

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
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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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FINANCIAL MANAGEMENT - Accounting

7.0.0 FINANCIAL MANAGEMENT

The function of managing the organisation's financial resources. Includes establishing, operating and maintaining accounting system controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants and managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

See the organisation's functional retention and disposal authority for records relating to financial management if the organisation's main activities involve a financial management role, e.g. Treasury, superannuation fund management and administration.

7.1.0 Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.

See **FINANCIAL MANAGEMENT - Asset register** for registers of accountable books and forms.

See **FINANCIAL MANAGEMENT - Financial statements** for records relating to the preparation and review of financial statements and summaries.

See **FINANCIAL MANAGEMENT - Policy** for records relating to the organisation's accounting policies.

See **FINANCIAL MANAGEMENT - Reporting** for records relating to reports regarding the management of the organisation's finances.

See **FLEET MANAGEMENT - Compliance** for records relating to the calculation of fringe benefits tax (FBT) liabilities.

7.1.1	Records documenting the organisation's financial transactions. Includes revenue, expenditure, debt recovery and deposits.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
7.1.2	Records relating to the establishment and management of bank accounts. Includes the closure of accounts.	Retain minimum of 7 years after account closed, then destroy
7.1.3	Records relating to bonds or bank guarantees/securities.	Retain until matter completed, then return to applicant or bank
7.1.4	Records relating to the management of incidental benefits received by employees in the course of their	Retain minimum of 7 years after action

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FINANCIAL MANAGEMENT - Accounting

	official duties, e.g. frequent flyer points.	completed, then destroy
7.1.5	<p>Records relating to the assessment and payment of taxation. Includes income tax, fringe benefits tax (FBT), goods and services tax (GST), sales tax, payroll tax, fuel tax and pay as you go (PAYG) withholding. Records include:</p> <ul style="list-style-type: none"> • tax assessments • business activity statements • tax invoices. <p>Note: If the records form the primary record of the organisation's financial transactions they should be retained as per class 7.1.1 above.</p> <p>Note: Organisations covered by the Corporations Act 2001 (Commonwealth) may be required to retain these records for a minimum of 7 years after end of financial year in which record was created.</p>	Retain minimum of 5 years after end of financial year in which record was created, then destroy
7.1.6	Records relating to handling money and managing the organisation's finances which are not the primary record of the organisation's financial transactions.	Retain minimum of 2 years after end of financial year in which record was created, then destroy
7.1.7	Records relating to the organisation's chart of accounts.	Retain until administrative or reference use ceases, then destroy
7.1.8	<p>Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction.</p> <p>Information may include but is not limited to:</p> <ul style="list-style-type: none"> • card verification value (CAV2, CID, CVC2 or CVV2) • full magnetic stripe data • Personal Identification Number (PIN)/PIN Block. <p>Note: Management of these records should be in accordance with the <i>Payment Card Industry - Data Security Standard (PCI-DSS)</i>.</p>	Retain until transaction completed, then destroy
7.1.9	Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form	Retain minimum of 3 months after last business, legal

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FINANCIAL MANAGEMENT - Advice

	<p>on a payment.</p> <p>Information may include, but is not limited to:</p> <ul style="list-style-type: none"> • Primary Account Number (PAN) • cardholder name • expiry date • service code. <p>Note: Management of these records should be in accordance with the <i>Payment Card Industry - Data Security Standard (PCI-DSS)</i>.</p>	<p>and/or regulatory action, then destroy</p>
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Acquisition

See the relevant function/ACQUISITION for records relating to gaining ownership or use of property and other items where there is no tendering or contracting-out process, e.g. use EQUIPMENT & STORES - ACQUISITION for records relating to gaining ownership or use of equipment and stores, e.g. use FLEET MANAGEMENT - ACQUISITION for records relating to the acquisition of vehicles, vehicle accessories, fuel and services.

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 acquisition activities.

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

7.2.0 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

See **GOVERNMENT RELATIONS - Advice** for records relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities.

See **LEGAL SERVICES - Advice** for records relating to legal advice furnished to the organisation by internal or external legal service providers.

