



Public Record Office Standard

PROS 06/03

Authority

Retention & Disposal Authority for Records of the Department for Victorian Communities

Version 2016

06/03
Variation 1
Variation 2

Issue Date: 23/10/2006
Issue Date: 03/05/2011
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Public Records Act 1973
(Section 12)

**Retention & Disposal Authority for Records of the Department for Victorian
Communities**

Public Record Office Standard (PROS) 06/03

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to records of the Department for Victorian Communities, issued as Public Record Office Standard (PROS) 06/03 on 23/10/2006, as follows:

The following classes have been removed from this Standard and included in PROS 09/10 Retention and Disposal Authority for Records of the Aged Care Function

14.0.0 ADMINISTRATION OF THE VICTORIAN SENIORS CARD PROGRAM

Administration of the Victorian Seniors Card Program by the Office of Senior Victorians. The Victorian Seniors Card offers holders access to discounted services and goods provided by a range of participating businesses.

14.1.0 Seniors Card Applications

Applications to receive a Seniors Card.

Temporary

Destroy 7 years after card expires.

Hold in agency or APROSS pending destruction.

Electronic records should be maintained in readable format pending destruction.

14.2.0 Discount Provider Files

Management of each company that is a discount provider as part of the Seniors Card Program.

Temporary

Destroy 7 years after arrangement or agreement ceases.

Hold in agency or APROSS pending destruction.

Electronic records should be maintained in readable format pending

			destruction.
14.3.0	Interstate (Reciprocal Arrangements) The establishment and management of reciprocal arrangements with interstate businesses and organizations for Seniors Card holders.	Temporary Destroy 7 years after arrangements cease.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
14.4.0	Marketing & Promotions Activities associated with the marketing and promotion of the Victorian Seniors Card Program. Includes the production of the Seniors Card Directory & exposure at trade fairs etc.	Temporary Destroy 7 years after last action.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of issue: 03/05/2011

Public Records Act 1973
(Section 12)

**Retention & Disposal Authority for Records of the Department for Victorian
Communities**

Public Record Office Standard (PROS) 06/03

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to records of the Department for Victorian Communities, issued as Public Record Office Standard (PROS) 06/03 on 23/10/2006, as follows:

- Extended the description 11.1.2 to include promotion permits.
- Extended the application of this Authority until varied or revoked

- Removed Function 5.0.0 Training and classes 5.1 – 5.4 now covered by PROS 16/01 – Retention and Disposal Authority for Records of the Accredited Training Function and PROS 16/02 - Retention and Disposal Authority for Records of the Non-Accredited Training Function.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood
Director and Keeper of Public Records

Date of issue: 15/12/2016

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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. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 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.

1.2.3 Disposal of records identified in the Authority

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

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

1.2.4 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 Common Administrative Records), 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 Contents of the Retention & Disposal Authority

Function No.	Function	Page
1.0.0	Grants Management	9
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- For established Committees operating within DVC units and inter unit DVC Committees, see General Retention and Disposal Authority for Common Administrative Functions.
- For policy development for the whole of Government, agency specific policy development and internal policy development and management, see General Retention and Disposal Authority for Common Administrative Functions.
- For cabinet submissions, see General Retention and Disposal Authority for Common Administrative Functions.
- For the management of enquiries, see General Retention and Disposal Authority for Common Administrative Functions. For parliamentary and other enquiries management, see General Retention and Disposal Authority for Common Administrative Functions.
- For the process of establishing and managing contracts, see General Retention and Disposal Authority for Common Administrative Functions.
- For sponsorship of DVC unit activities and sponsorship by DVC units of sporting, cultural and other events, see General Retention and Disposal Authority for Common Administrative Functions.

