

Retention and Disposal Authority for Records of Electricity Generation Function

Authority number: PROS 22/03



PROS 22/03

**Retention and Disposal Authority for Records of
Electricity Generation Function**

Issued Date: 29/03/2022

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Retention and Disposal Authority for Records of Electricity Generation Function

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Retention and Disposal Authority for Records of Electricity Generation Function

Retention and Disposal Authority No	PROS 22/03
Scope	This RDA authorises the disposal of records documenting the function of electricity generation created by the former Victorian Government agency, State Electricity Commission of Victoria.
Status	Issued by Keeper
Issue Date	29/03/2022

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Introduction

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.

Context of this Authority

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.

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.

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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.

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.

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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.

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.

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 records must be managed and transferred in accordance with PROV Standards.

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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 Electricity Generation Function. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[Approved]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 29/03/2022

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No	Function/Activity	Description	Status	Disposal Action
1	ASSET MANAGEMENT (PLANT)	The function of providing technical support and long-range strategies for whole of life plant operations and maintenance. Includes managing construction and maintenance projects, cost control tracking, time management and quality assurance. For the management of the day-to-day operations of the plant, see PLANT OPERATIONS. For the management of fuel stocks used by the plant, see FUEL MANAGEMENT. For monitoring and reporting in relation to environmental requirements, including environmental licensing, see ENVIRONMENT MANAGEMENT. See Records of Common Administrative Functions CONTRACTING-OUT for records documenting the management of contracts; EQUIPMENT & STORES for records documenting materials supply; and PROPERTY MANAGEMENT for records documenting land and office accommodation on power station sites.		
1.1	Auditing	The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. For audit reports produced as a result of compliance requirements, see ASSET MANAGEMENT - Reporting.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Auditing</i>				
1.1.1		Final reports of major internal or external audits relating to the Asset Management function (e.g. engineering audits) that result in significant or substantial changes to agency policies.	Permanent	Retain as State Archives, Transfer to PROV
1.1.2		Other audit reports relating to the Asset Management function.	Temporary	Destroy 7 years after last action.
1.1.3		Records relating to the planning and conduct of internal and external audits. Includes arrangements made to carry out the audit, liaison with auditing bodies, audit schedules, draft reports and background information.	Temporary	Destroy 2 years after last action.
1.2	Compliance	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series. For records of audits undertaken to validate compliance, see ASSET MANAGEMENT - Auditing. For reports produced as a result of compliance requirements, see ASSET MANAGEMENT - Reporting. See Records of Common Administrative Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE for other records relating to compliance.		
1.2.1		Records relating to serious breaches or failures of an agency to meet compliance requirements, e.g.	Permanent	Retain as State Archives, Transfer to

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Compliance</i>				
		breaches which results in significant penalties from regulatory bodies.		PROV
1.2.2		Records relating to minor breaches or failures to meet compliance requirements	Temporary	Destroy 7 years after last action.
1.2.3		Records relating to proof of compliance for plant and equipment relating to the Asset Management function. Includes pressure vessel certificates and proof of compliance for storage tanks in relation to fitness for purpose and maintenance.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.3	Decommissioning	The activity of withdrawing equipment or sites from use or service. For records relating to the monitoring of a decommissioned site see ENVIRONMENTAL MANAGEMENT - Monitoring.		
1.3.1		Final reports and heritage studies relating to decommissioned power station sites.	Permanent	Retain as State Archives, Transfer to PROV
1.3.2		Records relating to the decommissioning of plant and equipment. Includes decommissioning reports.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.3.3		Routine correspondence relating to the decommissioning of plant and equipment.	Temporary	Destroy 2 years after last action.
1.4	Design, Construction	The process of specifying, designing, building or		

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Design, Construction & Modification</i>				
	& Modification	modifying objects.		
1.4.1		Records relating to the design and commissioning of power stations and associated plant and equipment. This includes concept design drawings, specifications, commissioning records, checksheets, heritage studies and planning approvals and consents.	Permanent	Retain as State Archives, Transfer to PROV
1.4.2		As built drawings and plans: \n- of the physical layout and use of the site. This includes survey plans, above and below ground site plans and plans documenting the location of hazardous materials such as asbestos dumps.\n- of general arrangements of major plant and equipment, and their layout \n- block diagrams providing an overview of plant flow, arrangements and layouts	Permanent	Retain as State Archives, Transfer to PROV
1.4.3		Other records relating to the design, construction and installation of plant and equipment	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.5	Disposal	The process of disposing of property and items no longer required by the organisation by sale, transfer, termination of lease, auction, or destruction. Includes the sale of plant equipment, destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low-cost or archival storage.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Disposal</i>				
1.5.1		Records relating to the disposal of electricity generating plant and associated equipment.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.6	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles, etc. For method sheets providing procedural details for repairs of electrical and mechanical plant repairs, see ASSET MANAGEMENT (PLANT) - Standards & Procedures. For permits to work on certain areas of the plant, see PLANT OPERATIONS - Authorisation.		
1.6.1		Records relating to the maintenance of electricity generating plant and associated equipment, including planned maintenance and maintenance undertaken to rectify plant and equipment faults. Includes work orders for maintenance, repair reports and plans, check sheets and plant restoration/isolation instructions.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.7	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Meetings</i>				
1.7.1		Records of meetings, either internal or external, relating to policy or strategic planning matters impacting on the Asset Management function.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.7.2		Records of meetings, either internal or external, held for routine sharing of information and consultation purposes.	Temporary	Destroy 7 years after last action.
1.7.3		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy 1 year after last action.
1.8	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
1.8.1		Master copies of approved strategic plans developed to support the Asset Management function.	Permanent	Retain as State Archives, Transfer to PROV
1.8.2		Final versions of routine plans supporting the Asset Management function. Includes outage plans and schedules, maintenance plans, asset management plans. Also includes evaluation reports developed to support strategies.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.8.3		Records relating to the development of operational or business plans, including routine administrative records, working papers and drafts. Also includes	Temporary	Destroy 2 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Plant History</i>				
		plans not approved.		
1.9	Plant History	The activity of maintaining a consolidated history of plant design, investigations and maintenance on items of plant.		
1.9.1		Records documenting the operational and maintenance history of plant and equipment considered to be of state or national significance (e.g. those of heritage value or that display significant design innovation). Includes plant design, investigations carried out after fault/failure or improvement, performance statistics and maintenance matters relating to major works carried out on plant. Also includes maintenance data recorded in the works management system.	Permanent	Retain as State Archives, Transfer to PROV
1.9.2		Records documenting the operational and maintenance history for other plant and equipment.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.10	Plant Investigation	The activity of collecting and analysing data, and conducting physical or other investigations to determine the condition, efficiency, or other characteristics of specific plant equipment items.		
1.10.1		Records relating to plant investigations carried out to determine the condition, efficiency or other characteristics of plant equipment items. Includes	Temporary	Destroy 7 years after plant/equipment is disposed of or