7.2.1	<p>Records relating to the provision or receipt of detailed and significant financial advice to executive or senior management, the Minister or other NSW bodies regarding external financial and annual reporting requirements. Includes detailed and high level advice on the application of specific accounting standards and policies, financial or annual reporting legislation and accounting treatments.</p>	<p>Required as State archives</p>
7.2.2	<p>Records relating to advice received from organisations regarding new developments and issues warranting supplementary or new appropriation funding, including</p>	<p>Required as State archives</p>

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FINANCIAL MANAGEMENT - Advice

	records of funding/enhancement bids etc.	
7.2.3	Records relating to advice regarding general financial management and accounting practices including financial advice concerning routine operational matters, e.g. wage cases, property matters.	Retain minimum of 10 years after action completed, then destroy

7.3.0 Agreements

The processes associated with the establishment, negotiation, maintenance and review of agreements.

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.

7.3.1	<p>Records relating to the establishment, negotiation, maintenance and review of agreements regarding management of the organisation's financial resources, e.g. credit card contracts. Records include:</p> <ul style="list-style-type: none"> • correspondence and negotiations including minutes or notes of meetings with main stakeholders • drafts containing significant changes/alterations or formally circulated for comment • final, approved versions of agreements • reviews of agreements. <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. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions.</p>	Retain minimum of 7 years after expiry or termination of agreement or minimum of 7 years after action completed, whichever is longer, then destroy
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7.4.0 Allocation

The process of assigning money to employees or organisational units.

7.4.1	Records relating to the allocation of funds from Treasury and allocations within the organisation. Includes restrictions and variations to funding allocations.	Retain minimum of 10 years after action completed, then destroy
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FINANCIAL MANAGEMENT - Asset register

7.5.0 Asset register

The activities involved in recording all assets owned by the organisation. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

Note: Assets include physical facilities such as land, buildings, factories, roads, schools and their infrastructure, and products of value such as plant, equipment, machinery, motor vehicles, tools, furniture, furnishings, office equipment, scientific apparatus, books and appliances which have useful lives of more than one year.

See the relevant function/activity for records relating to the acquisition, operation, maintenance and disposal of assets, e.g. use EQUIPMENT & STORES - ACQUISITION for records relating to the acquisition of equipment and stores, e.g. use FLEET MANAGEMENT - DISPOSAL for records relating to the disposal of vehicles, e.g. use PROPERTY MANAGEMENT - DISPOSAL for records relating to the disposal of property, e.g. use TECHNOLOGY & TELECOMMUNICATIONS - MAINTENANCE for records relating to the maintenance of technology and telecommunications equipment.

See **EQUIPMENT & STORES - Acquisition** for summary records created to facilitate the management of items owned by the organisation which have useful lives of less than 12 months (i.e. are not classified as assets).

See **PROPERTY MANAGEMENT - Acquisition** for summary records created to facilitate the management of property owned by the organisation, e.g. deed registers, property registers, land registers.

7.5.1	<p>Registers documenting the assets and/or accountable items in the possession of the organisation.</p> <p>Note: With paper-based registers, retain minimum of 7 years after last item entered has been disposed of, then destroy. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.</p>	Retain minimum of 7 years after asset is disposed of, then destroy
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7.6.0 Audit

The activities associated with officially checking fiscal, quality assurance and operational records, systems or processes to confirm legislation, directions and regulations have been adhered to or that operations are carried out efficiently, economically and in compliance with requirements.

See **PERSONNEL - Misconduct** for records relating to action taken against individual employees if misuse or fraud is detected.

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.

7.6.1	Records relating to audits of the organisation's accounts or financial management records, systems	Required as State archives
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FINANCIAL MANAGEMENT - Audit

	<p>and processes which:</p> <ul style="list-style-type: none"> • identify serious misuse or wastage of public money • set a precedent, and/or • lead to a major change in policies. <p>Records include:</p> <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 audit reports containing significant changes/alterations or formally circulated for comment • final, approved versions of audit reports • records of remedial action. 	
7.6.2	<p>Records relating to audits of the organisation's accounts or financial management records, systems and processes which do not:</p> <ul style="list-style-type: none"> • identify serious misuse or wastage of public money • set a precedent, and/or • lead to a major change in policies. <p>Records include:</p> <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 audit reports containing significant changes/alterations or formally circulated for comment • final, approved versions of audit reports • records of remedial action. 	Retain minimum of 6 years after action completed, then destroy

7.7.0 Authorisation

The process of seeking and granting permission to undertake a requested action.

See **PERSONNEL - Authorisation** for records relating to authorisations for employees to travel.

