered from primary sources.</p>	<p>Permanent</p> <p>Retain as State Archives</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
3.5.2	<p>Records relating to the formulation of finalised or published records relating to trade, shipping and market analysis.</p>	<p>Temporary</p> <p>Destroy 7 years after last action</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.6.0	<p>Road Safety and Traffic Management</p> <p>The management of traffic on roads within Port land.</p>		
3.6.1	<p>Records relating to traffic management and road safety, within Port land.</p> <p>Includes incident reports, changes to traffic flow and notices to users.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.7.0	<p>Shipping Traffic Management</p> <p>The function of planning, monitoring and controlling shipping traffic throughout port waters.</p> <p>[For records relating to cruise ship management, see the Vessel Management section of this RDA.]</p> <p>[For deliberations of committees relating to shipping, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p>		
3.7.1	<p>Official registers and returns of ships in ports. Includes berthing registers, inwards and outwards shipping registers, cargo registers and tonnage registers.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
3.7.2	<p>Records relating to the monitoring of all water craft, cranes, transport vessels and ships within Port of Melbourne waters and the associated communications between controllers and control centres.</p> <p>Includes records documenting the authorisation for operators to access the network, incoming and outgoing traffic, speed regulations and berth movements, and vessel record books, running sheets, daily logs, shipping movements, rosters, berth arrivals and departures, diagrams, graphs and safe working forms.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.7.3	<p>Records documenting the evaluation of programs, systems or services associated with the shipping traffic management function.</p> <p>Includes evaluation criteria, copies of evaluation or survey forms, results of surveys, recommendations and reports.</p> <p>[For reports and recommendations made to committees, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p>	<p>Temporary</p> <p>Destroy 2 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.8.0	<p>Spatial Information Management</p> <p>The activities related to the capturing and maintaining up to date cadastral, topographic and other mapping details of Port of Melbourne lands and waterways in graphic and digital form. Includes the management of spatial information, mapping and field verification and photography.</p>		
3.8.1	<p>Register of all maps, drawings, plans; surveys; aerial photography and spatial information produced of Port of Melbourne land and waters.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>
3.8.2	<p>Spatial documentation, including maps, drawings, photographs and plans, used for reference or in conjunction with any infrastructure works.</p> <p>Includes plans for buildings and facilities, maps of land, photography of waterways and survey maps outlining boundaries. Also includes advice provided on any action or judgement made based on the spatial information.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>
3.9.0	<p>Tidal Data Collection</p> <p>Activities related to the accurate and ongoing recording of tidal information.</p>		
3.9.1	<p>Records documenting the official registration of tidal information such as tidal times, official heights and determination of mean high water mark.</p> <p>Includes tide registers and tide charts.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

3: PORT OPERATIONS			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.10.0	<p>Water Measurement</p> <p>Activities related to the measurement of water quality, depth and current in and around ports and harbours.</p>		
3.10.1	<p>The records documenting the measurement, description and mapping of sea beds with reference to navigation.</p> <p>Includes soundings (hydrographic surveys) of bars, harbours, ports, rivers, surveys of currents and wave recordings.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
3.10.2	<p>Records supporting the taking of various measurements, including depth measurements, soundings and water currents. These records are of a facilitative and routine nature and been formalised in consolidated, finalised or published records relating to water measurement.</p>	<p>Temporary</p> <p>Destroy 2 years after reference ceases.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

4: PROPERTY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>PROPERTY MANAGEMENT</p> <p>The management of owned or maintained properties and the monitoring of neighbouring or nearby land to the Port including land of interest [For records relating to infrastructure, use Infrastructure Management section of this RDA]. [For records relating to committees, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions] [For records relating to government relations, use the Government Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions] [For records relating to the purchase, disposal of leasing of property, use the Property Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
4.1.0	<p>Land Management</p> <p>Activities associated with the management of owned or maintained property.</p>		
4.1.1	<p>Records relating to relations with external stakeholders, including local government and regulating bodies in the management of lands. Includes land survey records, valuation assessments, environmental assessments, consultant's reports and legal advice.</p>	<p>Permanent Retain as State Archives</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

