



International Council on Archives

**Section on Records Management and Archival Professional
Associations**

**GUIDELINES FOR DEVELOPING A RETENTION
SCHEDULE FOR RECORDS MANAGEMENT AND
ARCHIVAL PROFESSIONAL ASSOCIATIONS -
INCLUDING A MODEL RETENTION SCHEDULE**

Introduction

In carrying out their aims and objectives professional records management and archival associations create and keep records providing evidence of decisions made and actions undertaken in administering the affairs of the organization.

The ICA Section for Records Management and Archival Associations (SPA) has developed a generic model Retention Schedule and guidelines for adapting this model to assist organizations make and maintain their records (see Appendix A). The model is based on work carried out by the Australian Society of Archivists in developing a schedule. It is technology neutral, applicable for both paper and electronic records.

The methodology outlined in these guidelines is consistent with the principles in the International Standard on Records Management *ISO 15489 Information and documentation – Records Management*.

Because the model is a generic representation associations are advised to follow the 15 steps outlined in the Introduction to develop their own retention schedule. Undertaking these steps will ensure that specific functions and activities of an association are covered and described correctly, that all local laws and regulations have been considered, and that risks to the association have been assessed, and stakeholder needs taken into account when determining retention periods.

Functional analysis

A functional framework has been used to develop the model schedule. This approach documents the business processes carried out by an organization and presents them hierarchically as functions and activities. Functions are the highest level of business activity or responsibility of an organization, and activities are carried out in performing a function by undertaking tasks or transactions. Records are by-products of carrying out a function/ activity and set of related tasks. A list of functions and activities is called a business classification scheme (BCS) and provides a functional map of the organization. The BCS for the model schedule is provided on pages 12 to 15 of Appendix A. Functions and activities are titled and their scope outlined in a descriptive note.

The model schedule has a number of the generic activities e.g. Advising; Committee management; Policy development; Reporting and informing, but the content and subject of the records created by carrying out the activities will vary according to the particular function they are linked to.

A retention class in the schedule is made up of a function, activity, record description and a retention action.

Steps for using the model to develop a schedule for an association

Follow these steps for appraising the records of an association using the model to develop a schedule. *For accountability purposes it is important to document tasks undertaken in carrying out each step to justify both the final structure of the association's retention schedule and the retention actions.*

1. Gather and list sources that will assist the development of an Association specific schedule. For example the constitution of the association, rules, policies, procedures and guidelines, strategic planning documents, mission statements, annual reports and reports on key association activities, state laws the standards and codes of practice the association is required to comply with.
2. Familiarize yourself with the sources and extant records of the association. Consult with those members and staff of the association who have specific roles and responsibilities to gain an understanding of the processes and tasks they carry out and the records they create. Document the results of these interviews.
3. Check all functions in the model schedule and confirm whether they reflect the functions carried out by your association by linking them to a documentary source identified in Step 1, or advice received from interviews carried out in Step 2. Check whether the function terms are appropriate for your association and whether the scope notes adequately describe the functions. Your association may consider that an activity for your organization needs to be described at a function level. (For example, 'Committee Management' which is described as an activity under many functions may be considered a major function of your association. In this case the term should be removed as an activity under each function and made a separate function with an appropriate scope note describing its purpose and coverage.) Examine whether the boundaries between the functions are clear with no overlaps. Note any cross references or 'For' statements, to clarify boundaries between the functions and to assist use of the schedule. At this stage start to develop a draft schedule for your association.
4. Check the activity terms associated with each function in the model schedule and confirm whether they cover all activities carried out by your association using the sources identified in Step 1, and interviews carried out in Step 2. Also confirm the activity names, perhaps you might call an activity by another name, or you may not carry out a listed activity in the generic schedule. (Remember functional analysis requires that the name of a function or an activity should describe an action e.g. the descriptor should be 'Advising' rather than 'Advice', or 'Conference Management' rather than 'Conferences'). Confirm the scope notes or adjust them to accurately reflect the activities carried out by your association. Note any cross references or 'For' statements, to clarify boundaries between activities and to assist with using the schedule.

5. Check that the record descriptions listed under each activity in the model schedule are appropriate for your association; whether the records generated by the function/activity pair are described in sufficient detail to ensure accurate sentencing, and whether the retention actions are appropriate.
6. Assessing the retention actions. To do this you will need to consider all possible uses of the records, including compliance requirements, for example whether a state law requires certain records to be retained for a specific period, and the legitimate interests of all stakeholders. You also need to weigh up the risks associated with not having the records against the costs of retention. Sources identified in Step 1, and interviews conducted in Step 2, will assist this task. Document justifications for your decisions e.g. “Required to be kept for 7 years by xxx law”, or “Confirmed by the Secretary of the Association (name of Secretary on 1 May 2007) that these records are required for reference and to support administrative requirements for 5 years from the date of creation”. Creating a supporting document that justifies your retention decisions proves that the schedule was developed in an accountable and transparent manner.
7. Decide on how you will document the retention actions. In the generic model there are two types of retention periods – “Retain Permanently” or “Retain for XX years and destroy”. You may prefer to adopt a method which provides direction on a semi active storage phase, for example – “Retain Permanently. Transfer to semi active storage for 5 years after xxxx, and then to archival custody”; or “Retain for 5 years then destroy. Transfer to semi active storage for 5 years after application is processed”. You might like to consider two retention columns in your schedule instead of the one column adopted in the generic model:

Retention Action	Semi active storage (this column could also be called ‘Custody’)
Retain Permanently	Transfer to semi active storage for 5 years after successful application is finalized then transfer to archival custody.
Retain for 5 years after decision is made on unsuccessful application then destroy.	Transfer to semi active storage 3 years after decision is made on unsuccessful application.

For classes with a retention period “Destroy when reference ceases” your association may prefer to allocate a particular retention period to indicate when this action occurs.

8. Decide how to arrange your schedule. In the generic model the functions are ordered alphabetical. Alternate arrangements could be in order of importance of the functions to your association, or you could have an arrangement which places all core functions first (i.e. Conference Management, Education Management, Governance Management, Membership Administration, Promotion & Advocacy Management, Publication Management; Standards Development Management, Strategic Relations Management), and all corporate or administrative functions at the end of the schedule (i.e. Financial Resources Management, Information & Communication Management, Real and Moveable Property Management, Human Resources Management).
9. Adjust the index taking into account any changes you may have made in customizing the schedule to suite your association. There various navigation aids to assist with using the schedule, which will be particularly important if those using the schedule have little or no experience in sentencing records. The navigation aids include a content list of functions, a full list of the functions and activities (the Business Classification Scheme), 'for' statements guiding user to the right function/activity, the arrangement of the functions (see Step 8) and the index.
10. Undertake consultation with key stakeholders within the association for example the President and governing body. Also consider making the schedule available to the wider membership to seek their feedback. Make any adjustments to the draft schedule.
11. Test the draft schedule against extant records to ensure completeness of coverage making any necessary adjustments.
12. Produce a report outlining the process followed to produce the Schedule.
13. Present the report and the draft schedule to the association's governing body for authorization.
14. After the schedule is authorized make it widely available within the association to support accountability and transparency.
15. Ensure that all documentation produced during the course of developing your association's schedule is retained – see class 176 in the model schedule.

Implementing the retention schedule

In implementing the schedule you may consider developing a set of guidelines to assist the process. Sentencing records is best done in a planned and systematic way for example annually, to avoid large accumulations of low value records. Checks should be made to ensure that the schedule is being applied consistently, and for accountability

purposes a list of records destroyed and the schedule class number recorded as the legitimate authority supporting the destruction.

Sentencing should include records in both paper and electronic formats. If the association does not have an electronic document and records management system (EDRMS) that will keep the records safe from unauthorized alteration and deletion, relate them to other relevant records, ensure they are findable and retrievable, then it may be wise to have a program where the records that are required for permanent or long term retention are transferred to another more stable medium e.g. paper. This advice includes records held in shared folders, email folder, email storage system, all of which are not recordkeeping systems with the appropriate functionality to keep records safe, secure and findable.

For records with a permanent retention period your association will need to consider archival custodial arrangements such as transfer to an established archival or historical institution.

Using the Business Classification Scheme to assist record creation and classification

The business classification scheme, or the functional map, that forms the framework for the retention schedule can also be used as a record classification scheme for titling files or folders where related documents are kept together. The function and activity terms can form the first and second levels of a title, with a free text third level describing the contents and subject. For example a file/folder relating to the appointment of a representative on the ICA SPA section steering Committee could be titled –

STRATEGIC RELATIONS – Representative appointment – ICA SPA Steering Committee 2008-2012

This harmonization between record creation and the retention schedule will assist both retrieval, by ensuring a consistent form of titling, and support the effective long term management of records. In using such an approach it is possible to apply a retention class when the record is created and then review the decision when the retention trigger date occurs. If the retention action is ‘Retain Permanently’ the association needs to decide on a date when the record is no longer required for regular reference and can be transferred into archival custody (see Step 7 above on deciding how to document retention periods).

To assist creation the BCS can also be used as a basis for creating a thesaurus, or other type of control vocabulary.

Undertaking the analysis for the retention schedule will also provide information on record creation requirements and enable an assessment of whether full, accurate and complete records are being created to document association activities, and whether they are being kept to ensure their reliability and authenticity. The results of this assessment could be used to develop or update records management procedures and systems.

Reviewing the retention schedule

It is advisable to establish a review date for the schedule in order to make adjustments to accommodate any changes in retention requirements. For example there may be changes to a state law relating to how long a particular class of record needs to be kept, or there could be changes to stakeholder requirements, or changes to risks for the association.

Appendix A



International Council on Archives

Section on Records Management and Archival Professional Associations

Model Retention Schedule for Records Management and Archival Professional Associations

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Introduction

Coverage

This Retention Schedule covers all administrative records of the xxxx Association created by members or officers of the organization carrying out activities for or on behalf of the organization. The Schedule is technology neutral and can be applied to both paper and electronic records.

Purpose

The purpose of the Schedule is to identify records required for permanent retention by the Association and to authorize the destruction of certain records not required for ongoing administrative or historical purposes after the minimum retention period has been met.

Schedule structure

The records covered in this Schedule have been grouped according to the Association's functions and related activities. The Schedule covers nine functions. These are listed, together with their activities in the Business Classification Scheme detailed on pages 5 to 7.

A retention class in the Schedule comprises of five components - the Function/Activity / Class Number/ Record Description and Retention Action.

Function	A function is a high level business activity or responsibility carried out by the Association. A function is titled in bold e.g. CONFERENCE MANAGEMENT and is followed by notes defining its scope.
Activity	An activity is a process or task that is carried out in performing the function. Activities are located below the function in lower case and bold e.g. Committee management. A scope note provides a definition of the activity.
Class No.	This is the unique identifier for the class.
Record Description	This is the description of the records generated by the particular function and activity which are covered by the class. The record description can cover a group of records documenting a number of tasks or can relate to one type of record.
Retention Action	The retention action provides direction on the fate of the record, whether it is to be retained permanently or destroyed after being retained for a minimum period. If the direction is to destroy the

record the retention action provides the trigger event the destruction should be calculated from e.g. Retain for 2 years after the course is delivered then destroy.

Cross references, or 'For' statements are used throughout the Schedule to assist use.

Review

This Schedule is valid for 5 years from the date of issue at which time it will be reviewed to determine the applicability of its coverage and the retention actions. If there is a change in the administrative structure of the Association or a change in the retention requirements the review may occur at anytime within that 5 year period.

This Retention Schedule was approved by the governing body of the
xxxx Association at a meeting held on xxxxxxxx.

Authorized by xxxxxxxxxxxxxxxxx
President of the xxx Association

Date of issue xxxxxxxxxxxxxxxxx

Business Classification Scheme

The following is a list of functions and related activities covered in this Retention Schedule.