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Reporting</i>				
		test data and analysis for plant items, investigation reports, and records relating to the digital control system.		otherwise permanently ceases to be used.
1.11	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
1.11.1		Final versions of formal internal reports, and reports made to external bodies relating to the Asset Management function that contain detailed recommendations and initiatives, or have a significant impact on agency policies, e.g. reporting on the organisation's direction for construction of sustainable energy assets, following requests from the Minister. Includes reports submitted to regulatory bodies.	Permanent	Retain as State Archives, Transfer to PROV
1.11.2		Final versions of internal reports and reports made to external bodies covering routine issues relating to the Asset Management function.	Temporary	Destroy 7 years after last action.
1.11.3		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 2 years after last action.
1.12	Risk Management	The processes involved in the identification of risks, and the implementation of appropriate practices and		

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No	Function/Activity	Description	Status	Disposal Action
<i>ASSET MANAGEMENT (PLANT) - Risk Management</i>				
		procedures which will reduce wastage and the impact of economic loss arising from an incident. For records relating to operational incidents, see PLANT OPERATIONS - Incidents.		
1.12.1		Records relating to the identification, assessment and management of risks supporting the Asset Management function. Includes risk assessments, risk reviews, treatment schedules and action plans.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.13	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
1.13.1		Final versions of standards and procedures relating to the Asset Management function. Includes master set of manufacturers, maintenance and operating manuals, method sheets, outage management guidelines etc.	Temporary	Destroy 7 years after plant/equipment is disposed of or otherwise permanently ceases to be used.
1.13.2		Site and manufacturer's Instructions outlining limitations on the plant's operation (plant limit books).	Temporary	Destroy 7 years after superseded.
1.13.3		Records relating to the development and implementation of standards and procedures supporting the Asset Management function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 2 years after last action.
1.13.4		Plant notes documenting changes to plant prior to	Temporary	Destroy after

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD</i>				
		inclusion into procedures manuals.		modifications and warnings are incorporated into the procedures manual.
2	BOARD	The function of supporting and managing the organisation's relationship with its governing Board. Includes the appointment and separation of members, remuneration, meetings, and associated policies and procedures. Use this function also for matters relating to the board of the electricity generator's subsidiary company. See Records of Common Administrative Functions COMMITTEES for records documenting the activities of Committees.		
2.1	Board Membership	The activity of managing the appointment, induction, and separation of board members. It includes re-appointments, removal, retirement and resignation processes, and declarations of interest.		
2.1.1		Records relating to the nomination, appointment and resignations of persons to the Board. Includes gazettal notices, nominations, instruments of appointment, approvals, conditions of appointment, and related correspondence.	Permanent	Retain as State Archives, Transfer to PROV
2.1.2		Records relating to members declarations and disclosures of pecuniary interest. NB: In accordance with the requirements of the <i>State Owned Enterprises Act</i> , disclosures of Director's pecuniary interests should be recorded in the minutes of the	Temporary	Destroy 7 years after Board member's term expires.

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD - Board Membership</i>				
		meetings of the Board.		
2.1.3		Register of disclosures of Board members' pecuniary interest.	Permanent	Retain as State Archives, Transfer to PROV
2.2	Liaison	The activities associated with maintaining general contact between the organisation and other bodies (e.g. government agencies, boards or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups). Includes sharing of informal advice and discussions, and membership of professional associations.		
2.2.1		Records relating to liaison activities undertaken with external organisations such as the private sector, local government or with other stakeholders relating to the Board function.	Temporary	Destroy 10 years after last action.
2.3	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
2.3.1		Master sets of agenda, minutes, briefing papers, etc. of Board meetings.	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD - Meetings</i>				
2.3.2		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy 1 year after last action.
2.4	Performance Management	The process of identifying, evaluating, and developing corporate, group and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, and catering for work needs.		
2.4.1		Records relating to the performance management of the Board. Includes individual performance assessment criteria, results and reports of Board members.	Temporary	Destroy 7 years after last action.
2.5	Presentations	The activity of giving presentations for business, professional, or community relations purposes. Includes speeches and multi-media presentations. Add the title of the address as free text. For Board decisions resulting from presentations, see BOARD - Resolutions. For copies of presentation briefing material included in Board papers, see BOARD - Meetings.		
2.5.1		Final versions of presentations given at Board meetings. Includes presentation material.	Temporary	Destroy 2 years after last action.
2.6	Remuneration	The activity of paying Board members for their services. It includes fees, percentages, superannuation, allowances and other amounts paid.		

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No	Function/Activity	Description	Status	Disposal Action
<i>BOARD - Remuneration</i>				
		It also includes determining changes to amounts paid.		
2.6.1		Records relating to travel and subsistence allowances, superannuation, and other fees paid to Board members.	Temporary	Destroy 7 years after Board member's term expires.
2.6.2		Lists of scheduled directors' fees and approvals.	Temporary	Destroy 7 years after superseded.
2.7	Resolutions	The activity of recording and distributing Board decisions for action.		
2.7.1		Records relating to Board resolutions and actions required as a result.	Permanent	Retain as State Archives, Transfer to PROV
3	COMMUNITY RELATIONS	The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback. For registers of complaints received from the public relating to reportable environmental incidents, see ENVIRONMENT MANAGEMENT - Incidents.		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Meetings</i>				
3.1	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
3.1.1		Records of meetings, either internal or external, held to support the Community Relations function.	Temporary	Destroy 3 years after last action.
3.1.2		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy after reference ceases.
3.2	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
3.2.1		Final versions of plans supporting the Community Relations function, e.g. sponsorship and donation plans.	Temporary	Destroy after plan superseded.
3.2.2		Working papers supporting the development of plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 1 year after last action.
3.3	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Reporting</i>				
		investigation. Includes statistics and returns.		
3.3.1		Final versions of formal internal reports and reports made to external agencies supporting the Community Relations function.	Temporary	Destroy 5 years after last action.
3.3.2		Final versions of periodic internal reports and reports made to external bodies and the community covering routine issues relating to the Community Relations function. Includes statistical reports and any published regular summaries of the electricity generator's community relations activities.	Temporary	Destroy 3 years after last action.
3.3.3		Working papers documenting the development of agency reports. Includes drafts and comments.	Temporary	Destroy after reference ceases.
4	CONTRACTING SERVICES	The function of competing for contracts for the provision of maintenance services by the organisation, for external and internal customers. This includes identification of contract opportunities, creating strategic alliances with other organisations, and responding to tenders. See Records of Common Administrative Functions CONTRACTING-OUT for records documenting the activities of managing contracts; EQUIPMENT & STORES for records documenting materials supply; and OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE for records documenting compliance.		
4.1	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING SERVICES - Agreements</i>				
4.1.1		Records relating to the establishment, maintenance, review and negotiation of agreements under seal and strategic alliances relating to the provision of contracting services.	Temporary	Destroy 12 years after expiry termination of the agreement, unless a longer period is specified in the agreement.
4.1.2		Records relating to the establishment, maintenance, review and negotiation of simple agreements relating to the provision of contracting services.	Temporary	Destroy 7 years after expiry or termination of the agreement, unless a longer period is specified in the agreement.
4.2	Auditing	The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. For audit reports produced as a result of compliance requirements, see CONTRACTING SERVICES - Reporting.		
4.2.1		Audit reports relating to the Contracting Services function. Includes regular audits undertaken in relation to quality assurance accreditation.	Temporary	Destroy 7 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING SERVICES - Auditing</i>				
4.2.2		Records relating to the planning and conduct of internal and external audits. Includes arrangements made to carry out the audit, liaison with auditing bodies, audit schedules, draft reports and background information.	Temporary	Destroy 2 years after last action.
4.3	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
4.3.1		Records of meetings, either internal or external, relating to policy or strategic planning matters impacting on the Contracting Services function.	Temporary	Destroy 10 years after last action.
4.3.2		Records of meetings, either internal or external, held for routine sharing of information and consultation purposes.	Temporary	Destroy 3 years after last action.
4.3.3		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy 1 year after last action.
4.4	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING SERVICES - Policy</i>				
4.4.1		Records relating to the establishment and development of policy to support the Contracting Services function. Includes policy proposals, research papers, results of consultation, supporting reports and final policy documents.	Temporary	Destroy 10 years after policy is superseded.
4.4.2		Administrative records relating to the implementation of policy.	Temporary	Destroy after reference ceases.
4.5	Pricing	The activity of forecasting prices and the determination of prices for offers in respect of contracts. Records relating to the forecasting and determination of pricing supporting the Contracting Services function. Includes price forecasting, determinations, modelling, pricing analysis and reviews, and pricing schedules.		
4.5.1		Records relating to the forecasting and determination of pricing supporting the Contracting Services function. Includes price forecasting, determinations, modelling, pricing analysis and reviews, and pricing schedules.	Temporary	Destroy 7 years after superseded.
4.6	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
4.6.1		Final versions of standards and procedures relating to the Contracting Services function.	Temporary	Destroy 7 years after standard or procedure superseded.

