

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 Act.

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

Authority number: GA28

Dates of coverage: 1940+

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STAFF DEVELOPMENT - Acquisition

18.0.0 STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to employees.

See the organisation's functional retention and disposal authority for records relating to training offered by the organisation to external clients.

See the organisation's functional retention and disposal authority for records relating to the provision of organisation-specific training that results in a qualification the employee is required to possess in order to perform their duties, e.g. training of fire personnel and police officers, or for records relating to the management and operation of Registered Training Organisations (RTOs).

See **PERSONNEL - Representatives** for records relating to the nomination of staff members for staff development programs (e.g. Spokeswomen's program, internal programs).

18.1.0 Acquisition

The process of gaining ownership or use of goods and services required for the conduct of business through purchase or requisition.

See **CONTRACTING-OUT** for records relating to the acquisition of services through a contracting-out or outsourcing process.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to financial transactions supporting acquisitions.

See **TENDERING** for records relating to receiving and assessing tenders.

18.1.1	Records relating to the acquisition of goods and services, e.g. training packages and training consultants, where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering.	Retain minimum of 7 years after action completed, then destroy
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18.2.0 Addresses

The activity of giving addresses for staff development purposes. Includes speeches and multi-media presentations.

See the organisation's functional retention and disposal authority for records relating to addresses presented as part of the core functions of the public office.

See **COMMUNITY RELATIONS - Addresses** for records relating to addresses made by employees for professional, community relations or sales purposes.

See **COMMUNITY RELATIONS - Conferences** for records relating to addresses given at conferences and for conference proceedings.

See **GOVERNMENT RELATIONS - Addresses** for records relating to addresses to government audiences or on government occasions.

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STAFF DEVELOPMENT - Addresses

See **PUBLICATION - Production** for records relating to the preparation of addresses for publication.

See **STAFF DEVELOPMENT - Conferences** for records relating to addresses presented at staff conferences.

See **STAFF DEVELOPMENT - Training** for records relating to specific training arranged for staff development, e.g. occupational health and safety training.

18.2.1	<p>Records relating to addresses, speeches or papers presented for staff development purposes, including those delivered by internal employees and external service providers. Records include:</p> <ul style="list-style-type: none"> • background research • draft versions of addresses containing significant changes/alterations or formally circulated for comment • final, approved versions • voice recordings. 	Retain minimum of 2 years after action completed, then destroy
18.2.2	<p>Records relating to administrative arrangements for addresses, speeches or papers. Records include:</p> <ul style="list-style-type: none"> • invitations and acceptances • catering arrangements • venue bookings • accommodation and transport arrangements • related correspondence. 	Retain until administrative or reference use ceases, then destroy

Allowances

See **FINANCIAL MANAGEMENT - Salaries** for records relating to the payment of staff development allowances.

Arrangements

See **STAFF DEVELOPMENT - Addresses** for records relating to administrative arrangements for addresses.

See **STAFF DEVELOPMENT - Conferences** for records relating to administrative arrangements for conferences or seminars arranged by the organisation or attended by employees for staff development purposes.

See **STAFF DEVELOPMENT - Training** for records relating to administrative arrangements for conducting training courses.

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STAFF DEVELOPMENT - Audit

18.3.0 Audit

The activities associated with officially assessing and evaluating the organisation's skill levels against requirements to assess staff development needs. Includes skills analyses, audits and training needs analyses.

See the organisation's functional retention and disposal authority if one of the functions of the organisation is to audit other organisations regarding staff development.

See **PERSONNEL - Performance management** for records relating to the identification of training and development needs of individuals.

See **STRATEGIC MANAGEMENT - Audit** for records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level.

18.3.1	Final, approved versions of audit reports relating to staff development or training programs. Includes reports of outcomes of skills analyses, audits and broad training needs analyses.	Retain minimum of 6 years after action completed, then destroy
18.3.2	Records relating to the planning and conduct of audits relating to staff development or training programs. Records include: <ul style="list-style-type: none"> • records of audit planning or liaison with auditing body • minutes or notes of meetings • notes taken at interviews • correspondence • draft versions of reports containing significant changes/alterations or formally circulated for comment • records of remedial action. 	Retain minimum of 2 years after action completed, then destroy

Committees

See **COMMITTEES** for records relating to the formation, meetings and decisions of committees, task forces, working groups or parties etc.

Compliance

See the organisation's functional retention and disposal authority for records relating to compliance if one of the functions of the organisation is to monitor and assess the compliance of other organisations with policies, standards etc.

See **STAFF DEVELOPMENT - Training** for records relating to compliance with occupational health and safety training requirements.

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STAFF DEVELOPMENT - Conferences

18.4.0 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

See **COMMUNITY RELATIONS - Conferences** for records relating to conferences or seminars arranged for the general public, government organisations or external stakeholders/clients of the organisation and addresses delivered by employees at external conferences or seminars.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to financial transactions supporting conference activities.

See **PERSONNEL - Authorisation** for records relating to approvals and authorisations for travel and travel arrangements for employees to attend conferences.