4: PROPERTY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.2.0	<p>Land Monitoring</p> <p>Activities associated with monitoring of neighbouring or nearby property where there is a business interest or intent to purchase.</p> <p>Includes activities associated with determining if there is a business interest.</p>		
4.2.1	<p>Records relating to land monitoring information which may support or assist in determining business intent or interest.</p> <p>Includes property market research and monitoring information in relation to land which may potentially be purchased.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	<p>SAFETY, SECURITY AND EMERGENCY MANAGEMENT</p> <p>The function of developing, implementing, maintaining, monitoring, evaluating and reviewing the safety and emergency management systems. Includes adherence to occupational health and safety and other associated legislation.</p> <p>Includes the function of identifying security risks to clients, employees and infrastructure and developing and implementing strategies designed to counter such risks.</p> <p>[For records relating to committees, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to safety awareness programs, and occupational health and safety, use the Occupational Health & Safety section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
5.1.0	<p>Bunker Permitting</p> <p>The issuance of bunker permits to users for the refuelling of vessels. These permits are for single refuelling events.</p>		
5.1.1	Records documenting the permit application, processing documentation and subsequent approval of the permit.	Temporary Destroy 10 years after permit expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.2.0	<p>External Incident Investigations</p> <p>The coordination and management of responses to incidents within the port precinct by an external agency, for example the Police or other enforcement agency.</p>		

5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.2.1	Records relating to any incident investigation conducted by an external agency. Includes reports and findings from investigations.	Temporary Destroy 5 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.0	<p>Internal Incident Investigations</p> <p>The coordination and management of responses to incidents within the port precinct. Investigations are carried out on marine incidents including accidents, collisions and threats to persons. Includes activities associated with patrol coverage on both port land and waters.</p> <p>[For records relating to compensation claims, use the Legal Services section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p> <p>[For records relating to environmental investigations, use the Environmental Management section of this RDA].</p>		
5.3.1	Summary record of all safety and security investigations of incidents that have occurred within the port precinct.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.3.2	Records relating to investigations into incidents which have resulted in fatalities.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
5.3.3	Investigations into incidents involving substantial or serious injury or damage to persons, property or the environment, which may or may not result in claims for compensation.	Temporary Destroy 30 years after investigation concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.4	Investigations involving minor damage or near misses. Incidents include accidents, collisions, grounding or capsizing of craft or damage to equipment resulting in minor damage or near misses.	Temporary Destroy 10 years after investigation has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.3.5	Supporting documentation in relation to incident investigations, which have been formalised and reproduced elsewhere.	Temporary Destroy 5 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.0	Monitoring and Auditing Activities relating to the monitoring and auditing of premises, port infrastructure and related locations, to detect or identify people undertaking undesirable or illegal behaviour.		
5.4.1	Records documenting monitoring and auditing of on site infrastructure and activities in relation to safety and security management. Includes audit reports, findings and recommendations.	Temporary Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.2	Security surveillance videotapes, voice recordings, Closed Circuit Television (CCTV) data containing footage and transcripts required for a legal proceeding as evidence or used for investigation of incidents.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.3	Security surveillance videotapes, voice recordings and CCTV not required for investigation of incidents.	Temporary Destroy 7 days after administrative use has concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.4.4	Alarm monitoring reports. Includes building, fire and navigation alarm reports.	Temporary Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

5: SAFETY, SECURITY AND EMERGENCY MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.4.5	Occurrence reports issued by the security and surveillance operators. [For matters where occurrence reports have been referenced in incidents or maintenance, use other parts of this RDA].	Temporary Destroy 1 year after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
5.5.0	Security Pass Register The activities related to the issuing of security passes issued to personnel accessing land and property. Includes the registration of the Marine Security Identification Card and Port Security Access Card, in accordance with the Marine Transport and <i>Offshore Facilities Security Act</i> 2003.		
5.5.1	Records relating to the registration and issuing of passes to personnel to access port grounds and facilities.	Temporary Destroy 2 years after registration expires.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