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING SERVICES - Standards & Procedures</i>				
4.6.2		Records relating to the development and implementation of standards and procedures supporting the Contracting Services function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 2 years after last action.
4.7	Tendering	The process of preparing and submitting tender responses on a competitive basis within the organisation and for external parties.		
4.7.1		Records relating to tenders for works or services supporting the Contracting Services function which resulted in a successful tender. Includes expressions of interest, quotations, tender submissions, responses, and other supporting documentation such as scope of work, specifications etc.	Temporary	Destroy 7 years after expiry or termination of agreement.
4.7.2		Records relating to tenders for works or services supporting the Contracting Services function which resulted in an unsuccessful tender. Includes expressions of interest, quotations, tender submissions and responses, and other supporting documentation such as scope of work, specifications etc.	Temporary	Destroy 2 years after last action.
5	ELECTRICITY MARKETS	The function of managing the electricity generator's participation in the physical National Electricity Market (energy and ancillary services), "green" market, and associated derivatives markets. Includes sales, trading, energy dispatch, compliance and market development.		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Bidding</i>				
5.1	Bidding	The activity of submitting offers to the NEM spot market indicating the volume of electricity available for a particular price.		
5.1.1		Records relating to offers submitted to the National Electricity Market (NEM) on a daily basis. Includes energy bids and summary sheets.	Temporary	Destroy 7 years after submission.
5.2	Compliance	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series. For reports produced as a result of compliance requirements, see ELECTRICITY MARKETS - Reporting. For other records relating to compliance, see Records of Common Administrative Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE		
5.2.1		Records relating to serious breaches or failures of an agency to meeting compliance requirements, e.g. those that result in the cancellation or suspension of trading licences.	Permanent	Retain as State Archives, Transfer to PROV
5.2.2		Records relating to minor breaches or failures to meet compliance requirements	Temporary	Destroy 7 years after last action.
5.2.3		Records relating to agency compliance with mandatory, statutory operational requirements and	Temporary	Destroy 7 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Compliance</i>				
		standards.		last action.
5.2.4		Records relating to the establishment and management of licences for the agency to operate as an electricity supplier.	Temporary	Destroy 7 years after expiry of licence.
5.3	Contracts (ISDA & non-ISDA)	The activity of providing offers, confirmations, master agreements and associated ISDA documents executed between the electricity generator and its counterparties for the "buying" and "selling" of electricity derivatives, and establishing of contracts between the electricity generator and its counterparties for the transaction of electricity related products and derivatives, and any other Marketing related areas.		
5.3.1		Records documenting the establishment of ISDA contracts and non ISDA contracts under seal. Includes records of master agreements, terms and conditions, negotiations, ASIC search results, credit check results, amendments to terms and conditions, acknowledgements of signatory authorities, correspondence, notifications regarding counterparty's trading status.	Temporary	Destroy 12 years after trading ceases with the counterparty.
5.3.2		Records documenting the establishment of ISDA contracts and non ISDA contracts which are not under seal. Includes records of master agreements, terms and conditions, negotiations, ASIC search results, credit check results, amendments to terms and conditions, acknowledgements of signatory	Temporary	Destroy 7 years after trading ceases with the counterparty.

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Contracts (ISDA & non-ISDA)</i>				
		authorities, correspondence, notifications regarding counterparty's trading status.		
5.3.3		Records relating to contract negotiations that do not proceed.	Temporary	Destroy 2 years after last action.
5.3.4		Records documenting sales deals or purchases of electricity under existing master agreements. Includes copies of approvals and offers, market sheets, correspondence, adjustments, schedules, telephone recordings and other background material.	Temporary	Destroy 7 years after completion of sales deal or purchase.
5.3.5		Records documenting the production and issue of renewable energy certificates.	Temporary	Destroy 7 years after issue of certificate.
5.3.6		Working documents supporting offers and agreements. Includes updated summaries of counterparty offers.	Temporary	Destroy after reference ceases.
5.3.7		Records relating to counterparty background reference material.	Temporary	Destroy 2 years after date of publication.
5.3.8		Working documents supporting offers and agreements. Includes updated summaries of counterparty offers.	Temporary	Destroy after reference ceases.
5.3.9		Records relating to counterparty background reference material (e.g. annual reports, business articles).	Temporary	Destroy after reference ceases.
5.3.10		Working documents supporting offers and	Temporary	Destroy after reference

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Customer Relations</i>				
		agreements. Includes updated summaries of counterparty offers.		ceases.
5.4	Customer Relations	The activity of establishing and maintaining relationships with the organisation's customers or potential customers.		
5.4.1		Records relating to the maintenance of relations with existing and potential customers to support the Electricity Markets function. Includes survey reports, contact journals and status reports on customer relations.	Temporary	Destroy 10 years after last action.
5.5	Major Electricity Offers	The activity of establishing and maintaining relationships with the organisation's customers or potential customers.		
5.5.1		Records documenting negotiations and offers in relation to major electricity supply projects that may or may not result in a contract.	Temporary	Destroy 20 years after last action.
5.6	Market Development	The activity of consulting with regulatory bodies such as the National Electricity Code Administrator (NECA), National Electricity Market Management Company (NEMMCO), Australian Competition and Consumer Commission (ACCC) and other organisations regarding the development of the National Electricity Market (NEM), the Code, and associated regulatory instruments.		
5.6.1		Records relating to detailed investigations or findings	Permanent	Retain as State