See **PUBLICATION - Production** for records relating to the preparation of conference materials for publication, e.g. graphic design, printing, binding etc.

18.4.1	Final, approved versions of unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation for staff development, skills or professional development purposes.	Retain minimum of 5 years after action completed, then destroy
18.4.2	Records relating to administrative arrangements for conferences, seminars or forums arranged by the organisation for staff development purposes. Records include: <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • publicity records • registrations • venue bookings • catering arrangements • accommodation and transport arrangements • reports on conferences. 	Retain minimum of 2 years after action completed, then destroy
18.4.3	Records relating to employee attendance at conferences, seminars or forums for staff development purposes where the conferences are held by other organisations. Records include: <ul style="list-style-type: none"> • registration forms • programs • reports of participants • invitations 	Retain until administrative or reference use ceases, then destroy

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STAFF DEVELOPMENT - Evaluation

	<ul style="list-style-type: none"> • copies of publicity records • copies of proceedings. 	
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Contracting-out

See **CONTRACTING-OUT** for records relating to the acquisition of services through a contracting-out or outsourcing process.

See **TENDERING** for records relating to receiving and assessing tenders.

18.5.0 Evaluation

The process of determining the suitability of potential or existing activities, programs, and events in relation to meeting the needs of the given situation. Includes ongoing monitoring.

See **STAFF DEVELOPMENT - Reviewing** for records relating to the review of staff development activities, programs and events.

See **STAFF DEVELOPMENT - Training** for records relating to the evaluation of courses by participants.

18.5.1	Records relating to the evaluation of staff development activities, programs and events to determine whether they will bridge skill and knowledge gaps or meet the training needs of the organisation.	Retain minimum of 5 years after action completed, then destroy
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Meetings

See the relevant function/activity for records relating to meetings held as part of the management or conduct of those activities or processes, e.g. use STAFF DEVELOPMENT – PLANNING for records relating to meetings held to plan for staff development, e.g. use STAFF DEVELOPMENT – TRAINING for records relating to meetings held in order to discuss training course development.

See **COMMITTEES** for records relating to the formation, meetings and decisions of committees, task forces, working groups or parties etc.

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

18.6.0 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

See **STRATEGIC MANAGEMENT - Planning** for records relating to strategic, corporate and business planning.

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STAFF DEVELOPMENT - Planning

18.6.1	Final, approved versions of staff development plans, including plans for training programs, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	Retain minimum of 3 years after plan is superseded, then destroy
18.6.2	Records relating to the development and review of the organisation's staff development plans, including plans for training programs. Records include: <ul style="list-style-type: none"> • background research • draft versions of plans containing significant changes/alterations or formally circulated for comment • notes of meetings and reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc. 	Retain until administrative or reference use ceases, then destroy

18.7.0 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

See **GOVERNMENT RELATIONS - Policy** for records relating to advice or notifications regarding policies that apply to the whole-of-government, e.g. Premier's Memoranda and Circulars, Treasurer's Directions.

See **GOVERNMENT RELATIONS - Submissions** for records relating to submissions by the organisation on the development or review of government-wide policies developed by central coordinating agencies.

See **STRATEGIC MANAGEMENT - Implementation** for records relating to the implementation of government-wide policies by the organisation.

See **STRATEGIC MANAGEMENT - Policy** for records relating to the organisation's policies on cross-functional or organisation-wide matters.

18.7.1	Final, approved versions of staff development policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	Retain minimum of 3 years after policy is superseded, then destroy
18.7.2	Records relating to the development and review of the organisation's staff development policies. Records include: <ul style="list-style-type: none"> • policy proposals • background research • records of consultations or meetings • draft versions of policies containing significant changes/alterations or formally circulated for 	Retain until administrative or reference use ceases, then destroy

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STAFF DEVELOPMENT - Procedures

	<p style="text-align: center;">comment</p> <ul style="list-style-type: none"> • reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc. 	
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18.8.0 Procedures

Standard methods of operating laid down by an organisation according to formulated policies.

See **STAFF DEVELOPMENT - Training** for records relating to training in procedures.

See **STRATEGIC MANAGEMENT - Procedures** for records relating to quality assurance procedures.

18.8.1	Final, approved versions of organisation manuals, handbooks, directives etc detailing staff development procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.	Retain minimum of 3 years after procedures are superseded, then destroy
18.8.2	<p>Records relating to the development and review of the organisation's staff development procedures. Records include:</p> <ul style="list-style-type: none"> • background research • draft versions of procedures containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with employees, unions, other stakeholders etc. 	Retain until administrative or reference use ceases, then destroy

18.9.0 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation.

See **PUBLICATION - Production** for records relating to the organisation's annual reports.