3 Retention & Disposal Authority

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>GRANTS MANAGEMENT</p> <p>Includes the management of all grants issued within and administered by units of the DVC. Includes both one off grants and ongoing programs. Most grants issued by units within DVC came originally from grants issued to them by the Community Support Fund (CSF) which itself is administered within the DVC. The Community Support Fund also issues grants to Government Departments outside of DVC. This section also covers grants programs not related to the Community Support Fund.</p> <ul style="list-style-type: none"> • For project payment schedules and Contract reporting – refer to General Retention and Disposal Authority for Common Administrative Functions 		
1.1.0	<p>Grants Summary Management</p> <p>All registers and project management summary records used to track grant expenditure.</p>	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
1.2.0	<p>Management of Grants</p> <p>Grants issued by the Community Support Fund and other Government funding sources to units within and outside of DVC.</p> <p>Includes applications, evaluation and approvals, monitoring of grant expenditure, and final evaluation and closing reports.</p>	Temporary Destroy 15 years after completion of funding period.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.0	Grants Templates Templates developed for the administration of all DVC Grant programs.	Temporary Destroy 10 years after grants program has been discontinued.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>FESTIVALS, EVENTS & FORUMS</p> <p>The planning, co-ordination and delivery of festivals, events and forums that aim to celebrate the achievements of a particular group, promote a greater understanding of their needs or engage their members in discussion.</p> <ul style="list-style-type: none"> • For the contracting-out of production, ticketing and catering of any festivals see General Retention and Disposal Authority for Common Administrative Functions. • For Publicity, see General Retention and Disposal Authority for Common Administrative Functions. • For sponsorship of festivals see General Retention and Disposal Authority for Common Administrative Functions. • For Financial Records see General Retention and Disposal Authority for Common Administrative Functions. 		

2.1.0 Festivals

Festivals run or contributed to by DVC to promote community values and celebrate diversity. Includes festivals that might be national events but where DVC is the major coordinator within the state of Victoria eg. National Youth Week.

2.1.1 Festivals and Major Celebrations Co-ordinated by DVC – Planning

The planning and design of festivals that are coordinated by units within DVC such as the Seniors Festival.

Permanent
Retain as
State Archives

Transfer hard copy or electronic copy to PROV when administrative use has concluded.
Electronic records are to be transferred in VEO format.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.2	<p>Festivals and Major Celebrations – Facilitation and Arrangements</p> <p>Activities related to the arrangements and scheduling of festivals coordinated and not coordinated by DVC units such as correspondence about the order of events within festivals and liaison with other festivals that might be on at the same time.</p>	<p>Temporary</p> <p>Destroy 2 years after the event to which the record relates.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.1.3	<p>Festivals and Major Celebrations Recording - Summary</p> <p>Recordings of festivals or major celebrations that include summary contextual information (such as date, subject, festival details) and are of ongoing interest because they:</p> <ul style="list-style-type: none"> • Represent the interaction between DVC and the community • Record festivals and major celebrations that represent Victoria's community activities at a particular point in time. <p>Includes films, photographs, audio tape etc.</p>	<p>Permanent</p> <p>Retain as State Archives</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.1.4	<p>Festivals and Major Celebrations Recording - Routine</p> <p>Recordings of festivals or major celebrations that do not include contextual information and/or are not of ongoing interest because they:</p> <ul style="list-style-type: none"> • Record operational details of festival set-up • Are difficult to decipher • Are better represented by another recording under 2.1.3. <p>Includes films, photographs, audio tape etc.</p>	<p>Temporary</p> <p>Destroy when administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.1.5	<p>Festivals and Major Celebrations Not Co-ordinated by DVC – Planning</p> <p>Planning and design of contributions by units within DVC to festivals. Relates to festivals to which units within DVC contribute to but are not the coordinating or originating party.</p>	<p>Temporary</p> <p>Destroy 5 years after last entry.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.0	Events and Forums The administration of community forums and other community based events that are conducted regularly by DVC to explore and/or celebrate diversity and values to enable and strengthen communities.		
2.2.1	Events and Forums – Planning, Facilitation and Arrangements The arrangement of events and forums put on by units within DVC to communicate with and obtain feedback from stakeholders such as seniors, women or youth. Includes event files, discussions about scheduling, guest speakers etc.	Temporary Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
2.2.2	Events and Forums –Reporting The recording of events and forums coordinated by offices within DVC such as minutes of forums.	Temporary Destroy 2 years after action completed.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>PROMOTIONS & AWARENESS</p> <p>Activities that aim to advance, raise awareness of and promote a greater understanding of the interests of stakeholder groups that units within DVC represent such as seniors, women or youth. Includes activities targeting people within the stakeholder group and targeting the public generally. Also includes campaigns that aim to promote an activity e.g. volunteering or physical activity.</p> <ul style="list-style-type: none"> • For media launches and press releases see General Retention and Disposal Authority for Common Administrative Functions. • For the production of publications see General Retention and Disposal Authority for Common Administrative Functions. 		