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Market Development</i>				
		that have a significant impact on the development of new markets. Includes records relating to the consultation process, submissions etc.		Archives, Transfer to PROV
5.6.2		Records relating to other investigations or findings supporting the development of new markets.	Temporary	Destroy 7 years after last action.
5.7	Market Research	The process of collecting data about various marketing matters such as new product development and emerging trends in energy markets. Includes ad hoc research.		
5.7.1		Final market research reports which result in a change of policy direction, or development of a new strategy.	Permanent	Retain as State Archives, Transfer to PROV
5.7.2		Final reports of other market research.	Temporary	Destroy 10 years after last action.
5.7.3		Working papers, background material and administrative records supporting the development of final reports. Includes questionnaires, surveys and other raw data, and records relating to the design and development of surveys and questionnaires.	Temporary	Destroy 2 years after last action.
5.7.4		Records documenting market research activities used to gather intelligence relating to other participants of the National Electricity Market, 'green market, and associated derivatives markets. Includes background material, statistics, and records documenting findings and conclusions.	Temporary	Destroy 7 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Policy</i>				
5.8	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
5.8.1		Records relating to the establishment and development of policy to support the Electricity Markets function. Includes policy proposals, research papers, results of consultation, supporting reports and final policy documents.	Temporary	Destroy 10 years after policy is superseded.
5.8.2		Administrative records relating to the implementation of policy.	Temporary	Destroy after reference ceases.
5.9	Pricing	The activity of forecasting prices and the determination of prices for offers in respect of contracts.		
5.9.1		Pricing submissions, returns and reports to regulatory bodies such as the Independent Pricing and Review Tribunal (IPART), National Electricity Market Management Company and Australian Competition and Consumer Commission (ACCC).	Temporary	Destroy 7 years after last action.
5.9.2		Records relating to the forecasting and determination of pricing supporting the Electricity Markets function. Includes price forecasting, determinations, modelling, pricing analysis and reviews, and pricing schedules.	Temporary	Destroy 7 years after superseded.

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Reporting</i>				
5.10	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns. For pricing submissions, returns and reports to regulatory bodies, see ELECTRICITY MARKETS - Pricing.		
5.10.1		Final versions of internal reports, and reports made to external bodies relating to the Electricity Markets function that contain detailed recommendations and initiatives, or have a significant impact on agency policies. Includes reports submitted to regulatory bodies, and Market Strategy Steering Committee Reports.	Permanent	Retain as State Archives, Transfer to PROV
5.10.2		Final versions of internal reports and reports made to external bodies covering routine issues relating to the Electricity Markets function. Includes sales reports, trading position reports, market analysis reports etc.	Temporary	Destroy 7 years after last action.
5.10.3		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 2 years after last action.
5.11	Settlements	The activity of establishing arrangements for payments/receipts associated with the purchase/sale		

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No	Function/Activity	Description	Status	Disposal Action
<i>ELECTRICITY MARKETS - Settlements</i>				
		of energy within the wholesale electricity market.		
5.11.1		Records documenting the authorisation and settling of amounts payable and receivable in relation to energy deals. Includes original offers and confirmation documents.	Temporary	Destroy 10 years after last action.
5.12	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
5.12.1		Final versions of standards and procedures relating to the Electricity Markets function.	Temporary	Destroy 7 years after standard or procedure superseded.
5.12.2		Records relating to the development and implementation of standards and procedures supporting the Electricity Markets function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 2 years after last action.
6	ENERGY PROJECT DEVELOPMENT	The function of managing new energy projects from concept stage through progressive stages of research, scoping, analysis and approvals prior to construction. Includes projects such as renewable energy and gas-fired generation. For the construction of new plant, as a result of project development initiatives, see ASSET MANAGEMENT (PLANT) - Design, Construction and Modification		
6.1	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENERGY PROJECT DEVELOPMENT - Agreements</i>				
6.1.1		Records relating to the establishment, maintenance, review and negotiation of agreements and strategic alliances relating to the development of major energy projects such as those that involve innovative technology and energy solutions.	Permanent	Retain as State Archives, Transfer to PROV
6.1.2		Records relating to the establishment, maintenance, review and negotiation of other agreements relating to the development of energy projects.	Temporary	Destroy 7 years after expiry or termination of the agreement, unless a longer time is specified in the agreement.
6.2	Authorisation	The process of seeking and granting permission to undertake a requested action.		
6.2.1		Records documenting the approvals relating to the Energy Project Development function. Includes actual approvals, monitoring of their implementation, their review, amendment and revocation.	Temporary	Destroy 7 years after delegation expires.
6.3	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
6.3.1		Master copies of approved strategic plans to support the development of projects that have a major impact on the provision of energy. Includes concept development plans, feasibility studies and pre-feasibility studies.	Permanent	Retain as State Archives, Transfer to PROV

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENERGY PROJECT DEVELOPMENT - Planning</i>				
6.3.2		Master copies of other approved plans supporting the development of energy projects. Includes concept development plans, feasibility studies and pre-feasibility studies.	Temporary	Destroy 7 years after plan is implemented or superseded.
6.3.3		Working papers supporting the development of plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 1 year after last action.
6.4	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
6.4.1		Final reports of detailed original research and analysis to support the development of significant energy projects impacting on agency policies or operations.	Permanent	Retain as State Archives, Transfer to PROV
6.4.2		Final reports of other research projects.	Temporary	Destroy 7 years after last action.
7	ENVIRONMENT MANAGEMENT	The function of managing the electricity generator's operations to ensure the organisation complies with its social and regulatory environmental responsibilities. See Records of Common Administrative Functions CONTRACTING OUT for		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Auditing</i>				
		records documenting the activities of managing contracts; and COMMITTEES for records documenting the activities of managing committees.		
7.1	Auditing	The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. For audit reports produced as a result of compliance requirements, see ENVIRONMENT MANAGEMENT - Reporting.		
7.1.1		Final reports of major internal and external audits relating to the Environment Management function that result in significant or substantial changes to policies. Includes records of actions taken as a result of audits such as fines and other corrective action.	Permanent	Retain as State Archives, Transfer to PROV
7.1.2		Other audit reports relating to the Environmental Management function such as regular audits relating to the organisation's international environmental standards accreditation. Includes records of actions taken as a result of audits.	Temporary	Destroy 7 years after last action.
7.1.3		Records relating to the planning and conduct of internal and external audits. Includes arrangements made to carry out the audit, liaison with auditing	Temporary	Destroy 2 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Authorisation</i>				
		bodies, audit schedules, draft reports and background information.		
7.2	Authorisation	The process of seeking and granting permission to undertake a requested action.		
7.2.1		Records documenting approvals from regulatory authorities to undertake activities having or considered likely to have an environmental impact. Includes actual authorisations, monitoring of their implementation, their review, amendment and revocation.	Temporary	Destroy 7 years after authorisation expires.
7.3	Compliance	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series. For records of audits undertaken to validate compliance, see ENVIRONMENT MANAGEMENT - Auditing. For compliance reporting, use ENVIRONMENT MANAGEMENT - Reporting. For other records relating to compliance, see Records of Common Administrative Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE.		
7.3.1		Records establishing and maintaining environmental related licences and certification, including dangerous goods licences, environmental protection licences, trade waste licences, water management licences,	Temporary	Destroy 7 years after expiry or withdrawal of licence/accreditation.

