



Records disposal schedule

Records Disposal Schedule Power and Water Corporation Governance and Subsidiaries Management Power and Water Corporation

Disposal Schedule No. 2019/012

December 2019

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Preamble

Introduction

The *Information Act* 2002 states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record. ²

Each class of records created by an agency is described using classifications based on business analysis.

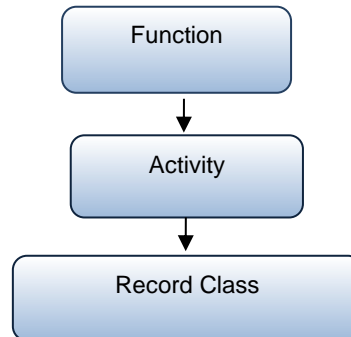
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Power and Water Corporation Governance of the Power and Water Corporation.

Scope

Application of this Records Disposal Schedule is mandatory for Power and Water Corporation Governance records of the Power and Water Corporation.

This Records Disposal Schedule applies to Power and Water Corporation Governance records in all formats.

Responsibility

The Chief Executive of the Power and Water Corporation is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act 2002*.

Disposal Schedule No. 2019/12 was approved by the Senior Director of Library & Archives NT (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Power and Water Corporation on 11 December 2019 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule Indigenous Essential Services Disposal Schedule no. 2009/3 are to be re-sentenced using this schedule.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Corporations Act 2001*
- *Government Owned Corporation Act 2001*
- *Power and Water Corporation Act 1987*
- *Information Act 2002*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489: Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Power Water Corporation
- current authorised disposal schedules for Power Water Corporation

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

Retain formal notification of destruction of all records.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The Archives Service and the Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process, without prior written permission of the Archives Service. Requests and enquiries concerning reproduction and rights, should be directed to the Senior Director Library & Archives NT. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/> Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/> Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/> Retain the Notification of Destruction of records when required
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service

Disposal Schedule

<p>1. Power and Water Corporation Governance</p> <p>The function of managing the Power and Water Corporation governance as required under the <i>Government Owned Corporations Act 2001</i>. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.</p>		
<p>1.1 Advice</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting advice to the shareholding Minister given by the Board in relation to the Corporation's operations, such as where there is public interest or a need to establish policies, including advice received by the Board from industry or Government bodies.</p> <p>Includes written directions, ministerials and briefing notes.</p> <p>May include written directions with regards to community service obligations, such as NT Government policy on pensioner concessions, uniform tariffs and the Tranche Four electricity policy.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.2 Appointments

The process of appointing persons under relevant Acts, including setting terms and conditions.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting the appointment of the Chief Executive Officer of the Corporation by the Board as required under the Government Owned Corporations Act, including acting chief executive officers.</p> <p>Includes ministerials, briefing notes, terms and conditions and contracts.</p> <p>May include terminations and resignations.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.3 Audit

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.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting audits conducted by the Auditor-General of the Corporation, including special audits at the request of the shareholding Minister. Includes final audit report, recommendations and audit responses.	TEMPORARY Destroy 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.4 Authorisations

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting written delegations by the shareholding Minister to a minister any of their powers and functions under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.2	Records documenting delegations by the Board any of its powers and functions to a director of the board, committee of the board, chief executive officer of the Corporation or any other person as required under the <i>Government Owned Corporation Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.3	Records documenting determinations of the capital structure of the Corporation by the shareholding Minister as required by the <i>Government Owned Corporation Act</i> . Includes recommendations by the Board and the Treasurer,	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.4	Records documenting Government Guarantees approved by the Treasurer as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.5 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the establishment of the Board of Directors for the Corporation as required under the <i>Government Owned Corporations Act</i> , including appointments of directors by the shareholding Minister and non-executive directors by the Administrator. May include terminations of appointments by the Administrator, terms and conditions.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting the meetings of the Board of Directors. Includes agendas, minutes, discussion papers and members disclosure of interests.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.3	Records documenting the registration of companies (including subsidiaries) in accordance with the <i>Corporations Act 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.4	Records documenting the establishment and management of committees that report to the Board, such as the Audit Committee, People Safety and Remuneration and the Regulations and Market Operations Committee. Includes agendas, minutes and terms of reference.	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.5 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.5.5	<p>Records documenting the management of remuneration, allowances, benefits, entitlements and fees paid to Board members.</p> <p>Includes remuneration rate increases, determinations, fee reconciliations (including salary sacrifice, salary payments, reimbursement of allowances and expenses and Director's emoluments.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after cessation of Board Member's appointment</p>

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.6 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting compliance activities as required under the <i>Government Owned Corporations Act</i>.</p> <p>Includes declaration of dividends and special dividends, payments to the Central Holding Authority, copies of the constitution, capital investments and borrowings.</p> <p>Includes ministerials to the shareholding Minister.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.7 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Register of shareholding Ministers for the Power and Water Corporation as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.7.2	Register of Board Members disclosure of interest as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.7.3	Enterprise Compliance Obligation Register. Includes: <ul style="list-style-type: none"> - Business Unit - Responsible Manager - Instrument Type - Instrument Name - Obligation - Control - Compliance Status - Self-Assessment Frequency - Self-Assessment Date - Action - Administration Status 	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.8 Planning