- 3.1.0 Advertising & Awareness Campaigns**
- The administration of campaigns that aim to advance the interests of stakeholder groups that units within DVC represent such as seniors, women or youth. This includes campaigns that might aim to force change on single issues and campaigns that might aim to counter negative stereotypes and promote a greater public understanding of issues surrounding stakeholder groups generally. Also includes campaigns that aim to promote an activity e.g. volunteering or physical activity.
- Includes media advertising campaigns, the production of fact sheets and participation in trade shows.

Temporary
 Destroy 7 years after the last entry.

Hold in agency or APROSS pending destruction.
 Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.0	<p>Stakeholder Assistance</p> <p>Activities associated with providing assistance to stakeholders to advance the interests of a stakeholder group both individually and collectively such as the Office of Women's Policy's Register of Women Eligible for Boards. Also includes records that aim to facilitate activities such as compiling registers of volunteers etc.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded. Individual entries should be destroyed at the request of the individual.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>
3.3.0	<p>Communications</p> <p>The activity of communicating with members of stakeholder groups collectively that units within DVC are representative of through measures such as newsletters.</p> <ul style="list-style-type: none"> For contracts for the outsourcing of website design and delivery See General Retention and Disposal Authority for Common Administrative Functions. 	<p>Temporary</p> <p>Destroy 7 years after last entry.</p>	<p>Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	COMPETITIONS The administration of competitions run by units within DVC to provide opportunities for participation by the community.		
4.1.0	Competitions – Arrangements The arrangements for competitions run by units within DVC. Includes the activities of setting up and judging the competition, and obtaining competition prizes.	Temporary Destroy 7 years after date of final award.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.2.0	Competitions – Successful Nominations, Entries & Submissions The activity of nominating and making submissions on behalf of people for awards, prizes and scholarships. Also includes entries for prizes e.g. short story competitions.	Temporary Destroy 7 years after date of competition.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
4.3.0	Competitions – Unsuccessful Nominations, Entries & Submissions The activity of nominating and making submissions on behalf of people for awards, prizes and scholarships. Also includes entries for prizes e.g. short story competitions.	Temporary Destroy 2 years after date of competition	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	TRAINING Activities that develop and deliver training courses to external stakeholders and community groups, and internal staff delivering specialist services to the community e.g. volunteer management		