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FINANCIAL MANAGEMENT - Authorisation

See **STRATEGIC MANAGEMENT - Authorisation** for records relating to delegations of authority.

7.7.1	Records relating to approvals and authorisations for travel or reimbursement of expenses etc for personnel or others.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
7.7.2	Records of approvals for use and applications for issue of corporate credit or purchase cards.	Retain minimum of 7 years after authorisation is withdrawn or superseded, then destroy

7.8.0 Budgeting

The process of planning the use of expected income and expenditure over a specified period.

See **FINANCIAL MANAGEMENT - Allocation** for records relating to Treasury allocations in response to the organisation's budget request.

See **GOVERNMENT RELATIONS - Reporting** for periodic reports required to be submitted to external government organisations regarding budget estimates.

7.8.1	Budget estimates, including estimates for expenditure on new policy proposals or programs, and supporting documents prepared for external approval, e.g. by the organisation's parent department or Minister. Includes variations on estimates.	Required as State archives
7.8.2	Records relating to the development and review of budget estimates. Records include: <ul style="list-style-type: none"> • budget estimates and supporting documents prepared for internal use • calculations and costings for annual, forward, draft, revised and additional estimates • submissions from business units or offices within the organisation. 	Retain minimum of 6 years after preparation, then destroy
7.8.3	Records relating to the organisation's spending progress or revenue collection against allocations within the budget estimates.	Retain minimum of 2 years after end of financial year in which record was created, then destroy

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FINANCIAL MANAGEMENT - Compliance

Committees

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

7.9.0 Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards.

See the organisation's functional retention and disposal authority for records relating to compliance if one of the functions of the organisation is to measure the compliance of other organisations with policies, standards and requirements on financial management.

See **FINANCIAL MANAGEMENT - Audit** for records relating to formal audits against compliance requirements.

See **FINANCIAL MANAGEMENT - Policy** for records relating to the drafting and review of financial policies.

See **LEGAL SERVICES - Litigation** for records relating to the prosecution of the organisation for breaches of compliance requirements.

7.9.1	Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding financial management, e.g. registration of Australian Business Number (ABN), Australian Company Number (ACN), Data Universal Numbering System Number (DUNS), accounting standards. Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	Retain minimum of 7 years after registration lapses or is superseded, or action completed, then destroy
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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.

7.10.0 Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption (including fraud).

See **GOVERNING & CORPORATE BODIES - Corruption** for records relating to allegations of fraud or corruption made about a member of the organisation's governing body.

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FINANCIAL MANAGEMENT - Corruption

See **GOVERNMENT RELATIONS - Inquiries** for records relating to formal inquiries involving the organisation.

See **PERSONNEL - Misconduct** for records relating to investigations into corruption allegations made against an employee, including protected disclosures.

See **STAFF DEVELOPMENT - Training** for records relating to training of employees in appropriate standards of conduct and reporting allegedly corrupt behaviour.

See **STRATEGIC MANAGEMENT - Corruption** for records relating to the management of gifts given to the organisation, e.g. gifts registers kept as an anti-corruption measure.

See **STRATEGIC MANAGEMENT - Planning** for records relating to the development and review of plans relating to corruption prevention or control.

See **STRATEGIC MANAGEMENT - Policy** for records relating to the development and review of policies relating to corruption prevention or control.

See **STRATEGIC MANAGEMENT - Procedures** for records relating to the development and review of procedures relating to corruption prevention or control.

7.10.1	<p>Records relating to specific instances of theft, fraud, misappropriation or negligence. Includes:</p> <ul style="list-style-type: none"> • actual, attempted or suspected fraud, theft, misappropriation or negligence • doubtful debts • irrecoverable revenue, debts and overpayments • recovery of debt • waivering of debt • write offs • deficiencies/losses. <p>Records include:</p> <ul style="list-style-type: none"> • reports of investigations • records documenting liaison with external authorities. 	Retain minimum of 10 years after action completed, then destroy
7.10.2	Records relating to financial management arrangements supporting the organisation's fraud control plan.	Retain minimum of 7 years after plan is superseded, then destroy

Donations

See the organisation's functional retention and disposal authority for money provided to other organisations in the form of grants.

See **COMMUNITY RELATIONS - Donations** for records relating to donations or bequests of money, items, artefacts or property, other than financial records of money received or given.