The activities associated with formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions of those needs.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting Power and Water Corporations' strategic plans, including written statements of corporate intent by the Board as required under the <i>Government Owned Corporations Act</i> , including amendments. Includes recommendations from the shareholding Minister, ministerial and briefing notes.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.8.2	Records documenting the development of strategic plans and statements of corporate intent. Includes draft versions and consultation notes.	TEMPORARY Destroy 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.9 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.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the Corporations constitution, including amendments as required under the <i>Government Owned Corporations Act</i> . Includes authorisation by the shareholding Minister.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.2	Records documenting determinations of remuneration of non-executive directors or acting directors of the Corporation by the shareholding Minister, including revocations and variations.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.3	Records documenting written notifications to the Board by the shareholding Minister of public sector policies that are applicable to the Corporation.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.4	Records documenting policies in relation to the Power and Water Corporation, including procurement policies approved by the shareholding Minister as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

1.10 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Master set of standard operating procedures in relation to the governance of the Power and Water Corporation.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.10.2	Records documenting the development of procedures, including draft versions, working papers and consultation notes relating to governance of the Power and Water Corporation.	TEMPORARY Destroy 5 years after action completed

1. Power and Water Corporation Governance

The function of managing the Power and Water Corporation governance as required under the *Government Owned Corporations Act 2001*. Includes providing high level advice to the shareholding Minister, statutory appointments and declarations, establishment and management of the Board of Directors, establishment of committees that report to the Board, reporting of dividends, capital investments, taxation payments and preparing written statements of corporate intent.

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 an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Master set of annual reports of the operations of the Corporation, as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.11.2	Records documenting routine reports in relation to the Power and Water Corporation, including quarterly performance reports to the portfolio Minister via the Treasurer and monthly reports to the Board of Directors.	TEMPORARY Destroy 10 years after action completed

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
2.1.1	Records documenting advice to the shareholding Minister and the portfolio Minister in relation to the subsidiary's operations. Includes written directions, ministerials, briefing notes and consultation notes with the Board.	PERMANENT Transfer to the Archives Service 10 years after action completed
2.1.2	Records documenting Government Guarantees approved by the Treasurer as required under the <i>Government Owned Corporations Act</i> to the subsidiary.	PERMANENT Transfer to the Archives Service 10 years after action completed

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and / or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
2.2.1	<p>Records documenting the establishment, negotiation, maintenance and review of agreements with other government bodies and organisations with the Corporation's subsidiaries.</p> <p>Includes ministerials, memoranda of understanding and service level agreements.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.3 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
2.3.1	Records documenting the establishment of the Board of Directors of the Corporation's owned subsidiaries as required under the <i>Government Owned Corporations Act</i> , including appointments of directors and terms and conditions, May include terminations of appointments by the Administrator.	PERMANENT Transfer to the Archives Service 10 years after action completed
2.3.2	Records documenting the meetings of the Board of Directors of the Corporation's owned subsidiaries. Includes agendas, minutes, discussion papers and members disclosure of interests.	PERMANENT Transfer to the Archives Service 10 years after action completed

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.4 Company Administration

The activities associated with the administration and management of companies by the Company Secretary as required under the *Corporations Act*.

Class No.	Description of Records	Status and Disposal Action
2.4.1	Records documenting the management and maintenance of statutory registers as required under the <i>Corporations Act</i> . Includes constitution, appointments, terms of references, resignations and annual reports to the Australian Securities and Investment Commission (ASIC).	PERMANENT Transfer to the Archives Service 10 years after action completed
2.4.2	Records documenting income, expenditure, invoices, leases, banking, dividends, and investments, for the company and its shareholders.	PERMANENT Transfer to the Archives Service 10 years after action completed

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.5 Contracting Out

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes contract management and work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
2.5.1	<p>Records documenting the management of contracts by the Corporation's owned subsidiaries.</p> <p>Includes signed contracts, variations, progress payments, progress reports, invoices and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 12 years after completion or other termination of contract.</p>

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.6 Payments

The activities involved in the preparation and payment of money.

Class No.	Description of Records	Status and Disposal Action
2.6.1	Records documenting taxation payments to the Central Holding Authority by the subsidiary as required under the <i>Government Owned Corporations Act</i> .	TEMPORARY Destroy 7 years after end of financial year to which the last action relates

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.7 Policy

The activities associated with developing and establishing decision, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's procedures are determined.

Class No.	Description of Records	Status and Disposal Action
2.7.1	Records documenting the subsidiary's constitution, including amendments. Includes authorisation by the shareholding Minister.	PERMANENT Transfer to the Archives Service 10 years after action completed
2.7.2	Records documenting determinations of remuneration of non-executive directors or acting directors of the Corporation by the shareholding Minister, including revocations and variations as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed

2. Subsidiaries Management

The function of managing subsidiaries of the Power and Water Corporation as required under the *Government Owned Corporations Act 2001*. Includes company administration, establishment and management of Board of Directors and statutory reporting.

2.8 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 an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
2.8.1	Master set annual reports of the operations of the subsidiaries as required under the <i>Government Owned Corporations Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
2.8.2	Records documenting routine reports in relation to subsidiaries management, including periodic and summary reports.	TEMPORARY Destroy 10 years after action completed