Conference Management

- Advertising
- Advising
- Affiliating
- Brand management
- Committee management
- Conference administration
- Contract and agreement management
- Exhibition management
- Media relations management
- Meeting administration
- Planning and scheduling
- Policy development
- Procedure development
- Publicity management
- Reporting and informing
- Reviewing and evaluating
- Tender administration
- Travel administration

Education Management

- Accreditation administration
- Accreditation appeal administration
- Advising
- Awards management
- Committee management
- Community archival education training
- Continuing professional development training
- Enquiry management
- Meeting administration
- Planning and scheduling
- Policy development
- Procedure development
- Reporting and informing
- Researching
- Reviewing and evaluating
- Travel administration

Financial Resources Management

- Accounts management
- Advising

- Auditing
- Budget planning
- Donation management
- Fund distribution
- Grant management
- Investment management
- Planning and scheduling
- Policy development
- Procedures development
- Reporting and informing
- Reviewing and evaluating

Governance Management

- Advising
- Brand management
- Code of conduct investigations
- Committee management
- Complying
- Election management
- Meeting administration
- Planning and scheduling
- Policy development
- Procedure development
- Reporting and informing
- Reviewing and evaluating
- Travel administration
- Visiting

Human Resources Management

- Advising
- Insurance administration
- Insurance claims management
- Planning and scheduling
- Policy development
- Procedures development
- Recruitment and engaging staff
- Reporting and informing
- Reviewing and evaluating
- Salary and superannuation administration
- Staff training
- Terminating employment

Information & Telecommunications Management

- Advising
- Asset inventory management

- Complying
- Contract and agreement management
- Data administration
- Planning and scheduling
- Policy development
- Procedures development
- Procurement management
- Library management
- Records management
- Reporting and informing
- Reviewing and evaluating
- Telecommunication equipment disposal
- Tender administration
- Website technical administration

Membership Administration

- Advising
- Application management
- Awards management
- Committee management
- Enquiry management
- Member separation administration
- Membership renewal management
- Mentor Scheme management
- Planning and scheduling
- Policy development
- Procedure development
- Reporting and informing
- Reviewing and evaluating

Promotion & Advocacy Management

- Advising
- Brand management
- Committee management
- Conference administration
- Event management
- Exhibition management
- Lobbying
- Media relations management
- Meeting administration
- Planning and scheduling
- Policy development
- Presentation development
- Procedure development
- Reporting and informing
- Reviewing and evaluating

Submission preparation
Travel administration
Visiting

Publication Management

Advertising
Advising
Awards management
Brand management
Committee management
Contract and agreement management
Designing
Drafting and editing
Enquiry management
Intellectual property management
Joint venture management
Manuscript evaluation
Meeting administration
Planning and scheduling
Policy development
Procedure development
Publication disposal
Publication distribution
Publishing
Reporting and informing
Researching
Reviewing and evaluating
Stocktaking
Subscription management
Tender administration

Real & Moveable Property Management

Advising
Asset inventory management
Contract and agreement management
Insurance administration
Insurance claims management
Maintaining and repairing
Planning and scheduling
Policy development
Procedure development
Procurement management
Property disposal
Reporting and informing
Reviewing and evaluating

Stocktaking
Tender administration

Standards Development

Advising
Committee management
Meeting administration
Planning and scheduling
Policy development
Reporting and informing
Researching
Reviewing and evaluating
Standard setting
Travel administration

Strategic Relations Management

Advising
Affiliating
Committee management
Conference administration
Meeting administration
Planning and scheduling
Policy development
Procedure development
Representative appointment
Reporting and informing
Reviewing and evaluating
Travel administration
Visiting

CONFERENCE MANAGEMENT

The function of managing the Association's annual conference and other conferences and seminars on specific subjects, including those held jointly with other organizations. Includes arranging programs, inviting speakers, hiring venues, organizing catering, liaising with service providers, promoting the event and managing registrations. Excludes continuing professional development seminars.

For publishing conference promotion leaflets, programs and proceedings, use PUBLICATION MANAGEMENT

For managing financial transactions relating to conferences, use CORPORATE SERVICES MANAGEMENT – Accounts management.

For organising and managing professional development courses, seminars and workshops, use EDUCATION MANAGEMENT.

Advertising

Tasks associated with arranging for paid advertisements about an event or publication.

For the task of paying for the advertisement, use CORPORATE SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
1	Copy of published advertisement.	Retain permanently
2	Records documenting arrangements for advertising an Association managed conference. Includes: <ul style="list-style-type: none">• liaison with advertiser on rates and deadlines• developing advertising copy• ordering the advertisement.	Retain for 1 year after advertisement is published, or a decision made not to publish the advertisement then destroy

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
3	Records documenting advice provided and/or received relating to an Association conference.	Retain for 1 year after the conference then destroy

Affiliating

Tasks associated with forming ongoing relationships with organizations in related professions.

For tasks work associated with managing a conference, use other relevant activities in the function CONFERENCE MANAGEMENT.

For meetings with affiliated organizations about the conduct of a conference, use CONFERENCE MANAGEMENT – Meeting administration.

For a conference committee where an affiliated organizations a representative, use CONFERENCE MANAGEMENT – Committee management.

Class No.	Record Description	Retention Action
4	Records documenting collaborative arrangements undertaken to support a conference.	Retain permanently

Brand management

Tasks associated with developing and managing the Association's logos, colors and themes. Includes developing and selecting designs.

For the publications produced showing the conference brand, use PUBLICATION MANAGEMENT – Publishing.

Class No.	Record Description	Retention Action
5	Records documenting the development of a conference brand.	Retain for 2 years after the conference then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

For conference committee reports submitted to the Association's governing body, use CONFERENCE MANAGEMENT – Reporting and informing.

Class No.	Record Description	Retention Action
6	Records of conference committees and sub committees. Includes: <ul style="list-style-type: none">• terms of reference• agenda• agenda papers	Retain for 5 years after the conference then destroy

	<ul style="list-style-type: none"> • signed/authorized version of minutes • correspondence between members. 	
7	<p>Working papers supporting the committee. Includes:</p> <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute • copies of committee records (e.g. agenda papers, minutes). 	Retain for when reference ceases

Conference administration

Tasks associated with organizing or attending a conference.

For plans, timelines and resourcing of conferences, use CONFERENCE MANAGEMENT – Planning and scheduling.

For promoting a conferences, use CONFERENCE MANAGEMENT – Publicity management.

For arranging and managing a conference trade show or exhibition, use CONFERENCE MANAGEMENT – Exhibition management.

For logos developed for a conference (e.g. the Association's annual conference), use CONFERENCE MANAGEMENT – Brand management.

For producing conference publications e.g. programs, brochures, posters and proceedings, use PUBLICATION MANAGEMENT.

For Conference papers sent for publication in the proceedings, use PUBLICATION MANAGEMENT.

For participants evaluations of a conference, use CONFERENCE MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
8	<p>Records documenting conference administrative tasks. Includes:</p> <ul style="list-style-type: none"> • program development • invitations to speakers • assessment of proposals to deliver a conference paper • registration management • venue hire • equipment hire • catering 	Retain for 5 years after the conference then destroy

	<ul style="list-style-type: none"> • rosters. 	
9	Photographs taken at the conference.	Retain permanently

Contract and agreement management

Tasks associated with drawing up and signing contracts and agreements. Includes administering the terms of the contract and agreements to ensure compliance, and the process of reviewing contracts and agreements.

For carrying out a tender process, use CONFERENCE MANAGEMENT – Tender administration.

Class No.	Record Description	Retention Action
10	Contracts/agreements.	Retain for 7 years after the completion or termination of the contract or in accordance with state laws then destroy
11	Records documenting contract/agreement management tasks. Includes: <ul style="list-style-type: none"> • notes of meetings with contractors • evaluation of work performed • reviews of contracts and agreements • reports to the Association's governing body. 	Retain for 5 years after the completion or termination of the contract then destroy

Exhibition management

Tasks associated with developing and managing an exhibition. Includes designing the exhibition, preparing exhibits, setting up the exhibition and managing the event.

For payment of fees charged for exhibiting at a conference, use CORPORATE SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
12	Records documenting the development and management of a conference exhibition/ trade show. Includes negotiations with exhibitors.	Retain for 2 years after the conference then destroy

Media relations management

Tasks associated with informing the public and the profession through media channels about Association initiatives, activities, events, policies and opinions. Includes responding to media questions.

For advertising a conference, use CONFERENCE MANAGEMENT – Advertising.

Class No.	Record Description	Retention Action
13	Copies of articles and interviews published to promote a conference. Includes print and electronic media.	Retain permanently
14	Association media releases relating to a conference.	Retain permanently one copy. Destroy duplicates when reference ceases
15	Working papers used to develop media releases and articles for publication in the media.	Retain for when reference ceases

Meeting administration

Tasks involved in arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

Class No.	Record Description	Retention Action
16	Records documenting non committee meetings supporting the organization of a conference.	Retain for 2 years after the conference then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For drawing up a conference budget, use CORPORATE SERVICES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
17	Records documenting planning activities carried out to support a conference.	Retain for 2 years after conference then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of policies, use CONFERENCE MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
18	Final version of Association conference policies.	Retain permanently
19	Working papers created in developing the policy. Includes: <ul style="list-style-type: none">• drafts• feedback from consultations.	Retain for 1 year after the release of the policy then destroy
20	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of procedures, use CONFERENCE MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
21	Final version of procedures supporting the conference management function.	Retain for 2 years after procedures are superseded then destroy
22	Records documenting the development of procedures supporting the conference management function.	Retain for 1 year after the release of the procedures then destroy
23	Copies of procedures.	Destroy when reference ceases

Publicity management

Tasks associated with advertising and promoting events. Includes the distribution of event brochures, posters and placing information on websites. Also includes managing the use of the Association's banner.

For developing and publishing brochures, posters and websites, use PUBLICATION MANAGEMENT.

For activities associated with publicizing the conference through media channels, use CONFERENCE MANAGEMENT – Media relations management.

For activities associated with placing paid advertisements about the conference, use CONFERENCE MANAGEMENT – Advertising.

Class No.	Record Description	Retention Action
24	Records documenting publicity management tasks undertaken to promote the conference.	Retain for 2 years after conference then destroy

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
25	Final report submitted to the Association's governing body on the conduct of a conference.	Retain permanently
26	Regular reports submitted to Association's governing body on the progress of conference preparations.	Retain for 1 year after conference then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

For reporting on conference activities, use CONFERENCE MANAGEMENT – Reporting and informing.

For developing a new policy, use CONFERENCE MANAGEMENT – Policy development.

For developing new procedures, use CONFERENCE MANAGEMENT – Procedure development.

For the reviews of contracts and agreements, use CONFERENCE MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
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27	Records documenting reviews of Association conference policies and procedures.	Retain for 4 years after the review then destroy
28	Conference evaluations and feedback forms.	Retain for 2 years after conference or 1 year if summary is included in final conference report then destroy
29	Working papers supporting reviews.	Destroy when reference ceases

Sponsorship management

Tasks associated with seeking sponsorships to support an Association activity or event and managing the relationship.

For managing money received from sponsors, use CORPORATE SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
30	List of sponsors of an Association conference.	Retain permanently
31	Records documenting approaches made to potential sponsors, and managing relationships with sponsors.	Retain for 2 years after conference then destroy

Tender administration

Tasks associated with calling for, receiving and assessing tenders for the supply of equipment, goods and services.

For drawing up, signing and managing contracts/agreements, use CORPORATE SERVICES MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
32	Records documenting the development, issue of tender documentation and assessment of tenders received.	Retain for 7 years after tender process is completed or in accordance with state laws then destroy
33	Tender documentation of successful tender.	Retain for 7 years after the completion of the contract or in accordance with state laws then destroy

34	Tender documentation of unsuccessful tenders.	Retain for 2 years after tender process is completed or in accordance with state laws then destroy
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Travel Administration

Tasks associated with arranging domestic and international travel.

For paying and reimbursement of fares, use CORPORATE SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
35	Records documenting travel arrangements made for speakers, and Association staff.	Retain for 1 year after the financial audit then destroy

EDUCATION MANAGEMENT

The function of fostering the development and provision of high quality archival education, including accrediting tertiary courses for the purpose of admitting members to the grade of professional member. Also includes developing and delivering educational and training courses, seminars and workshops to members to support their professional growth and to small archives to assist in establishing and maintaining archival standards. Includes courses delivered to support the Association's community archival education program.

For the development of educational standards, use STANDARDS DEVELOPMENT.

For promotion and advocacy activities aimed at supporting archival education, includes presenting papers at conferences or attending conferences, use PROMOTION & ADVOCACY.

For general liaison activities with community groups aimed at heightening awareness about archives and archival management, use PROMOTION & ADVOCACY.

For the production of publications to support the education management function, use PUBLICATION MANAGEMENT.

Accreditation administration

Tasks associated with assessing university programs and courses established to educate and train potential entrants to the profession against defined criteria. Includes establishing an accreditation team, carrying out initial research about the university and courses, liaising with the university, seeking information on courses to be accredited, mapping courses to criteria, undertaking an accreditation visit to the institution, consulting with stakeholders (including students, industry, academic, Association members), assessing information provided against established criteria, preparing and submitting a recommendation to the Association's governing body, and advising the institution of the outcomes of the accreditation.