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Compliance</i>				
		and ISO 14000 accreditation.		
7.3.2		Non-conformance registers	Temporary	Destroy 30 years after last entry.
7.4	Emergency Response	The activity of responding to any incident or situation that represents an imminent hazard, or threat of a hazard, to the public health, welfare and safety, or the environment, and to protect the public safety and the environment through planning and organisation of resources. For records relating to procedures for responding to emergency situations, see EMERGENCY MANAGEMENT - Standards & Procedures.		
7.4.1		Final copies of emergency response plans and guides.	Temporary	Destroy 7 years after plan superseded.
7.4.2		Working papers used to develop emergency response plans and guides. Includes drafts, comments, etc.	Temporary	Destroy 2 years after plan/guide promulgated.
7.4.3		Records relating to the planning, implementation and review of emergency response simulation exercises to support the Environment Management function.	Temporary	Destroy 7 years after last action.
7.4.4		Emergency equipment register.	Temporary	Destroy 7 years after last entry.
7.5	Enquiries	The activities associated with the handling of requests for information about the organisation and its services by the general public or another		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Enquiries</i>				
		organisation.		
7.5.1		Records relating to routine enquiries about the Environment Management function.	Temporary	Destroy 1 year after last action.
7.6	External Studies	The activity of arranging and receiving the results of studies undertaken by external persons/bodies.		
7.6.1		Final versions of reports and studies into the electricity generator's sites and areas of operation.	Permanent	Retain as State Archives, Transfer to PROV
7.6.2		Final versions of other external reports and studies.	Temporary	Destroy 7 years after last action.
7.6.3		Records relating to the development of external studies. Includes working papers, drafts, comments etc.	Temporary	Destroy 1 year after last action.
7.7	Incidents	The activity of dealing with unplanned events that cause injury to persons, damage to property, or disruption to operations, or have the potential to do so. See Records of Common Administrative Functions COMMUNITY RELATIONS - COMPLAINTS for the receipt of and response to complaints concerning the organisation's operations.		
7.7.1		Records relating to incidents involving either death, serious injury, extensive damage to property, or which have a significant impact on customers, community, environment or business operations,	Permanent	Retain as State Archives, Transfer to PROV

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Incidents</i>				
		including stakeholder/political sensitivity. Includes notification of incidents to regulatory bodies, incident reports and photographs taken to record incidents.		
7.7.2		Records relating to routine incidents, managed at a local level as part of routine operations, which have minor or no adverse effects to customers, community, environment or business operations.	Temporary	Destroy 10 years after last action.
7.7.3		Register of complaints concerning reportable environmental incidents.	Temporary	Destroy 30 years after last entry.
7.8	Land Management	The activity of implementing measures to manage natural land resources. Includes bushfire prevention, flora and fauna control, and soil conservation.		
7.8.1		Land management plans and associated reports documenting strategies to maintain or improve the integrity of the agencies land holdings and address land management issues such as environmental heritage and rehabilitation.	Temporary	Destroy 2 years after superseded.
7.8.2		Working papers supporting land management plans and reports. Includes background material, drafts, etc.	Temporary	Destroy after reference ceases.
7.9	Liaison	The activities associated with maintaining general contact between the organisation and other bodies (e.g. government agencies, boards or non-government groups such as professional associations, professionals in related fields, private		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Liaison</i>				
		sector organisations, and community groups). Includes sharing of informal advice and discussions, and membership of professional associations. Specify further by name of association, organisation, agency, etc.		
7.9.1		Records relating to liaison activities undertaken within the organisation, with government agencies, the community, industry and other professionals, to support the Environment Management function,	Temporary	Destroy 3 years after last action.
7.10	Monitoring	The activities of checking, observing and recording the status of items or operations over a period of time, such as fixed plant, other equipment, and the environment. For reports produced as a result of compliance monitoring requirements, see ENVIRONMENT MANAGEMENT - Reporting.		
7.10.1		Records relating to environmental monitoring programs and activities. Includes sampling, calibration reports, testing, data collection and analysis, and associated results.	Temporary	Destroy 30 years after the plant is disposed of or otherwise permanently ceases to operate.
7.10.2		Working papers relating to the development of monitoring reports supporting the Environment Management function. Includes background documents and drafts.	Temporary	Destroy 1 year after last action.
7.11	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services,		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Planning</i>				
		needs and solutions to those needs.		
7.11.1		Final versions of plans supporting the Environment Management function, e.g. the organisation's environmental management plan.	Temporary	Destroy 7 years after the plant is disposed of or otherwise permanently ceases to operate.
7.11.2		Working papers supporting the development of environment management plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 1 year after last action.
7.12	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
7.12.1		Records relating to the establishment and development of policy to support the Environment Management function. Includes policy proposals, research papers, results of consultation, supporting reports and final policy documents.	Temporary	Destroy 7 years after policy superseded.
7.12.2		Administrative records relating to the implementation of policy.	Temporary	Destroy 1 year after last action.
7.13	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Reporting</i>				
		policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns. For reports developed following environmental incidents, see ENVIRONMENT MANAGEMENT - Incidents.		
7.13.1		Final versions of internal reports, and reports made to external bodies relating to the Environment Management function that contain detailed recommendations and initiatives, or have a significant impact on agency policies or long term plans. Includes final reports requested by the Minister or Senior Executive. Also includes environmental impact studies/assessments.	Permanent	Retain as State Archives, Transfer to PROV
7.13.2		Final versions of other reports submitted to external bodies, not covered under 7.13.1. Includes progress reports submitted to the Environmental Protection Authority to support waste management plans, policies and inventories, such as the Waste Reduction and Purchasing Policy (WRAPP), and the National Pollutant Inventory (NPI), and other routine reports and returns to councils and environmental regulatory bodies.	Temporary	Destroy 4 years after last action.
7.13.3		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 1 year after last action.
7.14	Risk Management	The process involving the identification of risks, and the implementation of appropriate practices and		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENT MANAGEMENT - Risk Management</i>				
		procedures which will reduce wastage and the impact of economic loss arising from an incident.		
7.14.1		Records relating to the identification, assessment and management of environmental risks such as those maintained in the environment management system. Includes risk assessments, aspects/impacts register, risk reviews, treatment schedules and action plans.	Temporary	Destroy 30 years after last action.
7.15	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
7.15.1		Final versions of standards and procedures relating to the Environment Management function. Includes procedures and guides for the management of hazardous chemicals, such as the guide for the disposal of Poly Chlorinated Biphenyls (PCB).	Temporary	Destroy 30 years after standard or procedure superseded.
7.15.2		Records relating to the development and implementation of standards and procedures supporting the Environment Management function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 1 year after last action.
8	FLEET MANAGEMENT	The function of managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the organisation to transport people or items.		
8.1	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either		