18.9.1	<p>Records relating to formal internal and external reports regarding staff development. Records include:</p> <ul style="list-style-type: none"> • background research • draft versions of reports containing significant changes/alterations or formally circulated for comment 	Retain minimum of 5 years after action completed, then destroy
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STAFF DEVELOPMENT - Reporting

	<ul style="list-style-type: none"> • records of consultation with employees, unions, other stakeholders etc • final, approved versions of reports. 	
18.9.2	<p>Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding staff development programs and services. Records include:</p> <ul style="list-style-type: none"> • background research, e.g. collection of statistics • draft versions of reports containing significant changes/alterations or formally circulated for comment • final, approved versions of reports. 	Retain minimum of 3 years after action completed, then destroy

18.10.0 Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

See **STAFF DEVELOPMENT - Evaluation** for records relating to the evaluation of staff development activities, programs and events.

See **STAFF DEVELOPMENT - Planning** for records relating to the review of plans for staff development and training.

See **STAFF DEVELOPMENT - Policy** for records relating to the review of policies for staff development and training.

See **STAFF DEVELOPMENT - Procedures** for records relating to the review of procedures for staff development and training.

18.10.1	<p>Records relating to the review of staff development activities, programs and events, including reviews of training programs to determine if they bridge skill and knowledge gaps. Records include:</p> <ul style="list-style-type: none"> • documents establishing the review • background research, e.g. employee surveys • draft versions of review reports containing significant changes/alterations or formally circulated for comment • final, approved versions of reports • project or action plans. 	Retain minimum of 5 years after action completed, then destroy
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Tendering

See **CONTRACTING-OUT** for records relating to the acquisition of services through a contracting-out or outsourcing process.

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STAFF DEVELOPMENT - Training

See **TENDERING** for records relating to receiving and assessing tenders.

18.11.0 Training

The activities associated with the development of training materials and delivery arrangements for training.

See the organisation's functional retention and disposal authority for records relating to training offered by the organisation to external clients; or for records relating to the publication of information for public education.

See the organisation's functional retention and disposal authority for records relating to the provision of organisation-specific training that results in a qualification the employee is required to possess in order to perform their duties, e.g. training of fire personnel and police officers, or for records relating to the management and operation of Registered Training Organisations (RTOs).

See **COMMUNITY RELATIONS - Addresses** for records relating to addresses given to visitors and the public aimed at promoting the organisation.

See **PERSONNEL - Employee service history** for copies of qualifications, certificates of competency, statements of attainment, arrangements for training and descriptions of training etc when they relate to occupational health and safety training or where these are required by individual employees as part of employment conditions or to perform their duties.

See **STRATEGIC MANAGEMENT - Planning** for records relating to the incorporation of training needs into strategic, corporate and business planning.

18.11.1	Records relating to the administration of government-wide training initiatives.	Retain minimum of 5 years after action completed, then destroy
18.11.2	Records relating to the content of training that forms part of specific study schemes, e.g. scholarships, apprenticeships, cadetships etc. See PERSONNEL - Employee service history 15.4.8 for records relating to the management of such schemes.	Retain minimum of 7 years after scheme ceases, then destroy
18.11.3	Records relating to arrangements for employee attendance on training courses for staff development purposes. Records include: <ul style="list-style-type: none"> • records of confirmation of course attendance • records of lodgement of application forms • accommodation and transport arrangements. 	Retain minimum of 2 years after action completed, then destroy
18.11.4	Notices of assessment or examination results of internally conducted training or sent to the organisation by external training providers. Note: Registered Training Organisations (RTO) are	Retain minimum of 7 years after action completed, then destroy

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<i>STAFF DEVELOPMENT - Training</i>		
	<p>required to keep sufficient records to enable the reissue of a statement of attainment or qualification for 30 years. Registered Training Organisations should cover these records in their functional retention and disposal authority.</p> <p>See 18.11.9 for records relating to summary registers for occupational health & safety training.</p> <p>See PERSONNEL - Employee service history for copies of individual qualifications, certificates of competency, statements of attainment etc where these relate to occupational health and safety training or are required by employees as part of employment conditions or to perform their duties.</p>	
18.11.5	Records relating to participant evaluations of internally and externally conducted courses.	Retain minimum of 1 year after action completed, then destroy
18.11.6	<p>Final, approved versions of training material for courses run internally by the organisation for their employees, e.g. induction, graduate training, volunteer training. Records include:</p> <ul style="list-style-type: none"> • programs • lecture notes • handouts. 	Retain until course or training material is superseded, then destroy
18.11.7	Records relating to the development of training materials for courses run internally by the organisation for their employees.	Retain until administrative or reference use ceases, then destroy
18.11.8	<p>Records relating to administrative arrangements for conducting training courses, or attendance at workshops, seminars etc. Records include:</p> <ul style="list-style-type: none"> • records of applications • records of confirmation of attendance • venue bookings • records of equipment hire • catering arrangements. 	Retain until administrative or reference use ceases, then destroy
18.11.9	<p>Summary records created to facilitate the management and monitoring of the provision of work health and safety training to employees, contractors etc, e.g. work health and safety training registers.</p> <p>Note: With paper-based registers, retain minimum of</p>	Retain minimum of 75 years after action completed, then destroy

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STAFF DEVELOPMENT - Training

	75 years after last entry in the register. With electronic registers, retain minimum of 75 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	
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