

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+

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FLEET MANAGEMENT - Accidents

8.0.0 FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.

See **FINANCIAL MANAGEMENT - Asset register** for records relating to the monitoring and assessment of the organisation's fleet as a corporate asset.

8.1.0 Accidents

The activities involved with dealing with mishaps causing damage to the organisation's vehicles. Also includes measures to prevent incidents occurring.

See **COMPENSATION - Claims** for records relating to the handling of claims for compensation and the rehabilitation of employees.

See **FLEET MANAGEMENT - Claims** for records relating to insurance claims for damage to vehicles.

See **LEGAL SERVICES - Litigation** for records relating to legal action resulting from an incident.

See **OCCUPATIONAL HEALTH & SAFETY - Accidents** for records relating to accidents involving employees or members of the public.

8.1.1	<p>Records relating to incidents involving vehicles maintained or used by the organisation. Records include:</p> <ul style="list-style-type: none"> • vehicle accident and investigation reports • copies of documents authorising use of the vehicle • copies of driver/operator/pilot licences or certificates of competency • copies of bookings/logs and other evidence supporting use of the vehicle. <p>Note: When an accident results in a compensation claim for personal injury relevant records should be copied for the compensation file.</p> <p>Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. where the incident results in a compensation claim for personal injury.</p>	Retain minimum of 7 years after action completed, then destroy
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8.2.0 Acquisition

The process of gaining ownership or use of vehicles and related goods 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.

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FLEET MANAGEMENT - Acquisition

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

See **FLEET MANAGEMENT - Leasing** for records relating to the administration and management of leased or hired vehicles.

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

8.2.1	<p>Records relating to the acquisition of vehicles and vehicle accessories, including vehicles purchased through motor vehicle supply contracts. Records include:</p> <ul style="list-style-type: none"> • quotes • evaluations of period contracts or alternatives • justifications/business cases • orders • handover reports • correspondence. 	Retain minimum of 7 years after disposal of vehicle, then destroy
8.2.2	<p>Records relating to the acquisition of fuel and services, including e-tags, tollway schemes etc required to support the fleet management process where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include records of fuel cards issued and cancelled.</p>	Retain minimum of 7 years after action completed, then destroy

Agreements

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

See **FLEET MANAGEMENT - Leasing** for records relating to the administration and management of leased or hired vehicles.

See **FLEET MANAGEMENT - Leasing-out** for records relating to the leasing-out of the organisation's vehicles.

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

Allowances

See **FINANCIAL MANAGEMENT - Salaries** for records relating to for records relating to vehicle allowances.

8.3.0 Arrangements

The activities involved in making arrangements for the delivery and usage of vehicles or related goods.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to financial transactions associated with meeting fringe benefits tax (FBT) obligations.

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FLEET MANAGEMENT - Arrangements

See **FINANCIAL MANAGEMENT - Salaries** for records relating to fringe benefits tax (FBT) arrangements in employee salary packages.

8.3.1	Records relating to arrangements for using vehicles. Records include: <ul style="list-style-type: none"> • booking schedules • trip instructions • travel itineraries and programs • records of checks for appropriate authorisations. 	Retain minimum of 2 years after action completed, then destroy
8.3.2	Vehicle running sheets/log books.	Retain minimum of 5 years after the end of the Fringe Benefits Tax year, then destroy

8.4.0 Authorisation

The process of seeking and granting permission to use organisational vehicles.

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

8.4.1	Records relating to requests and approvals authorising the use of vehicles involving financial arrangements. Records include: <ul style="list-style-type: none"> • records of permission to use private vehicles for official business • records of permission to undertake maintenance and repairs • records of permission for private use of fuel cards and arrangements for reimbursement. 	Retain minimum of 7 years after action completed, then destroy
8.4.2	Records relating to requests and approvals authorising the use of vehicles not involving financial arrangements. Records include: <ul style="list-style-type: none"> • records of permission to carry non-employees as passengers • records of permission for home garaging of vehicles • records of permission for Senior Executive Officers to use vehicles while on leave • records of permission for learner drivers to drive a vehicle. 	Retain minimum of 2 years after authority expires, then destroy

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FLEET MANAGEMENT - Claims

8.5.0 Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage to or destruction of vehicles. Includes disputes over rights and ownership and recompense sought for stolen vehicles.

See **COMPENSATION - Claims** for records relating to the handling of claims for compensation and the rehabilitation of employees.