This function has been removed. For coverage see PROS 16/01 – Retention and Disposal Authority for Records of the Accredited Training Function and PROS 16/02 - Retention and Disposal Authority for Records of the Non-Accredited Training Function.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	VICTORIAN HONOUR ROLL OF WOMEN The Victorian Honour Roll of Women who have made a significant contribution to Victoria and its community.		
6.1.0	Victorian Honour Roll of Women The Victorian Honour Roll of Women judged to have made a significant contribution to the community.	Temporary Destroy when administrative use has ceased	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
6.2.0	Successful Nominations Nominations for candidates for the Victorian Honour Roll of Women that are successful. Includes database record of successful nominations.	Permanent Retain as State Archives	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
6.3.0	Unsuccessful Nominations Nominations for unsuccessful candidates for the Victorian Honour Roll of Women.	Temporary Destroy when administrative use has ceased	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	<p>LOCAL GOVERNMENT PERFORMANCE</p> <p>The development and implementation of standards and policies for the local tier of Government by DVC, to establish consistency in compliance with the <i>Local Government Act 1989</i> by Victoria's 79 local councils.</p>		
7.1.0	<p>Policy / Standards for Local Government</p> <p>The development and implementation of policy and standards for Local government by DVC.</p> <p>Includes minutes of working parties, standards files, policy files, regulation files, legislative action plans and regulation amendments.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.2.0	<p>Policy / Standards Facilitation</p> <p>Documentation supporting the development, management and distribution of final Standards and Policies. Includes drafts and reference material.</p>	<p>Temporary</p> <p>Destroy after final administrative action.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.0.0	<p>COMPLIANCE & AUDIT FOR LOCAL GOVERNMENT</p> <p>Compliance, audit, regulation and monitoring for local government councils on behalf of the Minister for Local Government under the <i>Local Government Act 1989</i>.</p> <p>For the management of complaints against local government councils, see General Retention and Disposal Authority for Common Administrative Functions.</p>		
8.1.0	<p>Compliance and Audit – Significant</p> <p>Audits of local government councils that result in:</p> <ul style="list-style-type: none"> • a significant alteration or change in policy/standard for all local government, and/or • a financial penalty imposed on the council being audited. 	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
8.2.0	<p>Compliance and Audit – Not Significant</p> <p>Audits of local government councils that do not :</p> <ul style="list-style-type: none"> • result in a change of policy / standard or • the imposition of a financial penalty on the council. 	<p>Temporary</p> <p>Destroy 15 years after audit finalised.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.0.0	INDIGENOUS CULTURAL HERITAGE Identifying, managing and protecting sites of significance for indigenous culture and / or heritage.		
9.1.0	Reporting and Recording of Aboriginal Cultural Heritage Sites and Places The identification, recording and reporting of Aboriginal cultural heritage sites and places. Includes site files, site maps, plans, site photographs.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
9.2.0	Management of Sites The management of Aboriginal cultural heritage sites and places. Includes excavation reports, heritage surveys, project reports, Geographic Information System.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
9.3.0	Management of Artefacts The management of artefacts found in Aboriginal cultural heritage sites and places. Includes human remains files and registers of other archaeological artefacts found at sites.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.4.0	<p>Declarations of Preservation</p> <p>Declarations made under the <i>Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> to protect Aboriginal places and objects.</p> <p>Includes Emergency Declarations of Preservation, Temporary Declarations of Preservation and Declarations of Preservation.</p>		
9.4.1	<p>Declarations of Preservation – Summary Record</p> <p>The recording of all Declarations of Preservation made under the <i>Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> to protect Aboriginal places and objects in the form of a register or database.</p> <p>Covers Emergency Declarations of Preservation, Temporary Declarations of Preservation and (ongoing) Declarations of Preservation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
9.4.2	<p>Administration of Ongoing Declarations of Preservation</p> <p>The process of making and administering Declarations of Preservation under the <i>Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> that are permanent or ongoing declarations.</p> <p>Includes Emergency Declarations that go on to become Ongoing Declarations of Preservation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.4.3	<p>Administration of Temporary Declarations of Preservation</p> <p>The process of making and administering Declarations of Preservation under the <i>Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> that are temporary.</p> <p>Includes Emergency Declarations that go on to become Temporary Declarations of Preservation.</p>	<p>Temporary</p> <p>Destroy 7 years after declaration expires, is revoked or matter concluded.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
