

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.

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	
CONTRACTING-OUT		4.0.0	3

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CONTRACTING-OUT

4.0.0 CONTRACTING-OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services or shared services (provided by another organisation). Sometimes referred to as outsourcing.

See the organisation's functional retention and disposal authority for records relating to the provision of consultancy services to other organisations.

See the relevant function/ACQUISITION for records relating to purchases that are not made via contracting-out or tendering processes, e.g. use EQUIPMENT & STORES - ACQUISITION for the acquisition of equipment and stores.

See the relevant function/POLICY or the relevant function/PROCEDURES for policies or procedures regarding contracting-out.

See the relevant function/activity for records relating to the actual work performed by consultants, contractors, vendors or employees from external bureau services.

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

4.0.1	<p>Records relating to the hiring and use of consultants, contractors, vendors, suppliers, employees from external bureau services or the services of shared service providers.</p> <p>Records include:</p> <ul style="list-style-type: none"> • determinations of the need for services • specifications and conditions of engagement • invitations and receipts of bids • letters of engagement • correspondence and negotiations, including minutes or notes of meetings with main stakeholders • draft versions of agreements containing significant changes/alterations or formally circulated for comment • final, approved versions of agreements • performance and evaluation reports • variations to agreements. <p>Note: Specialty contracts include contracts under seal and deeds to property.</p> <p>Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement, e.g. a contract to undertake research may specify how long the agent carrying out the research is required to</p>	<p>(A) For specialty contracts:</p> <p>Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy</p> <p>(B) For standard contracts or agreements:</p> <p>Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy</p>
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	<p>retain the data on which research findings are based. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions.</p> <p>Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.</p>	
4.0.2	<p>Summary records created to facilitate the management of consultants, contractors, vendors, suppliers or employees from external bureau services used by the organisation, e.g. registers of preferred contractors, contact details.</p>	<p>Retain until administrative or reference use ceases, then destroy</p>