8.5.1	Records relating to insurance claims for damage to vehicles. Records include copies of claims, reports and related correspondence.	Retain minimum of 7 years after finalisation or withdrawal of claim, then destroy
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Committees

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

8.6.0 Compliance

The activities associated with complying with mandatory or optional accountability, 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 monitor and assess compliance of other organisations with fleet management regulations, standards or policies etc.

See **FLEET MANAGEMENT - Infringements** for records relating to driving or traffic infringements regarding vehicles maintained or used by the organisation.

8.6.1	Records relating to the organisation's compliance with regulatory standards including modifications to the manufacturer's delivered vehicle including any engineering certifications, photographs, costs and supporting records. 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 action completed, then destroy
8.6.2	Records relating to the registration of the organisation's vehicles. Records include records of inspections and renewals.	Retain until registration has expired, been renewed or vehicle sold, then destroy

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FLEET MANAGEMENT - Compliance

8.6.3	Records relating to the calculation of Fringe Benefits Tax (FBT) liabilities.	Retain minimum of 5 years after the end of the FBT year, 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.

8.7.0 Disposal

The process of disposing of vehicles no longer required by the organisation by sale, transfer, termination of lease, auction or destruction.

See **FINANCIAL MANAGEMENT - Asset register** for records relating to the removal of items from the organisation's asset register.

8.7.1	Records relating to the disposal of vehicles through any means including sale, transfer, auction, exchange, return or destruction etc. Records include: <ul style="list-style-type: none"> • independent valuations • certifications of work undertaken on vehicles prior to disposal • written quotes • auction records • correspondence • handover reports for leased vehicles. 	Retain minimum of 7 years after disposal of vehicle, then destroy
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Evaluation

See **FLEET MANAGEMENT - Acquisition** for records relating to the evaluation of period contracts or alternatives by public sector organisations not covered by the NSW Motor Vehicle Policy or those who have procurement requirements for vehicles with specific work related applications.

8.8.0 Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to the payment of fines.

See **LEGAL SERVICES - Litigation** for records relating to infringements that result in litigation.

See **PERSONNEL - Misconduct** for records relating to disciplining employees for infringements.

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FLEET MANAGEMENT - Infringements

8.8.1	<p>Records relating to driving or traffic infringements regarding vehicles maintained or used by the organisation. Records include:</p> <ul style="list-style-type: none"> • copies of infringement notices • correspondence with relevant authorities • supporting documentation. 	Retain minimum of 2 years after action completed, then destroy
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8.9.0 Insurance

The process of taking out premiums to cover loss or damage to vehicles.

See **COMPENSATION - Claims** for records relating to the handling of claims for compensation and the rehabilitation of employees.

See **FINANCIAL MANAGEMENT - Reporting** for records relating to reporting to Treasury on yearly premium renewals for insurance policies.

See **FLEET MANAGEMENT - Claims** for records relating to insurance claims for damage to vehicles.

8.9.1	<p>Vehicle insurance policies including information provided for renewals and summary records facilitating the management of policies, e.g. registers of insurance policies.</p> <p>Note: With paper-based registers, retain minimum of 7 years after expiry of last policy in the register. 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 expiry of the policy, then destroy
8.9.2	<p>Records relating to the administration of insurance policies. Records include notices of renewals, details of amounts of cover, advice on premiums payable etc.</p>	Retain minimum of 2 years after action completed, then destroy

8.10.0 Leasing

The activities involved in leasing vehicles from another organisation.

See **FINANCIAL MANAGEMENT - Accounting** for records relating to financial transactions associated with leasing vehicles.

See **FLEET MANAGEMENT - Acquisition** for records relating to the acquisition of vehicles.

See **FLEET MANAGEMENT - Compliance** for records relating to Fringe Benefits Tax reports received from a leasing company.

See **FLEET MANAGEMENT - Disposal** for records relating to the disposal of leased vehicles.

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FLEET MANAGEMENT - Leasing

8.10.1	Records relating to the administration and management of leased or hired vehicles, including: <ul style="list-style-type: none"> • agreements • reports received from leasing companies • vehicle exemption reports. 	Retain minimum of 7 years after lease or hire arrangement expires or is terminated, then destroy
8.10.2	Records relating to leasing which is not proceeded with.	Retain minimum of 2 years after action completed, then destroy

8.11.0 Leasing-out

The activities involved in leasing-out vehicles to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

8.11.1	Records relating to arrangements for leasing-out part of the organisation's fleet. Records include signed copies of lease agreements.	Retain minimum of 7 years after lease expires or is terminated, then destroy
8.11.2	Records relating to leasing-out which is not proceeded with.	Retain minimum of 2 years after action completed, then destroy

8.12.0 Maintenance

The activities associated with the upkeep, repair and servicing of vehicles.