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No	Function/Activity	Description	Status	Disposal Action
<i>FLEET MANAGEMENT - Reporting</i>				
		internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
8.1.1		Final versions of formal internal reports and reports made to external agencies supporting the Fleet Management function.	Temporary	Destroy 5 years after last action.
8.1.2		Final versions of periodic internal reports and reports made to external bodies covering routine issues relating to the Fleet Management function. Includes statistical reports.	Temporary	Destroy 3 years after last action.
8.1.3		Working papers documenting the development of agency reports. Includes drafts and comments.	Temporary	Destroy 1 year after last action.
9	FUEL MANAGEMENT	The function of managing the logistics associated with the electricity generator's fuel requirements for the operation of its energy generation plant. Includes forecasting requirements, developing resources and facilities, controlling fuel stocks and managing fuel contracts. See Records of Common Administrative Functions CONTRACTING-OUT for records documenting the activities of managing contracts and materials supply (including fuel supplies).		
9.1	Accounting (Fuel)	The activity of recording and analysing the receipt, storage and use of fuel (e.g. coal). For equipment certification records relating to		

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No	Function/Activity	Description	Status	Disposal Action
<i>FUEL MANAGEMENT - Accounting (Fuel)</i>				
		weighing fuel, and required for regulatory compliance, see FUEL MANAGEMENT – Compliance.		
9.1.1		Master set of reports on the chemical analysis of coal supplied to power stations.	Temporary	Destroy after operational or reference use ceases.
9.1.2		Final versions of fuel accounting reports supporting the Fuel Management function. Includes fuel analysis reports and coal accounting reports.	Temporary	Destroy 7 years after action completed.
9.1.3		Records documenting the quantities of fuel received from suppliers, e.g. weightometer readings, and surveys of stockpiles, e.g. coal stack survey reports.	Temporary	Destroy 7 years after action completed.
9.1.4		Working papers and drafts used to support the development of final reports. Includes drafts and comments.	Temporary	Destroy after final report is released.
9.2	Compliance	<p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series.</p> <p>For reports produced as a result of compliance requirements, see FUEL MANAGEMENT - Reporting.</p> <p>For other records relating to compliance, see <i>General</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FUEL MANAGEMENT - Compliance</i>				
		<i>Disposal Authority - Administrative Records : COMPLIANCE.</i>		
9.2.1		Records documenting compliance requirements relating to the Fuel Management function. Includes certification of equipment used for weighing coal.	Temporary	Destroy after the life of the plant.
9.3	Forecasting	The activity of predicting requirements, costs, usage and performance.		
9.3.1		Records relating to forecasting fuel management requirements and performance. Includes forecasting reports and spreadsheets.	Temporary	Destroy 7 years after last action.
9.3.2		Working documents supporting the development of forecasting reports and spreadsheets. Includes background material and drafts etc.	Temporary	Destroy after reference ceases.
9.4	Market Analysis	The activity of performing a watching brief on relevant market sectors for competitive analysis and/or benchmarking purposes.		
9.4.1		Records documenting market analysis relating to fuel management. Includes market analysis reports, notes, spreadsheets and other working papers.	Temporary	Destroy after reference ceases.
9.5	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or		

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No	Function/Activity	Description	Status	Disposal Action
<i>FUEL MANAGEMENT - Reporting</i>				
		investigation. Includes statistics and returns.		
9.5.1		Final versions of internal reports and reports made to external bodies covering issues relating to the Fuel Management function such as statistical reports etc.	Temporary	Destroy 7 years after last action.
9.5.2		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 1 year after last action.
9.6	Resource Development	The activity of assessing regional fuel resources and investigating ways in which facilities can be developed.		
9.6.1		Final reports of investigations and assessments that contain detailed recommendations and initiatives, or have a significant impact on agency policies or regional supply of fuel.	Permanent	Retain as State Archives, Transfer to PROV
9.6.2		Final reports of other investigations and assessments.	Temporary	Destroy 5 years after last action.
9.6.3		Working papers, background material and drafts used to support the development of final investigation reports.	Temporary	Destroy 2 years after last action.
9.7	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
9.7.1		Final versions of standards and procedures relating	Temporary	Destroy 7 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>FUEL MANAGEMENT - Standards & Procedures</i>				
		to the Fuel Management function.		standard or procedure superseded.
9.7.2		Records relating to the development and implementation of standards and procedures supporting the Fuel Management function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 2 years after last action.
10	GOVERNMENT RELATIONS	The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquires and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.		
10.1	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. See Records of Common Administrative Functions COMMITTEES for records of meetings of committees, task forces, working and consultative groups etc. For records of meetings directly concerning or impacting on aspects of the functional		

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No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - Meetings</i>				
		responsibilities of the organisation see under the relevant Function keyword.		
10.1.1		Records of meetings with representatives of other government agencies dealing with routine matters or liaison.	Temporary	Destroy 3 years after last action.
10.1.2		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy after reference ceases.
11	HUMAN RESOURCES	The function of managing all employees in the organisation. Employees include permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes developing and managing human resources policies and procedures, handling appeals in relation to individual members of staff, compliance with various regulations and directives, and managing the overall employment process. See also Records of Common Administrative Functions PERSONNEL MANAGEMENT.		
11.1	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
11.1.1		Final versions of formal internal reports and reports	Temporary	Destroy 5 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>HUMAN RESOURCES - Reporting</i>				
		made to external agencies supporting the Human Resources function.		last action.
11.1.2		Final versions of periodic internal reports and reports made to external bodies covering routine issues relating to the Human Resources function. Includes statistical reports.	Temporary	Destroy 3 years after last action.
11.1.3		Working papers documenting the development of agency reports. Includes drafts and comments.	Temporary	Destroy 1 year after last action.
11.2	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
11.2.1		Records documenting detailed research carried out to support the Human Resources function.	Temporary	Destroy 5 years after last action.
11.2.2		Records documenting routine research carried out to support the Human Resources function.	Temporary	Destroy after reference ceases.
12	INDUSTRIAL RELATIONS	The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled		

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No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - Planning</i>				
		within the organisation or by an external arbiter and reports of the state of industrial relations within the organisation.		
12.1	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
12.1.1		Final versions of plans supporting the Industrial Relations function, including workforce plans.	Temporary	Destroy 1 year after plan superseded.
12.1.2		Working papers supporting the development of plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 2 years after last action.
13	INFORMATION MANAGEMENT	The function of managing the organisation's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. See Records of Common Administrative Functions INFORMATION MANAGEMENT - FREEDOM OF INFORMATION (FOI) for records relating to Freedom of Information (FOI) requests.		
13.1	Conservation	The activities involved in the preservation, protection, maintenance, restoration and		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - Conservation</i>				
		enhancement of properties, including buildings and land, and information resources and artefacts.		
13.1.1		Records documenting the preservation of agency records and information sources.	Temporary	Destroy 5 years after last action.
13.2	Implementation	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.		
13.2.1		Records relating to the implementation of information management policies, procedures and systems. Includes implementation projects, pilots and post implementation reviews.	Temporary	Destroy 3 years after last action.
13.3	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
13.3.1		Records of meetings, either internal or external, held to support the Information Management function.	Temporary	Destroy 3 years after last action.
13.3.2		Routine administrative matters relating to meetings.	Temporary	Destroy after reference