6: STAKEHOLDER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	<p>STAKEHOLDER MANAGEMENT</p> <p>Activities associated with fostering and maintaining mutually beneficial partnerships and liaison with the port industry.</p> <p>[For records relating to community relations, use the Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to government relations, use the Government Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to contracting out of services, use the Contracting-Out section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
6.1.0	<p>Customs Duties</p> <p>Activities associated with monitoring and reporting any illegal and harmful goods and unauthorised people across Australia's borders in conjunction with the Australian Customs Service (ACS).</p> <p>[For records relating to customs monitoring whereby data is used in litigation, use the Legal Services section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
6.1.1	Records relating to customs arrangements in compliance with the ACS. Includes routine data sheets, checklists and reporting to the ACS.	<p>Temporary</p> <p>Destroy 2 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

6.2.0	<p>Education and Awareness</p> <p>The Port Education Program provides education programs to school and community groups to help such groups learn about the activities of the port, ships, shipping and the wider port environment. School education programs are based on Victorian curricula.</p> <p>[For records relating to tours and visits, use the Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
6.2.1	<p>Resource materials developed for teachers, students and community groups.</p> <p>Includes lesson plans, learning and assessment strategies and curriculum documentation supporting the delivery of educational programs.</p>	<p>Temporary</p> <p>Destroy 2 years after materials last referred to.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.2.2	<p>Records relating to the scheduling and delivery of education programs to school and community groups.</p> <p>Includes calendar entries, requests and confirmation of bookings and related arrangements.</p>	<p>Temporary</p> <p>Destroy 1 year after last action.</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>Port Partnerships</p> <p>Activities associated with management of partnerships with producers and consumers, business and industry groups, peak bodies and suppliers. May include relationships with intrastate, interstate and international industry partners.</p> <p>Includes liaison with import and export cargo owners, shipping lines and shipping agents, terminal operators (tenants), cruise ships, passenger ferries, freight forwarders, customs agents and visiting vessel operators.</p> <p>[For records relating to partnerships in relation to the Channel Deepening Project, use the Channel Deepening Project section of this RDA].</p>		

6: STAKEHOLDER MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.3.1	Records relating to the engagement and initial arrangements for port partnerships.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
6.3.2	Records relating to matters which affect or alter relationship arrangements. Includes letters of complaint and requests for changes to requirements.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.4.0	Quarantine Compliance Activities associated with monitoring and reporting any potential disease or pests across Australia's borders, in conjunction with the Australian Quarantine Inspection Service (AQIS). [For records relating to quarantine monitoring whereby data is used in litigation, use the Legal Services section of the General Retention & Disposal Authority for Records of Common Administrative Functions].		
6.4.1	Records relating to quarantine arrangements in compliance with the AQIS. Includes routine data sheets, checklists and reporting to AQIS.	Temporary Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

7: VESSEL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	<p>VESSEL MANAGEMENT</p> <p>The management of vessels incoming and outgoing of Port of Melbourne waters as well as the management of any wreck or dive sites located in Port of Melbourne waters.</p> <p>[For records relating to financial management, use the Financial Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to complaints regarding marine policy, boating and licensing, use the Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to the maintenance and repair of any owned vessels, use Fleet Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
7.1.0	<p>Cargo Management</p> <p>Activities relating to the registration and management of all incoming vessels (in particular those carrying bulk liquid) to Port of Melbourne waters for the purpose of identifying cargo and related matters.</p>		
7.1.1	<p>Records relating to the management, administration and planning for all incoming vessels.</p> <p>Includes pre-arrival meetings to discuss cargo loads and identify potential berthing issues, statistics, performance data and individual vessel requirements.</p>	<p>Temporary</p> <p>Destroy 10 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

7: VESSEL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.2.0	<p>Cruise Ship Management</p> <p>The activity of developing the State's cruise shipping industry through the provision of facilities and services to meet the needs of international and domestic cruise liners and their passengers.</p> <p>[For records relating to committees and boards, use the Committees section of General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to community relations, use the Community Relations section of General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to tariffs, use the Community Relations section of General Retention & Disposal Authority for Records of Common Administrative Functions]</p> <p>[For records relating to strategic management of cruise shipping, use the Strategic Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		