9.5.0	<p>Appointment of Inspectors</p> <p>Appointment of Inspectors under the <i>Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i>.</p> <p>For Personnel records of Inspectors see General Retention and Disposal Authority for Common Administrative Functions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
9.6.0	<p>Inputs into the Management of Indigenous Cultural Heritage</p> <p>Input materials, superseded drafts and working papers created during the processes of the reporting and recording of significant sites, the management of sites, the management of site artifacts the making and administration of declarations of preservation and the appointment of inspectors.</p>	<p>Temporary</p> <p>Destroy when administrative use is concluded.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.0.0	<p>SPORT & RECREATION FUNDING MANAGEMENT</p> <p>Management of funding issued within and administered by the Sport and Recreation division of DVC to promote the fitness and general health of the people of Victoria.</p> <p>Applications for funding may be made by:</p> <ul style="list-style-type: none"> • voluntary organisations • government departments • public statutory bodies • municipal councils, and • other persons <p>to provide facilities and services for sport and to improve existing facilities and services.</p> <p>Includes both one-off funding and on-going programs.</p>		
10.1.0	<p>Program Subsidies</p> <p>Subsidies paid by the Department for sport and recreation programs that provide/improve facilities and services for sport and leisure-time activities.</p>	<p>Temporary</p> <p>Destroy 7 years after last action.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
10.2.0	<p>Facility Subsidy Programs</p> <p>Funding for Sport and Recreation facilities within the State of Victoria.</p> <p>For records of applications for funding see Grants Management.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.2.1	State Facilities Subsidies provided for facilities that are owned or administered by the State, e.g. the Melbourne Cricket Ground, Melbourne Aquatic Centre etc.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
10.2.2	Major and Minor Facilities Not Owned by the State of Victoria Subsidies paid by the Department to municipalities, community organizations and educational institutions for the provision of facilities.	Temporary Destroy 7 years after last action.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.0.0	<p>SPORT & RECREATION LICENSING & REGISTRATION MANAGEMENT</p> <p>The process of Licensing and/or Registration of contestants and industry participants, under the <i>Professional Boxing and Martial Arts Act 1985</i> and the <i>Professional Boxing and Combat Sports Act 1985</i>.</p>		
11.1.0	<p>Professional Boxing and Martial Arts</p> <p>Regulation of professional boxing and martial arts.</p>		
11.1.1	<p>Contestant Registration and Martial Arts Applications</p> <p>Applications for registration as Boxing and Martial Arts contestants/participants and contestants' medical records.</p>	<p>Temporary</p> <p>Destroy 15 years after registration expires.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
11.1.2	<p>Industry Participant Licensing</p> <p>Applications for Licensing as industry participants in Professional Boxing and Martial Arts such as: promoters, managers, trainers / instructors, match-maker, referee, agent, ring announcer, judge and time-keeper. Includes promotion permits.</p>	<p>Temporary</p> <p>Destroy 7 years after license expires.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.0.0	EMPLOYMENT PROGRAMS MANAGEMENT. The management of programs to address labour and skills shortages within Victoria through targeted assistance towards jobseekers, both locally and internationally.		
12.1.0	Skilled Migrant Sponsorship Management Sponsorship of skilled migrants under permanent and temporary residence visa programs. Note: Administration of the application for and issuing of visas is under taken by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).		
12.1.1	Skilled Migrant Sponsorship Management – Summary The management of the skilled migrant permanent and temporary residence programs in the form of a register or database.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
12.1.2	Skilled Migrant Programs - Successful Applications Client file management of successful applicants for skilled migrant permanent and temporary residence sponsorship.	Temporary Destroy 1 year after sponsorship period ends.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.1.3	<p>Skilled Migrant Programs – Unsuccessful Applications</p> <p>Unsuccessful applications for skilled migrant permanent and temporary residence sponsorship.</p> <p>Includes applications where the issue of a visa was refused by DIMIA.</p>	<p>Temporary</p> <p>Destroy 1 year after rejection of application.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
12.1.4	<p>Skills Requirements – Liaison</p> <p>Liaison and correspondence with the Department of Employment and Workplace Relations in relation to needs for certain skills.</p>	<p>Temporary</p> <p>Destroy 2 year after last action.</p>	<p>Hold in Agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
12.2.0	<p>Business Migration Management</p> <p>Provision of assistance to international business owners and investors to migrate to Victoria for the purposes of establishing a business.</p>		