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No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - Research</i>				
		Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.		ceases.
13.4	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
13.4.1		Records documenting detailed research carried out to support the Information Management function.	Temporary	Destroy 5 years after last action.
13.4.2		Records documenting routine research carried out to support the Information Management function.	Temporary	Destroy after reference ceases.
14	LEGAL SERVICES	The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources. See STRATEGIC MANAGEMENT - LEGISLATION for submissions relating to the formulation and amendment of legislation which provides the legislative basis for the organisation. See Records of Common Administrative Functions GOVERNMENT RELATIONS for records relating to advice given on legislation formulated by		

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Authority number: PROS 22/03

No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL SERVICES - Meetings</i>				
		other government bodies or submissions made to external agencies on legal or other matters. See Records of Common Administrative Functions LEGAL SERVICES for subpoenas or discovery orders to produce documents or summons of people to give evidence in court.		
14.1	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
14.1.1		Records of meetings, either internal or external, held to support the Legal Services function.	Temporary	Destroy 3 years after last action.
14.1.2		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy after reference ceases.
14.2	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
14.2.1		Records relating to the preparation of internally submitted reports on the Legal Services function	Temporary	Destroy 5 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>OCCUPATIONAL HEALTH & SAFETY (OH&S)</i>				
15	OCCUPATIONAL HEALTH & SAFETY (OH&S)	The function of implementing and co-ordinating occupational health and safety and associated legislation throughout the organisation. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. Includes the establishment of committees to investigate and advise on health and safety issues in the workplace.		
15.1	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. For records of executive level OH&S committees see Records of Common Administrative Functions COMMITTEES - INTERNAL COMMITTEES - STRATEGIC. For records of operational OH&S committees or consultative group meetings, see Records of Common Administrative Functions OCCUPATIONAL HEALTH AND SAFETY (OH&S).		
15.1.1		Records of routine, operational, informal or ad hoc meetings relating to the implementation and co-ordination of Occupational Health & Safety.	Temporary	Destroy 3 years after last action.
15.1.2		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy after reference ceases.

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No	Function/Activity	Description	Status	Disposal Action
<i>OCCUPATIONAL HEALTH & SAFETY (OH&S) - Planning</i>				
15.2	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
15.2.1		Master copies of approved strategic plans to support the Occupational Health & Safety function.	Temporary	Destroy 10 years after last action.
15.2.2		Final versions of operational plans supporting the Occupational Health & Safety function.	Temporary	Destroy 1 year after plan superseded.
15.2.3		Working papers supporting the development of plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 2 years after last action.
15.3	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
15.3.1		Final versions of internal reports, and reports made to external bodies relating to the Occupational Health & Safety function that contain detailed recommendations and initiatives, or have a significant impact on agency policies.	Permanent	Retain as State Archives, Transfer to PROV
15.3.2		Final versions of internal reports and reports made to external bodies covering routine issues relating to the Occupational Health & Safety function. Includes	Temporary	Destroy 7 years after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>OCCUPATIONAL HEALTH & SAFETY (OH&S) - Reporting</i>				
		statistical reports and returns.		
15.3.3		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 2 years after last action.
15.4	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.		
15.4.1		Records documenting detailed research carried out to support the Occupational Health & Safety function.	Temporary	Destroy 5 years after last action.
15.4.2		Records documenting routine research carried out to support the Occupational Health & Safety function.	Temporary	Destroy after reference ceases.
16	PLANT OPERATIONS	The function of managing the operations of the electricity generating plant and associated support activities. Includes: - the issue of regular operational instructions- recording of plant production events including incidents and outages- collection and analysis of data relating to plant operations and performance, including process and water chemistry- monitoring of consumption of bulk chemicals and other consumables- the issue of permits to work		

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Authorisation</i>				
		(maintenance)- compliance reporting to external organisations regarding plant operations.		
16.1	Authorisation	The process of seeking and granting permission to undertake a requested action.		
16.1.1		Records relating to successful applications and submissions for approvals, permits, authorisations, etc. supporting the Plant Operations function. Includes access authorities and permits to work on plant for the purpose of maintenance, cleaning or repair, and permits to work in confined spaces.	Temporary	Destroy 7 years after expiry, suspension or cancellation of authority.
16.1.2		Records relating to unsuccessful applications and submissions.	Temporary	Destroy 7 years after last action.
16.2	Chemical Analysis & Treatment	The activity of analysing and/or chemically treating substances. Includes using chemicals to control the quality of water, emissions, etc, associated with plant operations.		
16.2.1		Final versions of chemical analysis reports supporting the Plant Operations function. Includes Unit Chemical Out of Limits reports, boiler feed water and boiler water analysis reports, and cooling water analysis reports.	Temporary	Destroy 7 years after the plant is disposed of or otherwise permanently ceases to operate.
16.2.2		Records relating to the application and addition of chemicals to maintain water chemistry.	Temporary	Destroy 7 years after last action.
16.3	Compliance	The activities associated with complying with		

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Compliance</i>				
		mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series. For reports produced as a result of compliance requirements, see PLANT OPERATIONS - Reporting. For other records relating to compliance, see Records of Common Administrative Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE.		
16.3.1		Records relating to serious breaches of an agency to meet compliance requirements, leading to major penalties such as cancellation of operating licences.	Permanent	Retain as State Archives, Transfer to PROV
16.3.2		Records relating to minor breaches or failures to meet compliance requirements	Temporary	Destroy 7 years after last action.
16.3.3		Records relating to agency compliance with mandatory, statutory operational requirements and standards, e.g. operating ability statements submitted to the national electricity market regulator.	Temporary	Destroy 7 years after last action.
16.3.4		Background information and working documents relating to the maintenance of compliant plant operations.	Temporary	Destroy 2 years after last action.
16.4	Incidents	The activity of dealing with unplanned events that cause injury to persons, damage to property, or		

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Incidents</i>				
		disruption to operations, or have the potential to do so. Includes those incidents involving the organisation's plant assets and other property, the environment, members of staff whilst at work or in transit to/from work, and the general public or visitors whilst on the organisation's premises. Also includes measures to prevent incidents occurring. See also ENVIRONMENTAL MANAGEMENT - Incidents. For health and safety investigations into accidents/incidents, see Records of Common Administrative Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - ACCIDENTS. For investigations carried out to assess the condition or efficiency of plant following an incident, see ASSET MANAGEMENT - Plant Investigations.		
16.4.1		Records relating to incidents involving plant operations which result in loss of electricity supply, cause damage or have potential long term effects to electricity supply. Includes Plant Incident Reports (PIR), and Plant Outage Reports (POR) / Plant Failure Reports (PFR). Also includes notification of incidents to regulatory bodies, occurrence books, incident reports and photographs taken to record incidents.	Permanent	Retain as State Archives, Transfer to PROV
16.5	Monitoring	The activities of checking, observing and recording the status of items or operations over a period of time, such as fixed plant, other equipment, and the environment.		
16.5.1		Records documenting plant monitoring and	Temporary	Destroy after