7: VESSEL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.2.1	Master list of cruise ships arriving and departing.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
7.2.2	Records documenting cruise ship arrival and departure. Includes data sheets recording cargo, passenger numbers and length of stay. Includes non standard requests, e.g. wheelchair access availability, extra transport buses, additional security requirements and requests to local government for other arrangements e.g. fireworks displays.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.2.3	Records documenting schedule of cruise ship visits to Port of Melbourne waters.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
7.3.0	Services to Ships The provision of services to ships utilising the port facilities.		
7.3.1	Records relating to the provision of electricity, lighting, telephones and water to ships utilising port facilities.	Temporary Destroy 2 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

7: VESSEL MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.4.0	<p>Sewage and Discharge</p> <p>Activities relating to the monitoring and subsequent maintenance of any sewage or discharge stemming from vessels and ships in port waters.</p> <p>[For records relating to environmental incidents and investigations, use the Environmental Management section of this RDA].</p>		
7.4.1	Records relating to sewage discharge. Records include notifications and recovery and appropriate disposal plans.	<p>Temporary</p> <p>Destroy 10 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.5.0	<p>Wrecks and Dive Sites</p> <p>Activities related to the management of ship wrecks and dive sites which lie within Port of Melbourne waters.</p>		
7.5.1	<p>Records relating to wrecks including surveys, protection, recovery and determination of ownership.</p> <p>Includes records relating to salvage operations, movement and transfer of wreck from port waters such as salvage schedules, plans and the process for operation and records documenting subsequent matters which arise from the operation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

8: CHANNEL DEEPENING PROJECT (CDP)			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.0.0	<p>CHANNEL DEEPENING PROJECT (CDP)</p> <p>The management of the CDP to deepen sections of existing shipping channels to provide access for 14m draft vessels to Port of Melbourne waters at all states of tide.</p> <p>[For records relating to committees, use the Committees section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
8.1.0	<p>Channel Design</p> <p>Investigations and studies on natural factors involved in the sea transit of vessels, including swell, tidal and current movements. Also includes assessment of the new channel design, involving 3D modelling; and transit simulations.</p>		
8.1.1	<p>Records documenting submissions for work, final reports, external data, statistics and findings.</p> <p>Includes bund and berth design and certification, capacity analysis, simulation models and analysis, engineering reports, ground stability documentation, geotechnical studies and reports, drawings and data on berths and wharves.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hardcopy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
8.1.2	<p>Supplementary data and draft documents in relation to the channel design. These records are for internal use only and have been collated and formed part of final reports and findings.</p>	<p>Temporary</p> <p>Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

8: CHANNEL DEEPENING PROJECT (CDP)			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.2.0	Environmental Management and Monitoring The management and monitoring of the marine and coastal environment surrounding the CDP and the environmental indicators associated with dredging, such as the intensity and extent of plume and noise emissions, as well as key species, habitats and ecological processes (e.g.: seagrasses, fish and water quality).		
8.2.1	Environment Effects Statement (EES) and Supplementary Environment Effects Statement (SEES). The statements detail the environmental effects from the deepening of the shipping channels in Port Phillip Bay.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.2.2	Data recorded on the environmental database. Data sourced from this database forms part of formal or published documentation. Also includes records relating to the environmental monitoring program such as design documents, data and final reports, quarterly reports, monitoring studies, final reports, findings, external data, drawings and diagrams, statistics and findings.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.2.3	Draft documentation sourced from the environmental database in relation to the environmental monitoring program, which have been collated and formed part of the final findings.	Temporary Destroy 10 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