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

8.12.1	Records relating to repairs, modifications and maintenance of owned vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to new owner after sale or retain minimum of 6 months after write off of vehicle, then destroy
8.12.2	Records relating to repairs and maintenance of leased vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to leasing company after lease expires or is terminated, or retain until expiry

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FLEET MANAGEMENT - Planning

		or termination or lease, 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 FLEET MANAGEMENT – Leasing for records relating to meetings held to negotiate leasing for vehicles, e.g. use FLEET MANAGEMENT – Maintenance for records relating to meetings held in order to discuss maintenance work undertaken on organisational vehicles.

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.

8.13.0 Planning

The process of formulating ways in which strategic 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.

8.13.1	Final, approved versions of the organisation's fleet management plans, e.g. fleet improvement plans for reductions in fuel use, greenhouse gas emissions and better average fuel consumption, 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
8.13.2	Records relating to the development and review of the organisation's fleet management plans, e.g. fleet improvement plans for reductions in fuel use, greenhouse gas emissions and better average fuel consumption. 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

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FLEET MANAGEMENT - Policy

8.14.0 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 **FLEET MANAGEMENT - Compliance** for records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements relating to fleet management.

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.

8.14.1	<p>Final, approved versions of fleet management policies, e.g. policies on personal use of organisational vehicles, use of parking spaces, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.</p> <p>Note: There may be some policies relating to the acquisition or disposal of the organisation's fleet that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.</p>	Retain minimum of 5 years after policy is superseded, then destroy
8.14.2	<p>Records relating to the development and review of the organisation's fleet management policies, e.g. policies on personal use of organisational vehicles, use of parking spaces etc. Records include:</p> <ul style="list-style-type: none"> • policy proposals • background research • records of consultations • 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. 	Retain minimum of 3 years after action completed, then destroy

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FLEET MANAGEMENT - Procedures

8.15.0 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.

8.15.1	<p>Final, approved versions of organisation manuals, handbooks, directives etc detailing fleet management procedures, e.g. procedures on acquisition of new and replacement vehicles, maintenance procedures, and associated correspondence indicating who the procedures apply to and responsibilities for their implementation.</p> <p>Note: There may be some procedures relating to the acquisition or disposal of the organisation's fleet that need to be kept for longer retention periods than that specified because they may impact on the organisation's accountability with respect to the management of assets.</p>	Retain minimum of 5 years after procedures are superseded, then destroy
8.15.2	<p>Records relating to the development and review of manuals, handbooks, directives etc detailing the organisation's fleet management procedures, e.g. procedures on selection of new and replacement vehicles, maintenance procedures. Records include:</p> <ul style="list-style-type: none"> • background research • records of consultations • draft versions of procedures containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with employees, unions, stakeholders etc. 	Retain minimum of 3 years after action completed, then destroy

8.16.0 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 accounting for leases in financial statements.

See **PUBLICATION - Production** for records relating to production of the organisation's annual reports and other published reports.

8.16.1	Records relating to the development and review of reports relating to fleet management, e.g. financials,	Retain minimum of 5 years after action
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FLEET MANAGEMENT - Reporting

	utilisation, fuel expenditure, running costs, value of reportable fringe benefits provided to employees, reporting in line with Government Energy Management Policy, reporting on accidents/incidents and theft involving organisational vehicles. Records include: <ul style="list-style-type: none"> • background research • draft versions of reports containing significant changes/alterations or formally circulated for comment • final, approved versions of reports. 	completed, then destroy
8.16.2	Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities regarding fleet management. Records include: <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

8.17.0 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 **FLEET MANAGEMENT - Planning** for records relating to the review of plans.

See **FLEET MANAGEMENT - Policy** for records relating to the review of policy.

See **FLEET MANAGEMENT - Procedures** for records relating to the review of procedures.

8.17.1	Records relating to the review of fleet management arrangements and systems or of the organisation's transport needs, e.g. reviews of fleet size and composition. Records include: <ul style="list-style-type: none"> • measurements and reviews of needs, arrangements or components of system • reports on review and recommendations. 	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.

See **FLEET MANAGEMENT - Acquisition** for records relating to the acquisition of vehicles where the tender is managed by State Fleet.

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FLEET MANAGEMENT - Reviewing

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