

# **State Archives and Records Authority of New South Wales**

## **General Retention and Disposal Authority: GA28**

This authority covers records documenting the function of common administrative records created and maintained by New South Wales Public Offices

This general retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the A

**General Retention and Disposal Authority**  
**Common administrative records created and maintained by New**  
**South Wales Public Offices**

**Authority number: GA28**

**Dates of coverage: 1940+**

**List of Functions and Activities covered**

<b>Function</b>	<b>Activity</b>	<b>Reference</b>	<b>Page</b>
COMMITTEES		1.0.0	3

**General Retention and Disposal Authority**  
**Common administrative records created and maintained by New**  
**South Wales Public Offices**

**Authority number: GA28**

**Dates of coverage: 1940+**

No.	Description of records	Disposal action
-----	------------------------	-----------------

**1.0.0 COMMITTEES**

The activities associated with the management of internal, external or inter-agency committees, task forces, working groups or parties, etc. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.

See these entries for records relating to standing committees established by governing bodies of an organisation. Standing committees are considered to be committees where there is delegation from the governing body to undertake particular functions and where the committee has its own authority to make decisions and take action.

**Note:** It is recommended that organisations have in place established procedures and guidance regarding the capture of official sets of committee minutes, papers and associated correspondence into recordkeeping systems and the management and disposal of a committee member's own copies of committee records once membership ceases.

See **FINANCIAL MANAGEMENT - Authorisation** for records relating to approvals and authorisations for travel or reimbursement of expenses for non-employees serving as members of committees.

See **GOVERNING & CORPORATE BODIES - Meetings** for records relating to meetings of governing bodies, such as boards, trusts, etc., and formal sub-committees of governing bodies. Sub-committees are considered to be committees established by the governing body and involving members of the governing body. Such committees report to, or make recommendations to, the governing body regarding issues impacting on the operations of the organisation but have no authority to make decisions and take action.

See **GOVERNMENT RELATIONS - Meetings** for records relating to meetings between Chief Executives and Ministers, Ministerial employees or senior executives of other government organisations when those meetings are not related to specific functions and activities.

See **PERSONNEL - Authorisation** for records relating to approvals and authorisations for travel or travel arrangements for employees serving as members of committees.

See **STRATEGIC MANAGEMENT - Meetings** for records relating to general, section or unit meetings of employees.

1.0.1	<p><b>International</b></p> <p>Records relating to international committees where the organisation provides the state or national representative. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• authorisations by the organisation to participate</li> <li>• agenda and minutes</li> </ul>	Required as State archives
-------	--	----------------------------

## Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action
-----	------------------------	-----------------

### COMMITTEES

	<ul style="list-style-type: none"> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul>	
1.0.2	<p><b>Inter-government</b></p> <p>Records relating to inter-government committees where the organisation provides the State representative, e.g. Committees or Councils of State and national committees consisting of heads of government organisations, Ministers or statutory offices e.g. Solicitor Generals, Police Commissioners. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• authorisations by the organisation to participate</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul> <p><b>Note:</b> Decisions concerning the disposal of the records of inter-governmental organisations, e.g. the Border Rivers Commission or the Murray Darling Basin Commission must involve consultation between the relevant State or Territory archival authorities. These records are outside of the scope of this authority and separate disposal authorisation must be sought from State Archives and Records NSW.</p>	Required as State archives
1.0.3	<p><b>Inter-agency/external</b></p> <p>Records relating to inter-agency or external committees where (1) the organisation provides the secretariat and (2) the committee was established for the purposes of strategic planning or policy development and considers issues impacting on the core functions or responsibilities of the organisation. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, memoranda of</li> </ul>	Required as State archives

## Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action
<i>COMMITTEES</i>		
	<p>understanding, etc.</p> <ul style="list-style-type: none"> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• authorisations by the organisation to participate</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul> <p><b>Note:</b> In the case of committees established to support collaboration or integrated service delivery, organisations should consider entries 1.0.3 and 1.0.4 carefully to decide which entry is the most appropriate given the terms of reference of the committee and its purpose and significance or influence of its decision making.</p>	
1.0.4	<p><b>Inter-agency/external</b></p> <p>Records relating to inter-agency or external committees where (1) the organisation does not provide the secretariat or (2) where the organisation provides the secretariat but the Committee considers operational matters or matters relating to administrative or non-core functions of the organisation. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• authorisations by the organisation to participate</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul> <p><b>Note:</b> In the case of committees established to support collaboration or integrated service delivery, organisations should consider entries 1.0.3 and 1.0.4 carefully to decide which entry is the most appropriate given the terms of reference of the committee and its</p>	Retain minimum of 5 years after action completed, then destroy

## Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action
-----	------------------------	-----------------

### COMMITTEES

	<p>purpose.</p> <p><b>Note:</b> There may be some records relating to inter-agency or external committees dealing with operational matters that warrant retention as State archives, particularly where the records of the committee document decision making with respect to the organisation's core functions or responsibilities or consideration of matters attracting significant public interest. This should be assessed as part of the development of an organisation's functional retention and disposal authority and where warranted the records of the relevant committee/s should be included in the organisation's own functional retention and disposal authority.</p>	
1.0.5	<p><b>Internal</b></p> <p>Records relating to internal committees established for strategic planning or policy development purposes which consider significant issues impacting on the core functions or responsibilities of the organisation. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul>	Required as State archives
1.0.6	<p><b>Internal</b></p> <p>Records relating to internal committees which form part of consultative arrangements with staff regarding working conditions, e.g. occupational health and safety committees, workplace relations committees. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> </ul>	Retain minimum of 10 years after action completed, then destroy

## Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action
-----	------------------------	-----------------

### COMMITTEES

	<ul style="list-style-type: none"> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul>	
1.0.7	<p><b>Internal</b></p> <p>Records relating to internal committees which consider operational matters and issues concerning the administrative or general operational support functions of the organisation. Excludes committees which form part of consultative arrangements with staff regarding working conditions or occupational health and safety issues. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, etc.</li> <li>• records of nomination, appointment, resignation or termination of members</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed.</li> </ul> <p><b>Note:</b> There may be some records relating to committees dealing with operational matters that warrant retention as State archives, particularly where the records of the committee document decision making by the organisation with respect to its core functions or responsibilities, e.g. the records of grants or funding committees where the organisation has a functional responsibility for the disbursement of significant amounts of funding to industry, community groups or a particular sector, e.g. the records of registration or approval committees or panels where the organisation has a responsibility for licensing the conduct of certain activities or the registration of certain professions. This should be assessed as part of the development of an organisation's functional retention and disposal authority and where warranted the records of the relevant committee/s should be included in the organisation's own functional retention and disposal authority.</p> <p><b>Note:</b> Retention period is a minimum only and organisations should carefully consider whether the nature of these records would require a longer retention period.</p>	Retain minimum of 5 years after action completed, then destroy

## Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action
-----	------------------------	-----------------

### COMMITTEES

1.0.8	<p><b>Advisory/consultative</b></p> <p>Records relating to meetings of advisory or consultative committees, councils, etc., i.e. committees consisting of external stakeholder representation, which advise on or oversee the operations of, or delivery of services in, an organisation or which provide advice to the Minister or Government on policy, priorities or strategy. Includes committees established by the organisation, committees required to be established by legislation or where the Premier or Minister establishes the committee and/or appoints its members. Records include:</p> <ul style="list-style-type: none"> <li>• records of the establishment of the committee, its terms of reference, etc.</li> <li>• agenda and minutes</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed</li> <li>• major publications, reports and discussion papers.</li> </ul> <p>Use the organisation's functional retention and disposal authority if the advisory committee produces additional records that are not covered by this entry or other relevant entries in this authority, e.g. records relating to the development or issue of industry standards, codes of practice or guidelines.</p>	Required as State archives
1.0.9	<p><b>Arrangements</b></p> <p>Records relating to administrative arrangements for committee meetings. Records include:</p> <ul style="list-style-type: none"> <li>• meeting notifications</li> <li>• catering arrangements</li> <li>• venue bookings</li> <li>• accommodation and transport arrangements</li> <li>• related correspondence.</li> </ul>	Retain until administrative or reference use ceases, then destroy