8: CHANNEL DEEPENING PROJECT (CDP)			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.3.0	<p>Financial Management</p> <p>The function of managing the CDP financial resources. This includes records relating to the input and preparation of the CDP financial program, bond arrangements, budget, foreign currency, customs tariffs and insurance programs.</p> <p>[For financial records, use the Financial Management section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
8.4.0	<p>Infrastructure Protection</p> <p>The activities relating to protecting existing port infrastructure and services within the Port of Melbourne waters which may be affected by dredging works.</p> <p>[For incidents affecting infrastructure, use the Safety, Security and Emergency Management section of this RDA].</p> <p>[For records relating to the construction and maintenance of navigation aids, use Port Operations section of this RDA].</p>		
8.4.1	Records documenting the activities related to protecting existing port infrastructure and services situated within Port of Melbourne waters which may be affected by channel deepening works.	<p>Temporary</p> <p>Destroy 30 years after last action.</p>	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.4.2	Supplementary records in relation to the protection of services, which have been collated and formed part of the final findings. Includes copies of service invoices and working papers which have been formalised in reports and final recommendations.	<p>Temporary</p> <p>Destroy 5 years after last action.</p>	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

8.5.0	<p>Integrated Management System</p> <p>The activities related to the Integrated Management System (IMS) which combines environmental management systems with quality and occupational health and safety (OH&S) management systems to ensure effective overall management of the project.</p>		
8.5.1	<p>Records relating to the management of performance measures implemented to ensure that the work related to the CDP complies with relevant quality systems, standards and conditions of approval.</p> <p>Includes final and endorsed audit documentation, compliance reports and findings, procedures, management plans and training records.</p>	<p>Temporary Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.6.0	<p>Partnership Relations</p> <p>The activities related to the management of partnerships formed with contractors (e.g. the contractors, known as the Alliance Group) engaged to undertake the majority of works required as part of the channel deepening project.</p> <p>[For records relating to the formulation and execution of contracts, use the Contracting –Out section of the General Retention & Disposal Authority for Records of Common Administrative Functions].</p>		
8.6.1	<p>Records associated with the management and delivery of CDP work by the contractors.</p> <p>Includes operational records associated with dredging and services protection.</p>	<p>Temporary Destroy 15 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
8.6.2	<p>Records relating to systems and operational processes in place.</p> <p>Includes procedures, work method statements, operational reports and training records.</p>	<p>Temporary Destroy 5 years after last action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

8.7.0	Project Management and Governance Activities relating to the overarching endorsement, approval and management of the CDP.		
8.7.1	Records relating to the project execution plan. Includes final copies of recommendations and advice received from federal and state government. Includes plans, sketches and drawings which support the approved scope of works.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.8.0	Spatial Information Management The function of capturing and maintaining up to date cadastral, topographic and other mapping details of Victorian lands and waterways in graphic and digital form associated with the CDP. [For records relating to spatial information management, use the Port Operations section of this RDA].		
8.9.0	Stakeholder Relations Information sessions and consultation with community or interest groups. Includes [For enquiries, use Community Relations section of the General Retention & Disposal Authority for Records of Common Administrative Functions].		
8.9.1	Records relating to materials prepared for dissemination to community or interest groups, as well as feedback and community comment received from those groups. Includes notices, fact sheets, public bulletins, information published on the internet, newsletters, presentations and notices for community information sessions.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.10.0	Trial Dredge Program Activities related to the trial dredge program of the bay took which place in 2005 to provide a better understanding of turbidity resulting from dredging as well as an opportunity to test dredging technology on a small scale.		

8.10.1	Records relating to the proposal and planning of the trial dredge program. Includes consultant's reports, environmental impact statements, scope of work documentation, legal and government advice, approval for works and risk assessments.	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.10.2	Records relating to assessments, findings and recommendations in relation to the trial dredge program. Includes experimental summaries and reports, final and summary reports, program activity reports, trial dredge locations and schedules, field studies and monitoring, testing and subsequent results, surveys of mammals, sediment trap surveys and maps of program works	Permanent Retain as State Archives.	Transfer hardcopy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
8.10.3	Records documenting the maintenance and repair of machinery and technology used for the Trial Dredge Program. Includes findings and recommendations for repair as required and reports advising of usage and functionality.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
8.10.4	Draft and supporting documentation in relation to the trial dredge program. These records have been collated and formed part of final documentation.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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