For activities relating to the development of accreditation criteria, use EDUCATION MANAGEMENT - Policy development.

For activities relating to the development of course accreditation procedures, use EDUCATION MANAGEMENT - Procedure development.

For managing an appeal made by a university against a course accreditation outcome, use EDUCATION MANAGEMENT - Accreditation appeal administration.

For annual course returns received from a university, use EDUCATION MANAGEMENT - Reporting.

For reviewing the Association's course accreditation program, use EDUCATION MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
36	Records documenting course accreditations.	Retain permanently

	Includes: <ul style="list-style-type: none"> • appointment of accreditation team • correspondence with the university • information received on courses • feedback from stakeholders • report and recommendations to the Association's governing body. 	
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Accreditation appeal administration

Tasks associated with actioning an appeal made by a university against a decision not to accredit a course or to discontinue the accreditation of a course. Includes appointing an appeals team, and calling for evidence and witnesses. Also includes assessing information, advising the Association's governing body on the progress of the appeal and recommending to the Association's governing body on whether the appeal should be upheld.

Class No.	Record Description	Retention Action
36	Records documenting appeals made against a course accreditation recommendation.	Retain permanently

Advising

Tasks associated with both providing and receiving advice.

For advice provided or received relating to a particular course accreditation, or an appeal being carried out, use EDUCATION MANAGEMENT – Course accreditation administration.

For enquiries regarding educational education, use EDUCATION MANAGEMENT - Enquiry management.

For regular or irregular reports on education management matters, use EDUCATION MANAGEMENT - Reporting and informing.

Class No.	Record Description	Retention Action
37	Records documenting advice provided and/or received relating to the general management of the function.	Retain for 1 year after advice is provided then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference for the committee, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

Class No.	Record Description	Retention Action
38	Records of committees supporting the education function. Includes: <ul style="list-style-type: none"> • terms of reference • agenda • agenda paper • signed/authorized version of minutes • correspondence between members. 	Retain permanently
39	Working papers supporting the committee. Includes: <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute • copies of committee records (e.g. agenda papers, minutes). 	Destroy when reference ceases

Community archival education training

Tasks associated with delivering training to support the Association's community archival education program. Includes developing programs, and training material, liaison with presenters and delivering sessions.

For the expenditure and receipt of moneys for the delivery of community archival education training courses, use CORPORATE SERVICES MANAGEMENT – Accounts management.

For reporting on the delivery of training courses, use EDUCATION MANAGEMENT – Reporting and informing.

For the review and evaluating of community archival education training courses, use EDUCATION MANAGEMENT - Reviewing and evaluating.

For the printing of training material used in community archival education training courses, use PUBLICATION MANAGEMENT.

For general liaison activities with community groups aimed at heightening awareness about archives and archival management, use PROMOTION & ADVOCACY.

Class No.	Record Description	Retention Action
40	Training materials for community archival education courses.	Retain Permanently
41	Records supporting the delivery of community archival education courses.	Retain for 6 years after course is delivered then destroy

	Includes:	
	<ul style="list-style-type: none"> • arrangements with speakers • registrations • venue arrangements • feedback on course. 	

Continuing professional development training

Tasks associated with developing and delivering continuing professional development courses, seminars and workshops for Association members. Includes developing programs, and training material, liaison with presenters and delivering sessions.

For the expenditure and receipt of moneys for professional development courses, seminars and workshops, use CORPORATE SERVICES MANAGEMENT – Accounts management.

For reporting on the delivery of training courses, use EDUCATION MANAGEMENT – Reporting and informing.

For the review and evaluating of continuing professional development training courses, use EDUCATION MANAGEMENT - Reviewing and evaluating.

For the printing of training material used in continuing professional education training sessions, use PUBLICATION MANAGEMENT.

Class No.	Record Description	Retention Action
42	Training materials for continuing professional education training courses.	Retain Permanently
43	Records supporting the delivery of continuing professional education training courses. Includes: <ul style="list-style-type: none"> • arrangements with speakers • registrations • venue arrangements • feedback on course. 	Retain for 6 years after course is delivered then destroy

Enquiry management

Tasks associated with responding to enquiries about the Association received from members or the general public.

For enquiries relating to a particular course accreditation, being carried out received from the university or a stakeholder group, use EDUCATION MANAGEMENT - Accreditation administration.

Class No.	Record Description	Retention Action
44	Records documenting the receipt and response to enquiries regarding archival education. Includes enquiries about continuing professional education training courses, community education courses, and tertiary courses available.	Retain for 2 years after enquiry is answered then destroy

Meeting administration

Tasks associated with activities involved in arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

For meetings held during a course accreditation, use EDUCATION MANAGEMENT, Accreditation administration.

Class No.	Record Description	Retention Action
45	Records documenting non committee meetings supporting the education function.	Retain for 2 years after the meeting then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For budgeting to support education activities, use CORPORATE SERVICES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
46	Final version of strategic plans developed to support the education function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
47	Final versions of other plans and programs developed to support the delivery of specific education activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
48	Working papers used to develop plans and schedules to support the education function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use CORPORATE SERVICES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
49	Final versions of Association education policies.	Retain permanently
50	Working papers created in developing the policy. Includes: <ul style="list-style-type: none">• drafts• feedback from consultations.	Destroy when reference ceases
51	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use CORPORATE SERVICES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
52	Final version of procedures supporting the education function.	Retain for when superseded
53	Records documenting the development of procedures supporting the education function.	Retain for 1 year after the release of the procedures then destroy
54	Copies of procedures.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

For reports on the accreditation of a particular tertiary course, use EDUCATION MANAGEMENT - Accreditation administration.

Class No.	Record Description	Retention Action
55	Reports prepared for the Association's governing body on the education function. Includes reports on continuing professional education courses organized by the Association.	Retain Permanently
56	Annual returns from accredited courses.	Retain Permanently
57	Ad hoc reports and ongoing communications undertaken to support the education function.	Retain for 2 years after reference ceases then destroy

Researching

Tasks associated with gathering and investigating information on a particular topic or activity.

For research carried out to support a particular course accreditation, use EDUCATION MANAGEMENT - Accreditation administration.

Class No.	Record Description	Retention Action
58	Records documenting research undertaken to support the education management function.	Destroy when reference ceases

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
59	Reviews of the Association's course accreditation program.	Retain permanently
60	Reviews and evaluations of training courses, programs and training material. Including: <ul style="list-style-type: none"> continuing professional education courses 	Retain for 5 years after reference ceases then destroy

	<ul style="list-style-type: none"> Community archival education courses. 	
61	Records documenting reviews and evaluations of various models and delivery mechanisms for presenting Association education courses.	Retain for 5 years after reference ceases then destroy
62	Records documenting reviews of the Association's education policies and procedures.	Retain for 4 years after the review then destroy
63	Working papers supporting reviews.	Destroy when reference ceases

Travel Administration

Tasks associated with arranging domestic and international travel.

For the payment of travel expenses, use CORPORATE SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
64	Records documenting travel arrangements for speakers and Association staff to support education management activities. Includes approvals.	Retain for 1 year after the financial audit

FINANCIAL RESOURCES MANAGEMENT

The function of managing the financial resources of the Association. Includes planning, collecting money and paying accounts, financial reporting, auditing and managing investments.

Accounts management

Tasks associated with recording the receipt, spending and allocation of Association funds for the purpose of accounting for the management of moneys, preparing financial statements, and supporting budgeting and planning activities.

For compiling financial statements, use FINANCIAL RESOURCES MANAGEMENT – Reporting and informing.

For budgeting activities, use FINANCIAL RESOURCES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
65	Accounting records managing the Association's revenue and expenditure. Includes: <ul style="list-style-type: none">• journals• ledgers• receipts• invoices (both received and sent)• cash books• cheque books• banking records• credit card statements• reconciliation records.	Retain for 6 years after audit or in accordance with state laws then destroy

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
66	Records documenting advice provided and/or received relating to the financial resources management function.	Retain for 1 year after advice is provided then destroy

Auditing

Tasks associated with examining the Association's accounts to ensure money has been spent correctly and that standard accounting practices have been followed. Includes selecting an auditor.

For the annual audit report incorporated in Annual General Meeting papers, use GOVERNANCE MANAGEMENT – Meetings.

Class No.	Record Description	Retention Action
67	Records documenting audits carried out on the Association's accounts where major discrepancies were found.	Retain permanently
68	Records documenting audits carried out on the Association's accounts where there were no major discrepancies found.	Retain for 7 years after last action then destroy
69	Records supporting the appointment of the Association's auditor.	Retain for 7 years after last action then destroy

Budget planning

Tasks associated with anticipating costs and revenue, and planning expenditure.

Class No.	Record Description	Retention Action
70	Records documenting the preparation of budgets. Includes annual budgets for the Association, or for specific events or activities.	Retain for 3 years the completion of the annual budget cycle or the event/activity then destroy

Donation management

Tasks associated with receiving or giving gifts and monetary donations. Includes acknowledgement and general liaison with the donor.

For managing relationships with sponsors of Association conferences, use CONFERENCE MANAGEMENT – Sponsorship management.

Class No.	Record Description	Retention Action
71	Records documenting the receipt of donations over the value of \$5,000.	Retain permanently
72	Records documenting the receipt of donations under the value of \$5,000.	Retain for 7 years after donation then destroy

73	Records documenting money and gifts made by the Association.	Retain for 7 years after donation then destroy
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Fund distribution

Tasks associated with approving and allocating funds for financing Association activities or specific projects and events.

For managing financial transactions associated with the distribution of funds, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
74	Records documenting the allocation of Association's funds. Includes: <ul style="list-style-type: none"> • requests for funds • negotiations • terms and conditions of allocation of allocation. 	Retain for 6 years after allocation is made then destroy

Grant management

Tasks associated with both seeking and giving grants for specific purposes. Includes developing and assessing applications, and the allocation and acquittal of funds.

For tasks associated with carrying out activities funded by grants, use the relevant function.

Class No.	Record Description	Retention Action
75	Records documenting grants received by the Association. Includes: <ul style="list-style-type: none"> • grant application • correspondence with grant organisation • acknowledgement of receipt of grant • acquittal documentation. 	Retain permanently
76	Records documenting applications for grants made by the Association that were unsuccessful.	Retain for 2 years after reference ceases then destroy
77	Records documenting grants given by the Association. Includes: <ul style="list-style-type: none"> • grant applications received • assessment of applications 	Retain permanently

	<ul style="list-style-type: none"> • correspondence with unsuccessful applicants • correspondence with successful applicants • acquittal documentation. 	
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Investment management

Tasks associated with managing cash reserves, securities and assets of the Association to meet financial goals.

Class No.	Record Description	Retention Action
78	Records documenting the management of investments. Includes: <ul style="list-style-type: none"> • agreements • statements. 	Retain for 6 years after action ceases then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For budgeting activities, use FINANCIAL RESOURCES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
79	Final version of strategic plans developed to support the financial resources management function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
80	Final versions of other plans developed to support the delivery of the financial resources management function.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
81	Working papers used to develop plans and schedules to support the financial resources management function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use FINANCIAL RESOURCES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
82	Final versions of Association financial resources management policies. Includes: <ul style="list-style-type: none"> • financial management policy • investment policy • grant funding policy 	Retain for 3 years after superseded then destroy
83	Working papers created in developing the policy. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	Destroy when reference ceases
84	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use FINANCIAL RESOURCES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
85	Final version of procedures support the financial resources management function. Includes: <ul style="list-style-type: none"> • financial procedures • grant funding procedures. 	Retain until superseded then destroy
86	Records documenting the development of procedures supporting the financial resources management function.	Retain for 1 year after the release of the procedures then destroy
87	Copies of procedures.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
88	Reports prepared for Association's governing body on financial resources management activities. Includes annual Association financial statements and treasurer reports.	Retain permanently
89	Ad hoc reports and ongoing communications undertaken to support the financial resources management function.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
90	Records documenting reviews of financial resources management policies.	Retain for 4 years after the review then destroy
91	Working papers supporting reviews.	Destroy when reference ceases

GOVERNANCE MANAGEMENT

The function of managing the overall direction and control of the Association to achieve its objectives. Includes the administration of Annual General Meetings, Association governing body meetings, and meetings of Association groups. Covers the management of elections for office bearers. Also includes the review of the Rules and By-Laws of the Association and strategic planning activities.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
92	Records documenting advice provided and/or received on the Association's Constitution and Rules which set a precedent or expected to influence future changes.	Retain permanently
93	Records documenting advice provided and/or received relating to the governance management function with no precedent value.	Retain for 2 years after advice is provided then destroy

Brand management

Tasks associated with the development and management of the Association's logos, colors and themes. Includes developing and selecting designs.