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FINANCIAL MANAGEMENT - Evaluation

See **FINANCIAL MANAGEMENT - Accounting** for records relating to the receipt and distribution of donations.

See **INFORMATION MANAGEMENT - Donations** for records relating to the donation of information resources, e.g. books to the organisation.

See **STRATEGIC MANAGEMENT - Corruption** for records relating to the receipt of gifts where records are maintained as an anti-corruption measure, e.g. gift registers.

7.11.0 Evaluation

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

7.11.1	Records relating to the evaluation of potential and existing financial management programs, systems and services.	Retain minimum of 5 years after action completed, then destroy
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7.12.0 Financial statements

The process of compiling annual statements presented in prescribed form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

See **FINANCIAL MANAGEMENT - Reporting** for records relating to reporting on the management of the organisation's finances.

See **GOVERNMENT RELATIONS - Reporting** for records relating to the organisation's annual report.

7.12.1	<p>Records relating to the preparation and review of financial statements and summaries. Includes annual statements of assets and liabilities, balance sheets, profit and loss statements, operating statements of financial position and cash flow statements. Records include:</p> <ul style="list-style-type: none"> • final, signed off statements • working papers and supporting documents needed to explain the methods by which financial statements are made up and adjustments to be made in preparing financial statements. <p>Note: When financial statements and summaries are presented to financial and other committees and placed on file, they should be disposed of in accordance with the relevant entries under COMMITTEES (GA28, 1.0.0).</p>	Retain minimum of 7 years after end of financial year in which record was created, then destroy
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FINANCIAL MANAGEMENT - Financial statements

7.12.2	Periodic interim financial statements and summaries prepared for management on a regular basis, e.g. weekly or monthly.	Retain minimum of 1 year after end of financial year in which record was created, then destroy
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Grant funding

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

See **FINANCIAL MANAGEMENT - Accounting** for records relating to the receipt and distribution of grants.

See **STRATEGIC MANAGEMENT - Grant funding** for records relating to applying for and receiving grants, other than financial records.

Inventory

See **EQUIPMENT & STORES - Stocktake** for records relating to inventories and stocktakes of equipment and stores.

See **FINANCIAL MANAGEMENT - Asset register** for records relating to the management of assets.

See **PROPERTY MANAGEMENT - Acquisition** for land registers.

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 **FINANCIAL MANAGEMENT - ADVICE** for records relating to meetings held in order to receive financial advice, e.g. use **FINANCIAL MANAGEMENT - AUDIT** for records relating to meetings held in order to discuss audits of financial management, e.g. use **FINANCIAL MANAGEMENT - PLANNING** for records relating to meetings held in order to discuss planning for financial management.

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.

Payments

See **FINANCIAL MANAGEMENT - Accounting** for records relating to payments.

See **FINANCIAL MANAGEMENT - Salaries** for records relating to payments.

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FINANCIAL MANAGEMENT - Planning

7.13.0 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.

7.13.1	Final, approved versions of plans for the management of the organisation's financial services, including economic appraisals, etc., and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	Retain minimum of 5 years after plan is superseded, then destroy
7.13.2	Records relating to the development and review of plans for the management of the organisation's financial services, including economic appraisals etc. 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 or reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Retain minimum of 3 years after action completed, then destroy

7.14.0 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.

7.14.1	Records relating to the organisation's policies for the management of financial resources, including policies on treasury management and accounting. Records include:	Retain minimum of 7 years after policy is superseded, then destroy
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FINANCIAL MANAGEMENT - Procedures

	<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 comment • reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc • final, approved versions of policies • associated correspondence indicating who the policies apply to and responsibilities for their implementation. 	
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7.15.0 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 cross-functional or organisation-wide procedures.

See **TECHNOLOGY & TELECOMMUNICATIONS - Procedures** for records relating to procedures for technology and telecommunications systems.

7.15.1	<p>Records relating to manuals, handbooks, directives etc detailing the organisation's procedures for the management of financial resources, including procedures for treasury management and accounting. 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. • final, approved versions of procedures • associated correspondence indicating who the procedures apply to and responsibilities for their implementation. 	Retain minimum of 7 years after procedures are superseded, then destroy
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FINANCIAL MANAGEMENT - Reporting

7.16.0 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 **FINANCIAL MANAGEMENT - Financial statements** for records relating to the submission of financial statements.