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Reporting</i>				
		performance trends over time. Includes operator logs, summary information recorded on the OPERLOGS system and the on-line plant monitoring system (SRAT), shift manager and event logs, inspection sheets, records held in the alarm database, and records documenting consumption of fuel and consumables to monitor and assess plant performance. Also includes final versions of monitoring reports.		operational or reference use ceases.
16.6	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
16.6.1		Final versions of reports, and reports made to external bodies relating to the Plant Operations function that contain detailed recommendations and initiatives, or have a significant impact on agency policies and procedures. Includes reports submitted to regulatory bodies.	Temporary	Destroy 7 years after the plant is disposed of or otherwise permanently ceases to operate.
16.6.2		Final version of internal reports and reports made to external bodies covering routine issues relating to the Plant Operations function. Includes availability reports, efficiency reports, and other statistical reports.	Temporary	Destroy 7 years after last action.
16.6.3		Records relating to the development of agency	Temporary	Destroy 1 year after

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Risk Management</i>				
		reports. Includes working papers, drafts, comments etc.		last action.
16.7	Risk Management	The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.		
16.7.1		Records relating to the identification, assessment and management of risks supporting the Plant Operations function. Includes risk assessments, risk reviews, treatment schedules and action plans.	Temporary	Destroy 7 years after last action.
16.8	Standards & Procedures	The activity of developing and establishing standard methods of operating. Includes guidelines and instructions (including work instructions).		
16.8.1		Final versions of standards and procedures relating to the Plant Operations function. Includes plant operating and production instructions, safety rules, tripping diagrams, display charts etc. Also includes associated updates to standards, procedure manuals and instructions.	Temporary	Destroy 7 years after the plant is disposed of or otherwise permanently ceases to operate.
16.8.2		Records relating to the development and implementation of standards and procedures supporting the Plant Operations function. Includes working papers, drafts, comments, etc.	Temporary	Destroy 2 years after last action.
16.8.3		Plant notes documenting changes to plant prior to inclusion into operator's procedure manuals.	Temporary	Destroy after modifications and

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No	Function/Activity	Description	Status	Disposal Action
<i>PLANT OPERATIONS - Standards & Procedures</i>				
				warnings are incorporated into the plant operating manuals.
16.8.4		Job sheets detailing work to be carried out on plant/equipment.	Temporary	Destroy 7 years after work has been completed.
17	STRATEGIC MANAGEMENT	The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring, and reviewing of business plans, strategic plans, work plans, and other long-term organisational strategies, innovations and intentions. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, compliance with corporate regulations and the formulation and amendment of legislation that provides the legislative basis for the organisation. For records relating to the organisation's Board of Directors, see BOARD.		
17.1	Compliance	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with internal policies, legislation and with national and international standards, such as the ISO 9000 series. See Records of Common Administrative		

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - Compliance</i>				
		Functions OCCUPATIONAL HEALTH & SAFETY (OH&S) - COMPLIANCE for other records relating to compliance.		
17.1.1		Records establishing the company as a legal entity and prove compliance with statutory requirements. Includes certificates of incorporation, memorandum and articles of association, and corporate registers and seals.	Permanent	Retain as State Archives, Transfer to PROV
17.2	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues, including matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc.		
17.2.1		Records of meetings, either internal or external, relating to strategic policy and planning for the agency.	Permanent	Retain as State Archives, Transfer to PROV
17.2.2		Records of meetings with external agencies for routine sharing of information and consultation purposes.	Temporary	Destroy 5 years after last action.
17.2.3		Records relating to internal meetings dealing with routine operational and administrative matters.	Temporary	Destroy 2 years after last action.
17.2.4		Routine administrative matters relating to meetings. Includes notice of meetings, room bookings, agenda, draft minutes, written apologies etc.	Temporary	Destroy 1 year after last action.

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - Reporting</i>				
17.3	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes statistics and returns.		
17.3.1		Final versions of internal reports, and reports made to external bodies relating to the Strategic Management function that contain detailed recommendations and initiatives, or have a significant impact on agency policies.	Permanent	Retain as State Archives, Transfer to PROV
17.3.2		Final versions of internal reports and reports made to external bodies covering routine issues relating to the Strategic Management function.	Temporary	Destroy 7 years after last action.
17.3.3		Records relating to the development of agency reports. Includes working papers, drafts, comments etc.	Temporary	Destroy 1 year after last action.
17.4	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - Research</i>				
17.4.1		Final reports of detailed original research and analysis carried out by the agency to support the development of strategic management projects, programs and studies impacting on agency policies.	Permanent	Retain as State Archives, Transfer to PROV
17.4.2		Background information and research data relating to detailed original research reports. Includes research proposals, working papers, surveys, questionnaires, draft reports etc.	Temporary	Destroy 10 years after last action.
17.4.3		Final reports of other research projects.	Temporary	Destroy 10 years after last action.
17.4.4		Background information and research data relating to other research reports. Includes research proposals, working papers, surveys, questionnaires, draft reports etc.	Temporary	Destroy 2 years after last action.
18	TRAINING & DEVELOPMENT	The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.		
18.1	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
18.1.1		Final versions of operational or business plans	Temporary	Destroy after plan

Retention and Disposal Authority for Records of Electricity Generation Function

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No	Function/Activity	Description	Status	Disposal Action
<i>TRAINING & DEVELOPMENT - Planning</i>				
		supporting the Training & Development function.		superseded.
18.1.2		Working papers supporting the development of plans. Includes background papers, drafts, comments etc. Also includes plans not approved.	Temporary	Destroy 2 years after last action.
18.2	Programs	The activities associated with all aspects of providing training and development programs (external/internal) to staff. See Records of Common Administrative Functions STAFF DEVELOPMENT for the preparation and distribution of information for public education.		
18.2.1		Records documenting training for working in confined spaces.	Temporary	Destroy 75 years after date of birth or 7 years after last action, whichever is later.
18.2.2		Records documenting health and safety training provided to individual internal staff. Includes hazardous substance training. Excludes training for working in confined spaces.	Temporary	Destroy 30 years after training is completed.
18.2.3		Health and safety register of internal training courses.	Temporary	Destroy 75 years after date of birth or 7 years after last action, whichever is later.
18.2.4		Master set of health and safety training material for courses run internally (e.g. induction courses). Includes programs, lecture notes, hand-outs and	Temporary	Destroy 30 years after training is completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>TRAINING & DEVELOPMENT - Programs</i>				
		films and videos.		