For the establishment of domain names, use CORPORATE SERVICES MANAGEMENT – Complying.

Class No.	Record Description	Retention Action
94	Records documenting the development of an Association logo, trade marks, corporate colors and themes.	Retain permanently

Code of conduct investigations

Tasks associated with carrying out investigations on reported code of conduct breaches. Covers the management of an appeal made against a decision.

Class No.	Record Description	Retention Action
95	Records documenting code of conduct cases where claims were proven . Includes those that were subject to an unsuccessful appeal. Includes:	Retain permanently

	<ul style="list-style-type: none"> • advice and/or request to investigate a breach • records of investigations carried out • report on findings of an investigation • records documenting any appeal made against the findings. 	
96	<p>Records documenting code of conduct cases where claims were not proven, or had no substance. Includes those that were subject to a successful appeal. Includes:</p> <ul style="list-style-type: none"> • advice and/or request to investigate a breach • records of investigations carried out • reports on findings of an investigation • records documenting any appeal made against the findings. 	Retain for 5 years after report is provided to Association's governing body then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers and the preparation of minutes.

For annual general meetings, use GOVERNANCE MANAGEMENT – Meeting administration.

For indices and registers of decisions and actions decided at Associations governing body meetings, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Records management.

Class No.	Record Description	Retention Action
97	<p>Secretary's records of all governance meetings of the Association. Includes:</p> <ul style="list-style-type: none"> • agenda • agenda papers • signed/authorized version of minutes • correspondence between committee members. 	Retain permanently
98	<p>Working paper supporting committees. Includes:</p> <ul style="list-style-type: none"> • notices of meetings • notes of meetings 	Destroy when reference ceases

	<ul style="list-style-type: none"> • draft minutes • copies of committee records (e.g. agenda papers, minutes) • proxy voting papers • general administrative arrangements. 	
99	Copies of committee records.	Destroy when reference ceases

Complying

Tasks undertaken to comply with relevant laws, regulations, standards or codes of practice.

Class No.	Record Description	Retention Action
100	Records documenting and supporting the establishment of the Association under state laws.	Retain permanently

Election management

Tasks associated with running elections for office holders of the Association.

Class No.	Record Description	Retention Action
101	Records documenting an election for office holders of the Association. Includes: <ul style="list-style-type: none"> • appointment of a Returning Officer and Deputy Returning Officer • call for nominations notice • nominations and supporting statements • ballot papers • counting sheets • statement declaring the results of the election. 	Retain for 2 years after the meeting where the results were declared then destroy

Meeting administration

Tasks associated with arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

For meetings associated with other functions of the Association, use the meeting activity under the particular function.

Class No.	Record Description	Retention Action
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102	<p>Secretary's records of Annual General Meetings of the Association. Includes:</p> <ul style="list-style-type: none"> • notice of meeting and agenda • Council/ Branch, Special Interest Groups annual report • Treasure's report • Auditor's report • Reports from sections of the Association • notices of motion • signed (authorised) minutes. 	Retain permanently
103	<p>Working papers supporting the conduct of Annual General Meetings. Include:</p> <ul style="list-style-type: none"> • draft minutes • proxy voting papers • postal ballot returns (ballot to confirm decision taken at a Special General meeting) • general administrative arrangements. 	Retain for after the subsequent Annual General Meeting then destroy
104	Copies of Annual General Meeting papers of all Association meetings.	Destroy when reference ceases
105	Minutes of regular governance meetings of Association other than Annual General Meetings e.g. Section meetings.	Retain permanently
106	<p>Working papers supporting the conduct of regular governance meetings other than Annual General Meetings. Includes:</p> <ul style="list-style-type: none"> • draft minutes • general administrative arrangements. 	Retain until after the subsequent meeting then destroy
107	Copies of papers of regular meetings of the Association other than Annual General Meetings.	Destroy when reference ceases

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
108	Final version of Association's Strategic Plan.	Retain Permanently

109	Working papers documenting the development of the Strategic Plan.	Retain until superseded by a new plan then destroy
110	Final versions of plans and schedules formulated to support specific governance management function activities.	Retain for 3 years after plan is completed or superseded then destroy
111	Working papers documenting the development of plans and schedules to support specific governance management function activities.	Retain for when plan is completed or superseded then destroy
112	Copies of plans and schedules.	Destroy when reference ceases

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of policies, use GOVERNANCE MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
113	Final versions of Association Constitution, Rules and By-laws.	Retain permanently
114	Final versions of governance policies e.g. Association's Code of Ethics.	Retain permanently
115	Working papers created in developing governance policies. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	Retain permanently
116	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of procedures, use GOVERNANCE MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
117	Final version of procedures supporting the governance management function.	Retain permanently
118	Records documenting the development of procedures supporting the governance management function.	Retain for 1 year after the release of the procedures then destroy
119	Copies of procedures.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analyzing information, preparing drafts, seeking feedback and submitting the final document for consideration.

For the official copy of minutes, annual reports and financial statements presented at meetings of the Association, use GOVERNANCE MANAGEMENT – Meeting administration.

For reports on the investigations on breaches of the code of conduct, use GOVERNANCE MANAGEMENT – Code of conduct investigations.

Class No.	Record Description	Retention Action
120	Reports presented to the governing body of the Association on governance activities.	Retain permanently
121	Ad hoc reports and ongoing communications undertaken to support the governance management function.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
122	Records documenting reviews of governance policies and procedures.	Retain permanently
123	Working papers supporting reviews.	Destroy when reference ceases.

Travel Administration

Tasks associated with arranging domestic and international travel.

For paying and reimbursement of fares, use FINANCIAL RESOURCES ADMINISTRATION – Accounts management.

Class No.	Record Description	Retention Action
124	Records documenting travel arrangements. Includes approvals.	Retain for 1 year after the financial audit then destroy

Visiting

Tasks associated with organising the attendance of visitors and members to attend meetings or events.

For international visits by Association representatives, use STRATEGIC RELATIONS MANAGEMENT – Visiting.

Class No.	Record Description	Retention Action
125	Records documenting the organisation of attendance of visitors to governance meetings.	Retain for 1 year after the visit occurs then destroy

HUMAN RESOURCES MANAGEMENT

The function of managing Association staff. Includes recruiting, establishing and administering employment conditions, providing training, and termination of engagement. Also includes managing a staff superannuation fund, insuring staff and the processes associated with claiming insurance.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
126	Records documenting advice provided and/or received relating to the human resources management function.	Retain for 1 year after advice is provided then destroy

Insurance administration

Tasks associated with obtaining insurance coverage to protect the Association against financial loss, damage or theft.

For insurance claims, use HUMAN RESOURCES MANAGEMENT – Insurance claims management.

Class No.	Record Description	Retention Action
127	Insurance policies relating to the employment of staff. Includes workers compensation insurance policies.	Retain for 7 years after policy expires then destroy
128	Records documenting annual insurance renewals.	Retain for 6 year after financial audit then destroy

Insurance claims management

Tasks associated with claiming reimbursement for loss or damage in accordance with the terms of an insurance policy.

For reports of incidents where no insurance claim was made, use HUMAN RESOURCES MANAGEMENT – Reporting and informing.

Class No.	Record Description	Retention Action
129	Records documenting workers compensation claims for serious injury or death. Includes: <ul style="list-style-type: none">• accident report• notification to insurer• claim for compensation• doctors reports	Retain for 75 years after date of birth or 7 years after action completed or in accordance with state laws then destroy

	<ul style="list-style-type: none"> • medical certificates • injury management plans • return to work plans. 	
130	Records documenting claims made for loss personal property of employees, and minor injuries against an insurance policy. Includes: <ul style="list-style-type: none"> • notification to insurer • claim for compensation. 	Retain for 7 years after action completed then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
131	Final version of strategic plans developed to support the human resources management function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
132	Final versions of other plans developed to support the delivery of specific human resources management activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
133	Working papers used to develop plans and schedules to support the human resources management function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use HUMAN RESOURCES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
134	Final versions of Association human resources management policies. Includes: <ul style="list-style-type: none"> • occupational health & safety policy • staffing policy • superannuation policy. 	Retain for 3 years after superseded then destroy
135	Working papers created in developing the	Destroy when reference ceases

	policy. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	
136	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use HUMAN RESOURCES MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
137	Final version of procedures support the human resources management function.	Retain until superseded then destroy
138	Records documenting the development of procedures supporting the human resources management function.	Retain for 1 year after the release of the procedures then destroy
139	Copies of procedures.	Destroy when reference ceases

Recruiting and engaging staff

Tasks associated with recruiting staff to work for the Association. Includes advertising, the selection process, and establishing the terms of engagement.

Class No.	Record Description	Retention Action
140	Records documenting recruitment of staff. Includes: <ul style="list-style-type: none"> • copies of job advertisements • applications • interview report and recommendation to Association's governing body. 	Retain for 1 year after recruitment is completed then destroy
141	Letter of offer made to successful applicant for a position with the Association. Includes details about terms and conditions of employment and any updates of the terms and conditions.	Retain for 6 year after person leaves the employment of the Association or after conditions change and confirming letter is sent then destroy

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Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
142	Reports prepared for Association's governing body on human resources management activities.	Retain permanently
143	Ad hoc reports and ongoing communications undertaken to support the human resources management function.	Retain for 2 years after reference ceases then destroy
144	Records reporting and documenting an employee accident where no compensation claim was made.	Retain for 7 years after accident then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
145	Records documenting reviews of human resources policies.	Retain for 4 years after the review then destroy
146	Working papers supporting reviews.	Destroy when reference ceases

Salary and superannuation administration

Tasks associated with administering the payment of salaries to staff and superannuation contributions and superannuation fund management.

For salary payment transactions, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

147	Records supporting the payments of employee salaries and superannuation	Retain for 6 after action completed or in accordance with state laws
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	contributions. Includes: <ul style="list-style-type: none"> • time sheets • salary calculations • wages records • termination payment records 	then destroy
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Staff training

Tasks associated with providing or organizing staff training.

148	Records documenting arrangements for staff .	Retain for 6 years after termination then destroy
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Terminating employment

Tasks associated with staff leaving the paid employment of the Association. Includes resignation, retirement and retrenchment.

149	Records documenting employee training provided by the Association.	Retain for 1 year after training is undertaken then destroy
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INFORMATION & TELECOMMUNICATIONS MANAGEMENT

The function of managing the Association's information resources including its administrative records and archival and library material, and the website. Also includes purchasing and managing telephones, computer equipment and networks.

Advising

Tasks associated with both providing and receiving advice.

For advice relating to the website, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Website technical administration.

Class No.	Record Description	Retention Action
150	Records documenting advice provided and/or received relating to the information and telecommunications function includes providing advice on using computer and telecommunication equipment.	Retain for 1 year after advice is provided then destroy

Asset inventory management

Tasks associated with keeping an inventory of assets owned or leased by the Association.

For undertaking stocktakes to account for the Association's assets, equipment and stores, use REAL & MOVEABLE PROPERTY MANAGEMENT – Stocktaking.

For the disposal of assets and equipment and surplus stores, use REAL & MOVEABLE PROPERTY MANAGEMENT – Property disposal.

For compiling an inventory of property, equipment and store, use REAL & MOVEMENT PROPERTY MANAGEMENT – Asset inventory management.

Class No.	Record Description	Retention Action
151	Computer and telecommunication equipment inventories.	Record disposal of item on inventory. Delete entry from inventory 7 years after disposal

Complying

Tasks undertaken to comply with relevant laws, regulations, standards or codes of practice.

Class No.	Record Description	Retention Action
152	Records documenting the registration of the Association's website domain name.	Retain for 2 years after the domain name changes then destroy

Contract and agreement management

Tasks associated with drawing up and signing contracts and agreements. Includes administering the terms of the contract and agreement to ensure compliance, and the process of reviewing contracts and agreements.

For carrying out a tender process, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Tender management.

For managing, renting or leasing of goods and services, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procurement management.

For letter of offer of employment, use HUMAN RESOURCES MANAGEMENT – Recruiting and engaging staff.

Class No.	Record Description	Retention Action
153	Contracts/ agreements.	Retain for 7 years after completion or termination of contract or in accordance with state laws then destroy
154	Records documenting contract/agreement management tasks. Includes: <ul style="list-style-type: none">• notes of meetings with contractors• evaluation of work performed• reviews of contracts and agreements• reports to the Association's governing body.	Retain for 2 years after the completion of the terms of the contract then destroy

Database administration

Tasks associated with designing, and developing and maintaining databases used to support administrative activities.