See **GOVERNMENT RELATIONS - Reporting** for records relating to the drafting, submission and final, approved versions of formal reports to government relating to the organisation's core functions and performance, e.g. annual reports or substantial ad hoc reports.

See **TECHNOLOGY & TELECOMMUNICATIONS - Reporting** for records relating to the development and review of reports regarding technology and telecommunications.

7.16.1	<p>Records relating to reports regarding the management of the organisation's finances, e.g. reports to Treasury on yearly premium renewals for insurance policies.</p> <p>Records include:</p> <ul style="list-style-type: none"> • background research • records relating to the outcomes of consultation with employees, unions, other stakeholders etc • draft versions of reports containing significant changes/alterations or formally circulated for comment • final, approved versions of reports. 	Retain minimum of 7 years after action completed, then destroy
7.16.2	<p>Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding financial management 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

7.17.0 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 **FINANCIAL MANAGEMENT - Audit** for records relating to formal audits of the organisation's accounts or financial management records, systems and processes.

See **FINANCIAL MANAGEMENT - Planning** for records relating to the development and review of plans for the management of financial resources.

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FINANCIAL MANAGEMENT - Reviewing

See **FINANCIAL MANAGEMENT - Policy** for records relating to the development and review of policies for the management of financial resources.

See **FINANCIAL MANAGEMENT - Procedures** for records relating to the development and review of procedures for the management of financial resources.

7.17.1	<p>Records relating to the review of financial programs and services. Records include:</p> <ul style="list-style-type: none"> • documents establishing the review • background research • 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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Risk management

See **STRATEGIC MANAGEMENT - Risk management** for records relating to the identification and assessment of financial risks as part of broader strategic risk management processes.

7.18.0 Salaries

The process of managing the payment of salaries to personnel.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to the assessment of fringe benefits tax and PAYG withholding.

See **PERSONNEL - Advice** for records relating to terms and conditions regarding allowances.

See **PERSONNEL - Leave, attendance and absences** for records relating to attendance, applications for leave and the administration of leave.

7.18.1	<p>Records documenting the payment of wages to employees.</p> <p>Note: WorkCover NSW advises that wages consist of total gross earnings (before tax deductions) and some other payments, including: -salary or wages-overtime, shift and other allowances-over-award payments-bonuses and commissions-payments for sick leave, public holidays and the associated leave loadings-the value of any substitutes for cash-employer superannuation contributions-the grossed-up value of fringe benefits-long service leave payments-termination payments-trust distributions to workers where the distribution is in lieu of wages for work done for the trust.</p>	Retain minimum of 7 years after end of financial year in which record was created, then destroy
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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
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FINANCIAL MANAGEMENT - Salaries

7.18.2	Records supporting the payment of wages to employees. Records include forms and documents used to process and update information in payroll systems.	Retain minimum of 2 years after end of financial year in which record was created, then destroy
7.18.3	Records relating to salary rates registers.	Retain until administrative or reference use ceases, then destroy

Standards

See **STRATEGIC MANAGEMENT - Implementation** for records relating to the implementation of government-wide policies, key direction statements and initiatives.

See **STRATEGIC MANAGEMENT - Standards** for records relating to the development and implementation of standards or benchmarks that provide a framework for the conduct of the organisation's operations or assessment of its performance.

Tendering

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.

7.19.0 Treasury management

The process of managing the funds of the organisation in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

See the organisation's functional retention and disposal authority for records relating to the administration of schemes to loan money to individuals or other organisations.

See **FINANCIAL MANAGEMENT - Policy** for records relating to the organisation's policies on treasury management.

7.19.1	Records relating to the organisation's Treasury Management strategy.	Required as State archives
7.19.2	Records relating to operations, and individual appropriations, borrowings, investments and loans to other organisations or individuals. Note: 'Transaction completed' for records relating to investments and borrowings should be interpreted as when investments are liquidated or matured, or when borrowings are repaid or rolled over.	Retain minimum of 7 years after end of financial year in which record was created, then destroy

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FINANCIAL MANAGEMENT - Treasury management

7.19.3	<p>Records relating to unclaimed money. Records include copies of returns and registers used to record unclaimed money.</p> <p>Note: With paper-based registers, retain minimum of 7 years after last entry in the register, then destroy. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.</p>	Retain minimum of 7 years after date return lodged, then destroy
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