



Public Record Office Standard

PROS 14/04

# Authority

## Retention & Disposal Authority for Records of the Telecommunications Asset Management Function

Version 2014

14/04

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

# 1 Introduction

## 1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

## 1.2 Context of this Authority

### 1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

### 1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

### 1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

### 1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

### 1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

## 1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## 1.4 Explanation of Authority Headings

### **CLASS NUMBER**

The class number or entry reference number provides citation and ease of reference.

### **DESCRIPTION**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

### **STATUS**

This entry provides the archival status of each class - either permanent or temporary.

### **CUSTODY**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

## 2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [signed]

Name: Campbell A Rose

Date: 30/09/2014

Position: Chief Executive, VicTrack

## 3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Telecommunications Asset Management Function.

This standard as varied or amended from time to time, shall have effect unless revoked.

[signed]

**Justine Heazlewood**  
**Director & Keeper of Public Records**

Date of Issue: 6/10/2014

## 4 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria

 (03) 9348 5600

e-mail: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

## 5 Table of Functions

<b>Function No.</b>	<b>Function</b>	<b>Page</b>
1.0.0	TELECOMMUNICATIONS ASSET MANAGEMENT	8

## 6 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p><b>TELECOMMUNICATIONS ASSET MANAGEMENT</b></p> <p>The function associated with the development, operation and maintenance of telecommunications infrastructure owned by the agency.</p> <p>Telecommunications infrastructure can include</p> <ul style="list-style-type: none"> <li>• fibre optic and copper cables</li> <li>• network equipment including routers and switches</li> </ul>		
1.1.0	<p><b>Asset Planning, Design and Construction</b></p> <p>Implementing and managing the activities relating to the design and construction of telecommunications infrastructure that is owned by the agency.</p>		
1.1.1	<p>Final records of the design and construction of new or refurbished telecommunications infrastructure assets.</p> <p>Includes final approved physical network drawings, logical network designs, network plans, specifications and commissioning records.</p>	<p><b>Temporary</b></p> <p>Destroy 7 years after disposal of asset.</p>	<p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.1.2</b>	Records that facilitate the design and construction of new or refurbished telecommunications infrastructure assets. Includes drafts of network designs, plans and drawings.	<b>Temporary</b> Destroy 2 years after disposal of asset.	Hold in Agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
<b>1.1.3</b>	Records documenting the planning and design for a new or refurbished telecommunications infrastructure assets where the construction or implementation of the asset does not proceed.  Records include; proposed network drawings, proposed network designs.	<b>Temporary</b> Destroy 2 years after administrative use has concluded	Hold in Agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.2.0</b>	<p><b>Asset Operation and Maintenance</b></p> <p>Implementing and managing a program of works for the operation and maintenance of telecommunications infrastructure for the State.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• connecting organisations to the telecommunications network</li> <li>• monitoring the condition of the network and correcting faults as necessary</li> <li>• carrying out proactive and reactive maintenance on the network to ensure optimal function</li> </ul>		
<b>1.2.1</b>	<p>Records relating to the operation and maintenance of the telecommunications network.</p> <p>Includes facilitation of access to the telecommunications networks.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• applications for telecommunications network access,</li> <li>• capacity management planning records</li> <li>• maintenance records</li> </ul>	<p><b>Temporary</b></p> <p>Destroy 7 years after action completed</p>	<p>Hold in Agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

<b>Retention &amp; Disposal Authority</b>			
<b>CLASS NO.</b>	<b>DESCRIPTION</b>	<b>DISPOSAL ACTION</b>	
		<b>STATUS</b>	<b>CUSTODY</b>
<b>1.3.0</b>	<b>Accreditation and Compliance</b> Compliance with legislated or regulatory standards with respect to managing and operating a telecommunications network.		
<b>1.3.1</b>	Records relating to the acquisition and maintenance of accreditation under the <i>Telecommunications Act 1997</i> and the <i>Telecommunications (Consumer Protection and Service Standards) Act 1999</i>	<b>Temporary</b> Destroy 7 years after accreditation expires or is revoked.	Hold in Agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

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