12.2.1	<p>Business Migration - Summary Management</p> <p>The management of business migration programs in the form of a register or database.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use has concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.2.2	Business Migration - Successful Applications Successful applications for permanent and temporary business migration sponsorship.	Temporary Destroy 7 years after administrative use is concluded.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.2.3	Business Migration – Unsuccessful Applications Applications under the Business Migration Scheme that are unsuccessful.	Temporary Destroy 7 years after administrative use is concluded.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.2.4	Settlements Management The maintenance of contact with settlers under the business migration scheme to provide advice, assistance and introductions to support groups if required.	Temporary Destroy after administrative use is concluded.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.2.5	Migration Agents Liaison Correspondence with Migration Agent Institutions regarding criteria for business migration, or skill gaps that DVC wishes to address.	Temporary Destroy 2 years after administrative use is concluded.	Hold in agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.3.0	Overseas Qualifications Management Assessment of the value of overseas qualifications in an Australian context to determine which overseas qualifications are recognised, and which are not, or require additional bridging courses or study to be undertaken by the applicant. Includes the provision of vocational advice.		
12.3.1	Overseas Qualifications Management – Summary The management of overseas qualifications assessment and the provision of vocational advice in the form of a register or database.	Temporary Destroy 50 years after date of last entry.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.3.2	Overseas Qualifications Management – Client Management Client Files of individuals having their overseas qualifications assessed or receiving vocational advice by the Overseas Qualifications Unit.	Temporary Destroy 50 years after date of assessment.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.4.0	Forestry Workers Programs Management The Forestry Workers program seeks to re-train and otherwise assist the re-employment of forestry workers who have been displaced from the industry by Government policy and programs – e.g. reduction in logging, closing of mills etc. <ul style="list-style-type: none">• For contracts with case managers, see General Retention and Disposal Authority for Common Administrative Functions.		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.4.1	Forestry Workers Programs – Summary Management Management of Forestry Workers Programs in the form of a register or database.	Temporary Destroy 7 years after last action.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
12.4.2	Forestry Workers Programs – Client Management Client Files containing correspondence and remuneration details for participants under the forestry workers program.	Temporary Destroy 7 years after action.	Hold in Agency or APPROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
13.0.0	<p>VETERANS AFFAIRS MANAGEMENT</p> <p>The Veterans Unit of the DVC is responsible for the administration of two Victorian Parliament Acts.</p> <ul style="list-style-type: none"> • <i>The Defence Reserves Re-employment Act 1995</i> • <i>Discharged Servicemen's Preference Act 1943</i> <p>The <i>Defence Reserves Re-employment Act 1995</i> was established to protect the civilian employment of part time members of the Reserve Forces who have completed certain periods of full time service. The <i>Discharged Servicemen's Preference Act 1943</i> gives ex-servicemen preference rights when seeking employment. The Veterans Unit of the DVC receives and assesses applications for consideration under these Acts and can make recommendations to the relevant minister.</p>		
13.1.1	<p>Administration of the <i>Defence Reserves Re-employment Act 1995</i></p> <p>The administration of applications by Defence Force Personnel (Reservists) to the Defence Reserves Re-employment Board for protection of civilian employment arrangements.</p> <p>Includes the assessment of applications, submissions by the employer and any recommendations to the relevant minister.</p>	<p>Temporary</p> <p>Destroy 7 years after the assessment of application and any subsequent action has been completed.</p>	<p>Hold in agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
13.1.2	<p>Administration of the <i>Discharged Servicemen's Preference Act 1943</i></p> <p>The administration of applications by Defence Force Personnel to the Defence Reserves Re-employment Board and previously the Defence Servicemen's Employment Board for re-instatement in civilian employment following a period of service with the Defence Force (such as service personnel returning from overseas tours of duty).</p> <p>Includes the assessment of applications and any recommendations to the relevant minister.</p>	<p>Temporary</p> <p>Destroy 7 years after the assessment of application and any subsequent action has been completed.</p>	<p>Hold in agency or APPROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

4 Concurrence of Public Office

This Retention and Disposal Authority has the concurrence of:

Signature:

Date: 11/10/2006

Name: Y. Blacher

Position: Secretary DVC

5 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 Department for Victorian Communities

This Standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Signature:

Date of Issue: 23/10/2006

Justine Heazlewood
Keeper of Public Records

6 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Alison McNulty

Jeanette Percy

7 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 Public Record Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

e-mail: prov.agency.queries@dvc.vic.gov.au

web: www.prov.vic.gov.au