For the procurement of software, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procurement management.

For maintenance agreements for databases/software, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Contract and agreement management.

For the technical management of the Association's website, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Website technical administration.

Class No.	Record Description	Retention Action
155	Records documenting database design and management. Includes:	Retain for 3 years after the database is superseded and data successfully migrated then destroy

	<ul style="list-style-type: none"> • system documentation • business rules • configuration of off-the-shelf packages. 	
156	Records documenting the maintenance and management of the database. Includes: <ul style="list-style-type: none"> • maintenance and repair • system upgrades 	Retain for 3 years after the database is superseded and data successfully migrated then destroy
157	System logs.	Retain for 1 year after the end of the financial year they were created in then destroy
158	Back-up tapes and logs.	Destroy when reference ceases

Library management

Tasks associated with managing library material acquired by the Association. Includes the acquisition of publication, cataloguing, circulating and weeding and disposing of surplus material.

For the procurement of library items (e.g. books and journal subscriptions) use, INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procurement management.

For the payment of material for the Association's library, use FINANCIAL RESOURCES MANAGEMENT – Accounts management

For developing library management policies, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Policy development.

For developing library management procedures, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procedures development.

For planning activities to support library operations, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Planning .

Class No.	Record Description	Retention Action
159	Library catalogue.	Retain for as long as the library material is held by the Association
160	Records supporting the cataloguing process.	Retain for 3 months after the material is catalogued then destroy
161	Records supporting lending activities. Includes reminders about overdue material.	Retain for 6 months after the material has been returned to the library

162	Records supporting the weeding of the library collection.	Retain for 1 year after the material has been removed and deleted from the library catalogue
163	Surplus library material identified through the weeding process or unsolicited material that does not fit into the library acquisition policy.	Retain for 3 months then destroy
164	Records documenting publications received through reciprocal arrangements with other associations.	Retain for 1 years after the material is catalogued and placed in the Association's library

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For budgeting activities associated with the Information and Telecommunications function, use FINANCIAL RESOURCES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
165	Final version of strategic plans developed to support the information and telecommunications management function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
166	Final versions of other plans developed to support the delivery of specific information and telecommunications activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
166	Working papers used to develop plans and schedules to support the information and telecommunications management function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
167	Final versions of Association information and telecommunications policies. Includes	Retain for 3 years after superseded then destroy

	Association's: <ul style="list-style-type: none"> • records management policy • archives policy • website policy. 	
168	Working papers created in developing the policy. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	Destroy when reference ceases
169	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
170	Final version of procedures support the financial resources management function. Includes: <ul style="list-style-type: none"> • financial procedures • grant funding procedures. 	Retain until superseded then destroy
171	Records documenting the development of procedures supporting the financial resources management function.	Retain for 1 year after the release of the procedures then destroy
172	Copies of procedures.	Destroy when reference ceases

Procurement management

Tasks associated with purchasing, renting or leasing goods, services and property, including computer software and hardware, and telecommunication services needed to carry out the business of the Association. Includes seeking quotes, evaluating and selecting suppliers, but excludes tendering.

For paying accounts for the procurement, rent, or lease of goods (e.g. library items), services and property, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

For tendering activities carried out to procure information and telecommunication equipment and goods (e.g. library items), use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Tendering administration.

For drawing up, signing and managing contracts/agreements, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
173	Records documenting the procurement of information and telecommunication equipment and goods (e.g. library items such as books and subscriptions to journals) not acquired by tender or contract.	Retain for 7 years after action ceases then destroy
174	Information provided by vendors regarding information and telecommunication products and goods (e.g. library items and journal subscriptions).	Destroy when references ceases

Records management

Tasks associated with managing the Association's administrative records including control, creation, sentencing records against the Association's Retention Schedule, arranging for the destruction or transfer of records into archival custody, and providing access to the Association's records. Includes indexing meetings of Association's governing body and creating and maintaining a list of actions and a register of decision made at these meetings.

For developing records and information management policies, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Policy development.

For developing records and information management procedures, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procedures development.

Class No.	Record Description	Retention Action
175	Final authorised version of Association's Retention Schedule.	Retain permanently
176	Records supporting the development of the Association's Retention Schedule. Includes: <ul style="list-style-type: none"> • drafts • stakeholder feedback • risk analysis • justifications for retention actions. 	Retain permanently
177	Lists of records transferred to the Association's archives for permanent	Retain permanently by the Secretary

	retention.	
178	Records documenting the process of transferring records to the Association's archives.	Retain for 1 year after the transfer is completed then destroy
179	Records documenting the destruction of temporary value records. Includes: <ul style="list-style-type: none"> • advice provided on applying the Schedule • lists of records Retain fored. 	Retain permanently by the Secretary for 5 years then transferred the Association's archives
180	Records documenting the provision of access to the Association's records.	Retain for 4 years after last action then destroy
181	Registers and lists recording the creation of files.	Retain permanently
182	File/folder titling thesauri.	Retain permanently
183	Indices of Association's governing body records. Includes: <ul style="list-style-type: none"> • Index of governing body Minutes • Register of governing body actions and decisions. 	Retain permanently

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
184	Reports prepared for Association's governing body on information and telecommunication activities.	Retain permanently
185	Ad hoc reports and ongoing communications undertaken to support the information and telecommunication activities.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
186	Records documenting reviews of information and telecommunication policies.	Retain for 4 years after the review then destroy
187	Working papers supporting reviews.	Destroy when reference ceases

Telecommunications equipment disposal

Tasks associated with disposing, through sale, donation, destruction or termination of lease, of telecommunications equipment.

Class No.	Record Description	Retention Action
188	Records documenting the disposal of telecommunications equipment, including computers, owned or leased by the Association.	Retain for 7 years after disposal then destroy

Tender administration

Tasks associated with calling for, receiving and assessing tenders for the supply of equipment, goods and services.

For drawing up, signing and managing contracts/agreements, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
189	Records documenting the development, issue of tender documentation and assessment of tenders received.	Retain for 7 years after tender process is completed or in accordance with state laws then destroy
190	Tender documentation of successful tender.	Retain for 7 years after the completion of the contract or in accordance with state laws then destroy
191	Tender documentation of unsuccessful	Retain for 2 years after tender

	tenders.	process is completed or in accordance with state laws then destroy
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Website technical administration

Tasks associated with maintaining the website.

For procedures supporting the maintenance of the website, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Procedures development.

For taking a snapshot of the website to capture the site as a publication of the Association, use PUBLICATIONS MANAGEMENT - Publishing.

For financial transactions associated with carrying out online sales, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
192	Records relating to the design and development of the website. Includes: <ul style="list-style-type: none"> • design of site • consultation with stakeholders • testing the website • system documentation • business rules • specifications and configurations. 	Retain for 3 years until after the website has been replaced then destroy
193	Records documenting requests for website changes.	Retain for 1 year after the changes have been made then destroy
194	Records documenting technical advice received and given on the management of the website.	Retain until website has been replaced then destroy
195	System logs showing changes made to the website.	Destroy when reference ceases

MEMBERSHIP ADMINISTRATION

The function of managing membership administrative processes. Includes considering applications for admission and membership upgrades, and ongoing activities involved in maintaining up-to-date personal details of members (i.e. addresses, place of employment). Also includes answering membership enquiries and promoting and encouraging networking between members through mentoring.

For financial transactions relating to membership fees paid by new and ongoing members, including managing annual renewals, use FINANCIAL SERVICES MANAGEMENT – Accounts management.

For the activities relating to a breach of ethical standards embodied in the Code of Ethics, use GOVERNANCE MANAGEMENT.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
196	Records documenting advice provided and/or received relating to the membership administration function that has precedent value for future possible changes to the Association's Constitution and Rules.	Retain permanently
197	Records documenting advice provided and/or received relating to the membership administration function with no precedent value.	Retain for 1 year after advice is provided then destroy
198	Advice received from members changing personal details e.g. change of address, change of place of employment.	Retain for 6 months after details are entered on Association's central membership list/register then destroy

Application management

Tasks associated with receiving and processing new membership applications or applications to upgrade membership status.

For financial transactions associated with processing membership applications, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
199	Application forms for new or upgraded membership where the application was successful.	Retain permanently

200	Application forms for new or upgraded membership where the application was unsuccessful. Includes letter of advice.	Retain for 3 years after applicant is advised of the decision then destroy
201	Records supporting administrative arrangements associated with processing membership application forms.	Retain for 1 year after application is processed then destroy

Awards management

Tasks associated with seeking and assessing nominations for an award and arranging conferment.

Class No.	Record Description	Retention Action
202	Citations prepared for the presentation of achievement and recognition awards made to members of the Association.	Retain permanently
203	Records documenting the administration of the achievement and recognition awards made to members of the Association. Includes: <ul style="list-style-type: none"> • call for nominations • assessing the nominations • recommendation to Association's governing body • arrangements for the presentation. 	Retain for 2 years after the award is presented then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers and the preparation of minutes.

For administration of the mentor scheme by the Mentor Committee, use MEMBERSHIP ADMINISTRATION – Mentor scheme management.

Class No.	Record Description	Retention Action
204	Records of committees supporting the membership administration function. Includes: <ul style="list-style-type: none"> • terms of reference • agenda • agenda papers 	Retain permanently

	<ul style="list-style-type: none"> • signed/authorized version of minutes • correspondence between committee members. 	
205	<p>Working paper supporting membership administration committees. Includes:</p> <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute • copies of committee records (e.g. agenda papers, minutes). 	Destroy when reference ceases

Enquiry management

Tasks associated with responding to enquiries about the Association received from members or the general public.

For the provision of advice, use MEMBERSHIPADMINISTRATION – Advising.

Class No.	Record Description	Retention Action
206	Records documenting the receipt and response to enquiries received about Association membership.	Retain for 6 months after enquiry is answered then destroy

Member separation administration

Tasks associated with members' severing their Association membership. Includes resignation, death, and removal due to non payment of fees, or expulsion.

Class No.	Record Description	Retention Action
207	Records documenting separation from the Society.	Retain permanently

Membership renewal management

Tasks associated with supporting the annual renewal of membership. Includes sending out notices and handling the receipt of renewal forms.

For recording financial transactions associated with membership renewals, use FINANCIAL RESOURCES MANAEMENT – Accounts management.

Class No.	Record Description	Retention Action
208	Records supporting the annual membership	Retain for 1 year after renewal has

	renewal process.	been processed and any change of details entered on the Association's central membership list/register then destroy
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Mentor Scheme management

Tasks associated with managing the Association's annual Mentor Scheme program. Includes promoting an annual program, calling for nominations and matching mentors and mentees and evaluating the program.

For developing Mentor Scheme policies, use MEMBERSHIP ADMINISTRATION – Policy development.

For developing procedures to guide Mentor Scheme processes, use MEMBERSHIP ADMINISTRATION – Procedures development.

For reviewing the Mentor Scheme, use MEMBERSHIP ADMINISTRATION – Reviewing and evaluating.

For information collected about other mentor schemes, use STRATEGIC RELATIONS MANAGEMENT – Affiliating.

For reporting to the Association's governing body on the operation of an annual Mentor Scheme program, use MEMBERSHIP ADMINISTRATION – Reporting and informing.

Class No.	Record Description	Retention Action
209	Records documenting the administration of the Association's annual Mentor Scheme program. Includes: <ul style="list-style-type: none"> • copies of announcements about commencing an annual program • promotion of an annual program – e.g. requests sent to universities to promote scheme to students • matching and advising mentors and mentees • evaluation feedback forms. 	Retain for 3 years after completion of the program then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
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210	Final version of strategic plans developed to support the membership administration function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
211	Final versions of other plans developed to support the delivery of specific membership administration activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
212	Working papers used to develop plans and schedules to support the membership administration function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association's policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of policies, use MEMBERSHIP ADMINISTRATION – Reviewing and evaluating.

Class No.	Record Description	Retention Action
213	Final versions of Association membership administration policies.	Retain permanently
214	Working papers created in developing the policy. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	Destroy when reference ceases
215	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of procedures, use MEMBERSHIP ADMINISTRATION – Reviewing and evaluating.

Class No.	Record Description	Retention Action
216	Final version of procedures supporting the membership administration function.	Retain until superseded then destroy
217	Records documenting the development of membership administration function	Retain for 1 year after the release of the procedures then destroy

	procedures.	
218	Copies of procedures.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

For annual Mentor Scheme program, use MEMBERSHIP ADMINISTRATION – Mentor Scheme management.

Class No.	Record Description	Retention Action
219	Reports prepared for the Association's governing body on activities undertaken to support the membership administration function. Includes reports on: <ul style="list-style-type: none"> the management and results of an annual mentor scheme program membership surveys. 	Retain permanently
220	Ad hoc reports and ongoing communications undertaken to support the membership administration function.	Retain for 2 years after reference ceases then destroy
221	Collated data from membership surveys.	Retain permanently
222	Membership surveys forms and records documenting the administration of the survey.	Retain for 1 year after report has been presented to the Association's governing body then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

For feedback forms providing evaluations on an annual Mentor Scheme program, use MEMBERSHIP ADMINISTRATION – Mentor Scheme management.

For reporting on the management and results of an annual Mentor Scheme program, use MEMBERSHIP ADMINISTRATION – Reporting and informing.

Class No.	Record Description	Retention Action
223	Reviews of the Association's Mentor Scheme.	Retain permanently
224	Records documenting reviews of the Association's membership administration policies and procedures.	Retain for 4 years after the review then destroy
225	Working papers supporting reviews.	Destroy when reference ceases

PROMOTION & ADVOCACY MANAGEMENT

The function of pursuing promotion, advocacy and lobbying initiatives to support the objectives of the Association. Includes raising awareness about the importance of archives and records. Also includes monitoring legislative developments, government initiatives and matters of concern to the public relating to the use and management of archives and recordkeeping practices, and responding with timely and appropriate actions. Initiatives undertaken to support this function include making formal submissions to public enquiries; commenting on proposed legislation; lobbying for and against policy decisions affecting the management of archival institutions; issuing public statements that clarify issues and concerns to archival professionals; liaising with the media; mounting exhibitions and undertaking promotional liaison activities to foster an appreciation of the value of archives and good recordkeeping practices and delivering presentations to meetings and conferences about the Association's activities. Also includes management of events and visits arranged by members of the Association.

For developing archival and recordkeeping standards and Association position papers on issues of interest to the profession, use STANDARDS DEVELOPMENT.

For producing promotion and advocacy publications, use PUBLICATION MANAGEMENT.

For seminars, workshops and training sessions held to support the continuing professional development of members and educating members of the public through the community education program, EDUCATION MANAGEMENT.

For activities relating to the development of strategic relations with groups who share similar aims to those of the Association, use STRATEGIC RELATIONS MANAGEMENT.

For managing the Association's annual conference or conferences on specific archival and recordkeeping subjects, use CONFERENCE MANAGEMENT.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
226	Records documenting advice provided and/or received relating to promotion and advocacy activities.	Retain for 1 year after advice is received or provided then destroy

Brand management

Tasks associated with the development and management of the Association's logos, colors and themes. Includes developing and selecting designs.

For publications including the brand used for an advocacy, promotion or lobbying campaign, use PUBLICATION MANAGEMENT.

Class No.	Record Description	Retention Action
227	Records documenting the development of a brand for an advocacy, promotion or lobbying campaign.	Retain for 2 years after the conclusion of the campaign then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

Class No.	Record Description	Retention Action
228	Records of promotion and advocacy committees. Includes: <ul style="list-style-type: none">• terms of reference• agenda• agenda papers• signed/authorised version of minutes• correspondence between committee members.	Retain permanently
229	Working paper supporting the committee. Includes: <ul style="list-style-type: none">• notices of meetings• notes of meeting• draft minute• copies of committee records (e.g. agenda papers, minutes).	Destroy when reference ceases

Conference administration

Tasks associated with organizing or attending a conference.

For managing the Association's annual conference or conferences on specific archival and recordkeeping subjects, use CONFERENCE MANAGEMENT.

For seminars, workshops and training sessions held to support continuing professional development of members, use EDUCATION MANAGEMENT – Continuing professional development training.

For the preparation of papers delivered at conferences covering activities of the Association, use PROMOTION & ADVOCACY MANAGEMENT – Presentation development.

For arranging travel to attend a conference, use PROMOTION & ADVOCACY MANAGEMENT – Travel administration.

Class No.	Record Description	Retention Action
300	Records documenting attendance of Association representatives at conferences.	Retain for 2 years after the conference then destroy

Event management

Tasks associated with arranging Association activities, including visits and tours of archival institutions and arranging for guest speakers to address meetings.

For exhibitions, use PROMOTION & ADVOCACY MANAGEMENT – Exhibition management.

For Branch meetings where the business of the Branch is discussed, where proceedings are minuted, and where there is a guest speaker, use GOVERNANCE MANAGEMENT – Meetings administration.

Class No.	Record Description	Retention Action
301	Records documenting arrangements for events supporting the aims and objectives of the Association.	Retain for 2 years after the event then destroy

Exhibition management

Tasks associated with developing and managing an exhibition. Includes designing the exhibition, preparing exhibits, setting up the exhibition and managing the event.

Class No.	Record Description	Retention Action
302	Records documenting the development and management of an exhibition used to promote the aims and objectives of the Association.	Retain for 2 years after exhibition then destroy

Lobbying

Tasks associated with conducting activities aimed at influencing decision makers. Includes writing letters and making representative visits.

For developing a formal submission (written or oral) for presentation to decision makers, use PROMOTION & ADVOCACY MANAGEMENT – Submission preparation.

Class No.	Record Description	Retention Action
303	Records documenting lobbying activities undertaken by the Association.	Retain permanently
304	Records documenting lobbying activities of individuals and other organizations that have influenced the Association, or had an impact on the making and keeping of records by the government or organizations.	Retain permanently
305	Working paper used to support lobbying initiatives.	Retain for 4 years after reference ceases then destroy

Media relations management

Tasks associated with informing the public and the profession through media channels about Association initiatives, activities, policies and opinions. Includes responding to media questions.

Class No.	Record Description	Retention Action
306	Copies of media articles/interviews (both print and electronic) published supporting promotion and advocacy activities. Includes media releases.	Retain permanently
307	Association media releases.	Retain permanently one copy. Destroy duplicates when reference ceases
308	Working papers used to develop media releases and articles for publication in the media.	Destroy when reference ceases

Meeting administration

Tasks associated with arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

For Association meetings where there is a business meeting and a guest speaker, use GOVERNANCE MANAGEMENT – Meeting administration.

Class No.	Record Description	Retention Action
309	Records documenting non committee meetings supporting the advocacy and promotion function. Includes meetings conducted by external organizations and attended by Association representatives.	Retain permanently

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
310	Final version of strategic plans developed to support the promotion and advocacy function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
311	Final versions of other plans developed to support the delivery of specific promotion and advocacy activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
312	Working papers used to develop plans and schedules to support the promotion and advocacy function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use PROMOTION & ADVOCACY MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
313	Final versions of Association's promotion and advocacy policies.	Retain permanently

314	Working papers created in developing the policy. Includes: <ul style="list-style-type: none"> • drafts • feedback from consultations. 	Destroy when reference ceases.
315	Copies of policies.	Destroy when reference ceases

Presentation development

Tasks associated with preparing a presentation by members of the Association.

For making arrangements to attend the conference where the paper will be presented, use PROMOTION & ADVOCACY MANAGEMENT – Conference administration.

Class No.	Record Description	Retention Action
316	Final versions of presentation on promotion and advocacy issues.	Retain permanently
317	Working papers documenting the development of the presentation. Includes drafts.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use PROMOTION & ADVOCACY MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
318	Final version of procedures supporting the promotion and advocacy function.	Retain until superseded then destroy
319	Records documenting the development of procedures supporting the promotion and advocacy function.	Retain for 1 year after the release of the procedures then destroy
320	Copies of procedures.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analyzing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
321	Reports prepared for the Association's governing body on promotion and advocacy activities.	Retain permanently
322	Ad hoc reports and ongoing communications undertaken to support the promotion and advocacy function.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
323	Records documenting reviews of specific promotion and advocacy activities.	Retain permanently
324	Records documenting reviews of promotion and advocacy policies and procedure.	Retain for 4 years after the review then destroy
325	Working papers supporting reviews.	Destroy when reference ceases

Submission preparation

Tasks associated with making a formal submission to provide comments, opinions, express concerns and give support to a proposed policy or actions of an external body. Includes tasks involved in making an oral submission to an inquiry.

For lobbying activities such as writing letters and making representative visits, use PROMOTION & ADVOCACY MANAGEMENT – Lobbying.

Class No.	Record Description	Retention Action
326	Final versions of formal submissions made to an external organization.	Retain permanently

327	Briefings prepared to support the delivery of an oral submission.	Retain permanently
328	Records documenting the development of submissions.	Retain for 2 years after submission is made then destroy

Travel administration

Tasks associated with arranging domestic and international travel.

For paying and reimbursement of fares, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
329	Records documenting travel arrangements. Includes approvals.	Retain for 1 year after the financial audit then destroy

Visiting

Tasks associated with organizing the attendance at meetings or events.

Class No.	Record Description	Retention Action
330	Records documenting the organization of attendance of visitors to promotion and advocacy events.	Retain for 1 year after the visit occurs then destroy

PUBLICATION MANAGEMENT

The function of producing for distribution to members, or for sale, publications to advance the objectives of the Association. Includes contacting potential authors, reviewers and book publishers, negotiations with authors, drafting, editing, publishing (design, layout, printing etc), publication launches, marketing and distribution, arranging for the assignment of ISSN and ISBN numbers to Association publications, and storage and disposal of surplus stock. Also includes the production and ongoing management and maintenance of the Association's website and listserv.

For financial transactions covering the sale of publications, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

For the technical design, development and maintenance of the website, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Website technical administration.

Advertising

Tasks associated with arranging for paid advertisements about an event or publication.

For costs associated with advertising activities, use FINANCIAL RESOURCES MANAGEMENT.

For payments received from advertisers in the Association's publications, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
331	Copy of published advertisement.	Retain permanently
332	Records documenting arrangements for advertising of an Association's publication. Includes: <ul style="list-style-type: none">• liaison with advertiser on rates and deadlines• developing advertising copy• ordering the advertisement.	Retain for 1 year after advertisement is published, or a decision made not to publish the advertisement then destroy

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
333	Records documenting advice provided and/or received relating to the publication management function. Includes:	Retain for 1 year after advice is received or provided then destroy

	<ul style="list-style-type: none"> • advice provided to contributors of information on the Association's website • general advice about the Association's publications. 	
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Brand management

Tasks associated with the development and management of the Association's logos, colors and themes. Includes developing and selecting designs.

Class No.	Record Description	Retention Action
334	Records documenting the development of a brand for a publication.	Retain for 2 years after the publication date then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

Class No.	Record Description	Retention Action
335	Records of Association's committees to support the publication function. Includes: <ul style="list-style-type: none"> • terms of reference • agenda • agenda papers • signed/authorised version of minutes • correspondence between committee members. 	Retain for 4 years after date of committee meeting then destroy
336	Working paper supporting committees. Includes: <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute • copies of committee records (e.g. agenda papers, minutes). 	Destroy when reference ceases

Contract and agreement management

Tasks associated with drawing up and signing contracts and agreements. Includes administering the terms of the contract and agreement to ensure compliance, and the process of reviewing contracts and agreements.

Class No.	Record Description	Retention Action
337	Final versions of agreements with authors for producing works published by the Association. Includes agreements where the author signs over copyright to the Association and where copyright is retained by the author.	Retain permanently
338	Final versions of contracts/agreements supporting the publication function. Includes contract/agreements with publishers, editors, designers.	Retain for 7 years after completion or termination of contract or in accordance with state laws then destroy
339	Records documenting negotiations and ongoing communications with parties to the publishing agreement/contract and reviews of contracts and agreements.	Retain for 7 years after the date of publication or in accordance with state laws then destroy

Designing

Tasks associated with developing the form, structure and ‘look and feel’ of a publication, including a website. Includes drawing up plans and layouts and developing graphic representations.

For creating a brand/ logo for a publication, use PUBLICATION MANAGEMENT – Brand management.

Class No.	Record Description	Retention Action
340	Records documenting the development of designs for Association publications.	Retain for 2 years after date of publication then destroy

Drafting and editing

Tasks associated with developing a final text for publication. Includes drafting, making editorial amendments and rewriting and copy editing.

For the referee process of evaluating manuscripts, use PUBLICATION MANAGEMENT – Manuscript evaluation.

Class No.	Record Description	Retention Action
341	Records documenting the drafting and editing process for an Association publication. Includes: <ul style="list-style-type: none"> • original manuscript received from the author • drafts • edited texts • correspondence with the author. 	Retain for 2 years after date of publication then destroy

Enquiry management

Tasks associated with responding to enquiries about Association activities received from members or the general public.

Class No.	Record Description	Retention Action
342	Records documenting the receipt and response to enquiries regarding the Association's publications.	Retain for 1 years after enquiry is answered then destroy

Intellectual property management

Tasks associated with securing the intellectual property rights of the Association. Includes copyright in published texts, designs and logos.

For agreements made by the Association with authors relating to copyright, use PUBLICATION MANAGEMENT – Agreement development.

Class No.	Record Description	Retention Action
343	Records documenting responses to requests for the use of published material where copyright is vested in the Association, where the Association grants permission.	Retain for 7 years after date of publication, or when permission expires then destroy
344	Records documenting requests made by the Association to publish material where copyright is held by another organization or author with whom the Association has no copyright agreement with, where permission is granted.	Retain for 7 years after date of publication, or when permission expires then destroy
345	Records documenting requests made to and by the Association to reproduce copyright material where permission was denied.	Destroy when reference ceases

Joint venture management

Tasks associated with undertaking joint venture activities to pursue a specific project or outcome and carrying out related activities.

For reports to the Association's governing body on joint venture publishing arrangements, use PUBLICATION MANAGEMENT – Reporting and informing

For tasks undertaken to support the production of the publication, use relevant activities in PUBLICATION MANAGEMENT.

Class No.	Record Description	Retention Action
346	Records supporting joint venture publishing activities. Includes: <ul style="list-style-type: none">• liaison with joint venture partners• meetings• agreements• monitoring activities.	Retain for 7 years after the date of publication then destroy

Manuscript evaluation

Tasks associated with evaluating manuscripts submitted for publication. Includes solicited and unsolicited manuscripts and includes seeking referee comments on manuscripts.

For managing the original submission and for editorial activities after acceptance of the manuscript for publication, use PUBLICATION MANAGEMENT – Drafting and editing.

Class No.	Record Description	Retention Action
347	Records documenting approaches made to authors soliciting manuscripts.	Retain for 2 years after publication, or the decision not to publish then destroy
348	Records documenting the evaluation of solicited and unsolicited manuscripts. Includes: <ul style="list-style-type: none">• acknowledging receipt of the manuscript• approaching referees• considering referee comments• communicating with author about whether the manuscript will be accepted or not.	Retain for 2 years after publication, or the decision not to publish then destroy

Meeting administration

Tasks associated with arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

Class No.	Record Description	Retention Action
349	Records documenting non committee meetings relating supporting the publication management function.	Retain for 2 years after meeting date then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
350	Final version of strategic plans developed to support the publication management function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
351	Final versions of plans developed to support the delivery of specific publication activities. Includes: <ul style="list-style-type: none"> • publishing timelines • marketing plans. 	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
352	Working papers used to develop plans and schedules to support the publication management function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of policies, use PUBLICATION MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
353	Final versions of the Association's publication policies.	Retain permanently
354	Working papers created in developing the policy. Includes: <ul style="list-style-type: none"> • drafts 	Destroy when reference ceases

	<ul style="list-style-type: none"> • feedback from consultations. 	
355	Copies of policies.	Destroy when reference ceases.

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of procedures, use PUBLICATION MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
356	Final version of procedures supporting the publication function.	Retain until procedures are superseded then destroy
357	Records documenting the development of procedures supporting the publication function.	Retain for 1 year after the release of the procedures then destroy
358	Copies of procedures.	Destroy when reference ceases

Publication disposal

Tasks associated with the disposal of surplus Association publications. Includes disposal through sales, donation or destruction.

For managing financial transactions supporting the sale of publications, use FINANCIAL SERVICES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
359	Records documenting the destruction of surplus Association publications.	Retain for 1 year after destruction of publications then destroy

Publication distribution

Tasks associated with disseminating publications through general distribution to members or through sale.

For managing financial transactions supporting the sale of publications, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
360	Records documenting the distribution of the Association's publications. Includes address	Retain for 1 year after distribution occurs then destroy

	lists used for distribution.	
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Publishing

Tasks associated with publishing printed or electronic works making them widely available for sale or general distribution. Includes publishing books, journals, newsletters, brochures and e-publishing on a website and managing listservs. Also includes making a website public on the World Wide Web.

For designing publications and websites, use PUBLICATION MANAGEMENT - Designing.

For drafting and copying editing, use PUBLICATION MANAGEMENT – Drafting and Editing.

For developing a brand for a publication, use PUBLICATION MANAGEMENT – Brand management.

For developing the design, including cover art work, for a publication, use PUBLICATION MANAGEMENT – Designing

For drafting and editing of a publication, use PUBLICATION MANAGEMENT – Drafting and editing.

Class No.	Record Description	Retention Action
361	Master set of Association publications, including those published online.	Retain permanently
362	Snapshot of the Association's website.	Retain permanently. Capture snapshot every 12 months and before that if there is a major change to the site
363	Association listserv.	Retain permanently. Capture every 12 months.
364	Records documenting the production process of a publication. Includes: <ul style="list-style-type: none"> • liaison with publishing companies • preparation of source files • indexing of publications • printing and binding selection • production of electronic media products (e.g. CD's and DVDs) • printers' copies of manuscripts including text layouts, galley and page proofs. 	Retain for 5 years after the date of publication distribution then destroy

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analyzing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
365	Reports to the Association's governing body on publishing activities.	Retain permanently
366	Ad hoc reports and ongoing communications undertaken to support the publication management function.	Retain for 2 years after reference ceases then destroy
367	Surveys undertaken to support the publication management function.	Retain for 2 years after reference ceases then destroy

Researching

Tasks associated with gathering and investigating information on a particular topic or activity.

Class No.	Record Description	Retention Action
368	Records documenting research undertaken to support the development of Association publications.	Retain for 2 years after publication or when reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
369	Published reviews of Association publications.	Retain permanently
370	Records documenting reviews of the Association's publication policies and procedures.	Retain for 4 years after the review then destroy
371	Reviews of Association publications carried out to assess continued relevance of the content, style and presentation.	Retain for 2 years after reference ceases then destroy

372	Working papers supporting reviews.	Destroy when reference ceases
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Stocktaking

Tasks associated with accounting for the assets of the Association. Includes examining, counting, valuing and preparing inventories of items.

For the disposal of surplus publications, use PUBLICATION MANAGEMENT – Publication disposal.

Class No.	Record Description	Retention Action
373	Records documenting a publication stocktake. Includes stocktaking lists and reports on the outcome.	Retain for 2 years after action completed then destroy

Subscription management

Tasks associated with managing subscriptions to the Association's publications.

For managing payments received for subscriptions, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
374	Records documenting subscriptions to Association publications. Includes: <ul style="list-style-type: none"> • requests to subscribe • renewal notices • changes of address • non receipt notices. 	Retain for 6 years after subscription date expires then destroy

Tender administration

Tasks associated with calling for, receiving and assessing tenders for the supply of equipment, goods and services.

For drawing up, signing and managing contracts/agreements, use PUBLICATION MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
375	Records documenting the development, issue of tender documentation and assessment of tenders received.	Retain for 7 years after tender process is completed or accordance with state laws then

		destroy
376	Tender documentation of successful tender.	Retain for 7 years after the completion of the contract or in accordance with state laws then destroy
377	Tender documentation of unsuccessful tenders.	Retain for 2 years after tender process is completed or in accordance with state laws then destroy

REAL & MOVEABLE PROPERTY MANAGEMENT

The function of managing the Association's property including land, buildings, fixtures and fittings, equipment, and stores. Covers activities of purchasing, leasing, construction and maintenance. Excludes the purchase, leasing and management of computer and telecommunication equipment.

For the purchase, leasing and management of computer and telecommunication equipment, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
378	Records documenting advice provided and/or received relating to the real and moveable property management function.	Retain for 1 year after advice is provided then destroy

Asset inventory management

Tasks associated with keeping an inventory of assets owned or leased by the Association.

For undertaking stocktakes to account for the Association's assets, equipment and stores, use REAL & MOVEABLE PROPERTY MANAGEMENT – Stocktaking.

For the disposal of assets and equipment and surplus stores, use REAL & MOVEABLE PROPERTY MANAGEMENT – Property disposal.

For compiling an inventory of computer equipment, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Asset inventory management.

Class No.	Record Description	Retention Action
379	Asset inventories.	Record disposal of item on inventory. Delete entry from inventory 7 years after disposal

Contract and agreement management

Tasks associated with drawing up and signing contracts and agreements. Includes administering the terms of the contract and agreement to ensure compliance, and the process of reviewing contracts and agreements.

For carrying out a tender process, use REAL & MOVEABLE PROPERTY MANAGEMENT – Tender management.

For managing, renting or leasing of property, equipment and stores, use REAL & MOVEABLE PROPERTY MANAGEMENT – Procurement management.

Class No.	Record Description	Retention Action
380	Contracts/ agreements.	Retain for 7 years after completion or termination of contract or in accordance with state laws then destroy
381	Records documenting contract/agreement management tasks. Includes: <ul style="list-style-type: none"> • notes of meetings with contractors • evaluation of work performed • reviews of contracts and agreements • reports to the Association's governing body. 	Retain for 2 years after the completion of the terms of the contract then destroy

Insurance administration

Tasks associated with obtaining insurance coverage to protect the Association against financial loss, damage or theft.

For insurance claims, use REAL & MOVEABLE PROPERTY MANAGEMENT – Insurance claims management.

Class No.	Record Description	Retention Action
382	Insurance policies.	Retain for 7 years after policy expires then destroy
383	Records documenting annual insurance renewals.	Retain for 6 year after financial audit then destroy

Insurance claims management

Tasks associated with claiming reimbursement for loss or damage in accordance with the terms of an insurance policy.

Class No.	Record Description	Retention Action
384	Records documenting claims made for loss or damage to property, equipment and stores. Includes notification to insurer and claims for compensation.	Retain for 7 years after action completed then destroy

Maintaining and repairing

Tasks associated with keeping buildings and equipment in good repair.

For maintenance agreements, use REAL & MOVEABLE PROPERTY MANAGEMENT – Contract and agreement management.

For the payment of fees associated with paying for repair and maintenance activities, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
385	Records documenting repair and maintenance of buildings and equipment.	Retain for 1 year after successful completion of task, or at end of warranty period then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For budgeting activities associated with the real and moveable property function, use FINANCIAL RESOURCES MANAGEMENT – Budget planning.

Class No.	Record Description	Retention Action
386	Final version of strategic plans developed to support the real and moveable property management function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
387	Final versions of other plans developed to support the delivery of specific real and moveable property activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
388	Working papers used to develop plans and schedules to support the real and movable property management function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with formulating Association policies to direct and guide future actions. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing policies, use REAL & MOVEABLE PROPERTY MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
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389	Final versions of Association real and movable property policies.	Retain for 3 years after superseded then destroy
390	Working papers created in developing the policy. Includes drafts and feedback from consultations.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For reviewing procedures, use REAL & MOVABLE PROPERTY MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
391	Final version of procedures to support the real and moveable management function.	Retain until superseded then destroy
392	Records documenting the development of procedures supporting the real and moveable property function.	Retain for 1 year after the release of the procedures then destroy

Procurement management

Tasks associated with purchasing, renting or leasing property, goods and equipment needed to carry out the business of the Association. Includes seeking quotes, evaluating and selecting suppliers, but excludes tendering.

For paying accounts for the procurement, rent, or lease of property, goods and equipment, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

For tending activities carried out to procure property, goods and equipment, use REAL & MOVABLE PROPERTY MANAGEMENT – Tendering administration.

For drawing up, signing and managing contracts/agreements, use REAL & MOVABLE PROPERTY MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
393	Records documenting the procurement of property, equipment and stores not acquired by tender or contract.	Retain for 7 years after action ceases then destroy
394	Information provided by vendors regarding property, equipment and stores.	Destroy when references ceases

Property disposal

Tasks associated with disposing, through sale, donation, destruction or termination of lease, of buildings, equipment and surplus stores.

Class No.	Record Description	Retention Action
395	Records documenting the disposal of land, buildings, equipment and goods owned or leased by the Association.	Retain for 7 years after disposal then destroy

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analysing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
396	Reports prepared for Association's governing body on real and movable property activities.	Retain permanently
397	Ad hoc reports and ongoing communications undertaken to support the real and movable property function.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
398	Records documenting reviews of the real and movable property function policies and procedures.	Retain for 4 years after the review then destroy
399	Working papers supporting reviews.	Destroy when reference ceases

Stocktaking

Tasks associated with accounting for the assets of the Association. Includes examining, counting, valuing and preparing inventories of items.

Class No.	Record Description	Retention Action
400	Records documenting the stocktaking of equipment and stores. Includes stocktaking lists and reports on the outcome.	Retain for 2 years after action completed then destroy

Tender administration

Tasks associated with calling for, receiving and assessing tenders for the supply of equipment, goods and services.

For drawing up, signing and managing contracts/agreements, use REAL & MOVABLE PROPERTY MANAGEMENT – Contract and agreement management.

Class No.	Record Description	Retention Action
401	Records documenting the development, issue of tender documentation and assessment of tenders received.	Retain for 7 years after tender process is completed or in accordance with state laws then destroy
402	Tender documentation of successful tender.	Retain for 7 years after the completion of the contract or in accordance with state laws then destroy
403	Tender documentation of unsuccessful tenders.	Retain for 2 years after tender process is completed or in accordance with state laws then destroy

STANDARDS DEVELOPMENT

The function of supporting and fostering high quality research and cooperative intellectual endeavour relevant to the needs of archival and recordkeeping practitioners. Includes cooperating in the ongoing development and promulgation of industry wide standards. Also includes the production and promulgation of Association position papers on issues of relevance to the profession. Covers developing drafts, seeking and considering feedback from stakeholders, obtaining final endorsement and distribution to members and the wider community.

For publishing an Association developed standard or position paper, use PUBLICATION MANAGEMENT.

For promotion of standards and position papers to the general public, use PROMOTION & ADVOCACY MANAGEMENT – Media relations management.

Advising

Tasks associated with both providing and receiving advice.

For developing formal submissions setting out the views of the Association to support promotion, advocacy and lobbying initiatives, use PROMOTION & ADVOCACY MANAGEMENT – Submission preparation.

Class No.	Record Description	Retention Action
404	Records supporting advice provided on Association development or supported standards, and position papers.	Retain for 2 years after advice is provided then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

Class No.	Record Description	Retention Action
405	Records of Association committees supporting the standards development function. Includes: <ul style="list-style-type: none">• terms of reference• agenda• agenda papers• signed/authorized version of minutes• correspondence between committee members.	Retain permanently

406	Records of committees supporting the standards development function where the Association participates as a committee member.	Retain for 4 years after the release of the standard then destroy
407	Working papers of committees. Includes: <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute • copies of committee records (e.g. agenda papers, minutes). 	Destroy when reference ceases

Meeting administration

Tasks associated with arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

Class No.	Record Description	Retention Action
408	Records documenting non committee meetings relating supporting the standards development function.	Retain for 2 years after meeting date then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
409	Final version of strategic plans developed to support the standards development function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
410	Final versions of other plans developed to support the delivery of specific standards development activities (eg a specific standard or position paper).	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
411	Working papers used to develop plans and schedules to support the standards development function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For the review of policies, use PUBLICATION MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
412	Final versions of policies supporting the standards development function.	Retain permanently
413	Working papers created in developing policies. Includes: <ul style="list-style-type: none">• drafts• feedback from consultations.	Destroy when reference ceases
414	Copies of policies.	Destroy when reference ceases

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analyzing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
415	Reports to the Association's governing body on activities undertaken to support the standards development function.	Retain permanently
416	Ad hoc reports and ongoing communications undertaken to support the standards development function.	Retain for 2 years after reference ceases then destroy

Researching

Tasks associated with gathering and investigating information on a particular topic or activity.

Class No.	Record Description	Retention Action
417	Research papers collected in the development of standards and position papers.	Retain for 2 years after the public release of the standard or position paper then destroy
418	Research papers gathered about the theory and practice of archives and recordkeeping.	Destroy when reference ceases

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
419	Records documenting reviews of specific standards and position papers.	Retain permanently
420	Records documenting reviews of standards development policies and procedures.	Retain for 4 years after the review then destroy
421	Working papers supporting reviews.	Destroy when reference ceases

Standard setting

Tasks associated with developing standards and position papers aimed at supporting sound archival and recordkeeping practices. Includes the Association's support of the work of external standard setting organizations. Covers drafting, seeking comment from stakeholders and considering feedback.

For reviewing and evaluating standards and position papers, use STANDARDS DEVELOPMENT – Reviewing and evaluating.

For reports on work undertaken with external organizations to develop standards, use STANDARDS DEVELOPMENT – Reporting and informing.

For research undertaken to support the development of standards and position papers, use STANDARDS DEVELOPMENT – Researching.

Class No.	Record Description	Retention Action
422	Final versions of standards and position papers.	Retain permanently
423	Records documenting activities undertaken to support the development of standards by external bodies, where the Association is represented.	Retain for 2 years after the public release of subsequent edition of the standard or position paper then destroy
424	Working papers documenting the development of standards and position papers. Includes: <ul style="list-style-type: none">• drafts	Retain for 2 year after the public release of the subsequent edition of the standard or position paper then destroy

	<ul style="list-style-type: none"> • feedback received through consultations. 	
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Travel administration

Tasks associated with arranging domestic and international travel.

For paying and reimbursement of fares, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
425	Records documenting travel arrangements. Includes approvals.	Retain for 1 year after the financial audit then destroy

STRATEGIC RELATIONS MANAGEMENT

The function of supporting activities aimed at establishing and maintaining communications, beneficial alliances and cooperative initiatives with external organizations and groups who share similar aims to those of the Association with regards to developing, maintaining and upholding archival and recordkeeping better practices and standards. Organizations include national and international professional associations. The function includes nominating members to represent the Association on various organizations and reports from those representatives on liaison activities.

For promotion, advocacy and lobbying activities directed towards reaching the general public and government, use PROMOTION & ADVOCACY MANAGEMENT.

For allocating money to the Association's representatives to attend meetings and conferences of strategic partners, use FINANCIAL RESOURCES MANAGEMENT.

For liaison with allied professional group to develop frameworks and standards for recordkeeping, use STANDARDS DEVELOPMENT.

Advising

Tasks associated with both providing and receiving advice.

Class No.	Record Description	Retention Action
426	Records documenting advice provided and received supporting the strategic relations function.	Retain for 6 years after advice is provided then destroy

Affiliating

Tasks associated with forming ongoing relationships with organizations in related professions.

For organizing joint conferences, use CONFERENCE MANAGEMENT.

For managing publications of another organization received through a reciprocal arrangement, use INFORMATION & TELECOMMUNICATIONS MANAGEMENT – Library management.

For reports on events and projects undertaken with affiliated organizations, use STRATEGIC RELATIONS MANAGEMENT – Reporting and informing.

For arranging attendance at conferences run by affiliated organizations, use STRATEGIC RELATIONS MANAGEMENT – Conference management.

For subscriptions paid for membership to affiliated organizations (e.g. ICA), use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
427	Final versions of formal affiliation agreements and arrangements.	Retain permanently
428	Records documenting negotiations undertaken to develop the agreement or arrangement.	Retain permanently
429	Records documenting sharing information with affiliated organizations, other than publications.	Retain for 2 years after reference ceases then destroy
430	Records documenting projects and events undertaken with affiliated organizations.	Retain for 2 years after the project or event is completed then destroy

Committee management

Tasks associated with setting up and running a committee to support the function. Includes establishing the committee's terms of reference, making arrangements for conducting committee meetings, the compilation of agenda papers, and the preparation of minutes.

For reports on the work of a committee where the Association is represented, use STRATEGIC RELATIONS MANAGEMENT – Reporting and informing.

Class No.	Record Description	Retention Action
431	Records of Association committees supporting the strategic relations function. Includes: <ul style="list-style-type: none"> • terms of reference • agenda • agenda papers • signed/authorised version of minutes • correspondence between committee members. 	Retain permanently.
432	Records of committees supporting the strategic relations function where the Association participates as a committee member.	Retain for 4 years after the committee meetings then destroy
433	Working papers of committees. Includes: <ul style="list-style-type: none"> • notices of meetings • notes of meeting • draft minute 	Destroy when reference ceases

	<ul style="list-style-type: none"> • copies of committee records (e.g. agenda papers, minutes). 	
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Conference administration

Tasks associated with organizing or attending a conference.

For managing the Association's annual conference or conferences on specific archival and recordkeeping subjects, use CONFERENCE MANAGEMENT.

Class No.	Record Description	Retention Action
434	Records documenting attendance of Association representatives at conferences supporting the strategic relations function.	Retain for 2 years after the conference then destroy

Meeting administration

Tasks associated with arranging, managing and attending non committee meetings. Includes developing the agenda, compiling agenda papers and preparing minutes.

Class No.	Record Description	Retention Action
435	Records documenting non committee meetings relating supporting the strategic relations function.	Retain for 2 years after the meeting then destroy

Planning and scheduling

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

Class No.	Record Description	Retention Action
436	Final version of strategic plans developed to support the strategic relations function.	Retain for 6 years after the delivery of outcomes or when the plan is superseded then destroy
437	Final versions of other plans developed to support the delivery of specific strategic relations activities.	Retain for 3 years after the delivery of outcomes or when the plan is superseded then destroy
438	Working papers used to develop plans and schedules to support the strategic relations function.	Retain for 1 year after the plan is approved then destroy

Policy development

Tasks associated with developing plans and timelines to support a course of action or achieve a specific goal or strategy.

For the review of policies, use STRATEGIC RELATIONS MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
439	Final versions of the Association's strategic relations policies.	Retain permanently
440	Working papers created in developing the policy. Includes: <ul style="list-style-type: none">• drafts• feedback from consultations.	Destroy when reference ceases
441	Copies of policies.	Destroy when reference ceases

Procedure development

Tasks associated with identifying steps, or a set of specific instructions, to support the performance of the function and developing procedural guidelines. Includes collaborating with stakeholders, developing drafts, considering feedback and obtaining final approval.

For the review of procedures, use STRATEGIC RELATIONS MANAGEMENT – Reviewing and evaluating.

Class No.	Record Description	Retention Action
442	Final version of procedures supporting the strategic relations function.	Retain for when superseded
443	Records documenting the development of procedures supporting the strategic relations function.	Retain for 1 year after the release of the procedures then destroy
444	Copies of procedures.	Destroy when reference ceases

Representative appointment

Tasks associated with appointing a member to represent the Association on an external body.

For reports from Association representatives, use STRATEGIC RELATIONS MANAGEMENT – Reporting and evaluating.

Class No.	Record Description	Retention Action
445	List of names of Association representatives.	Retain permanently
446	Records documenting the nomination and appointment of a representative to an affiliated organization.	Retain for 2 years after the term of the representative expires then destroy

Reporting and informing

Tasks associated with developing and presenting regular or irregular reports on activities either undertaken or proposed, or on a current situation requiring investigation. Includes gathering and analyzing information, preparing drafts, seeking feedback and submitting the final document for consideration.

Class No.	Record Description	Retention Action
447	Reports to the Association's governing body on activities undertaken to support the strategic relations function.	Retain permanently
448	Ad hoc reports and ongoing communications undertaken to support the strategic relations function.	Retain for 2 years after reference ceases then destroy

Reviewing and evaluating

Tasks associated with reviewing policies, procedures, agreements and activities undertaken to support the mission and goals of the Association. Also includes evaluating projects, programs and activities against a predetermined set of criteria. Covers gathering and analyzing information, preparing drafts, seeking feedback, and developing and submitting the final document for consideration.

Class No.	Record Description	Retention Action
449	Records documenting reviews of strategic relations policies and procedures that resulted in changes.	Retain for 4 years after policies and procedures are changed then destroy
450	Records documenting reviews of strategic relations policies and conference procedures.	Retain for 2 years after the review then destroy

451	Records documenting reviews of specific strategic relations activities.	Retain for 4 years after the review then destroy
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Travel administration

Tasks associated with arranging domestic and international travel.

For the payment of travel expenses, use FINANCIAL RESOURCES MANAGEMENT – Accounts management.

Class No.	Record Description	Retention Action
452	Records documenting travel arrangements. Includes approvals.	Retain for 1 year after the financial audit then destroy

Visiting

Tasks associated with organizing the attendance of visitors and members to attend meetings or events.

For organizing visitors to address meetings of the Association, use PROMOTION & ADVOCACY MANAGEMENT – Visiting.

Class No.	Record Description	Retention Action
453	Records documenting the organization of attendance of visitors.	Retain for 1 year after the visit occurs then destroy