

PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

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Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Class No	Description of records	Disposal action
1690 ■■■■■■■■■■	Accident/incident reports where an employee is injured but no compensation claim is lodged. <i>[For accidents where a compensation claim is made by an employee, use COMPENSATION - Cases. For accident reports retained for OH&S purposes, use OH&S - Accidents.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

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	Disposal action
21133 ■■■■■■■■■■	Records relating to the receipt and provision of advice on the personnel function.	Destroy 5 years after action completed

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Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Class No	Description of records	Disposal action
1691 ■■■■■■■■■■	Records documenting negotiations, establishment and implementation of an Australian Workplace Agreement (AWA) with an individual employee. Includes an authorised version of the final agreement. <i>[For collective or enterprise bargaining agreements, use INDUSTRIAL RELATIONS - Enterprise Bargaining. For performance agreements with individual employees, use PERSONNEL – Performance Management.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1692 ■■■■■■■■■■	Records documenting other employment agreements/contracts made with employees. Includes the agreement and records of negotiations.	Destroy 7 years after separation from the APS

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, eg travelling allowances.

Class No	Description of records	Disposal action
1693 ■■■■■■■■■■	Records documenting the payment of allowances to employees. Includes: overtime, first aid, clothing, travelling allowances and higher duties. <i>[For the records of financial transactions relating to the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]</i>	Destroy 7 years after action completed

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Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Class No	Description of records	Disposal action
1694 ■■■■■■■■	Records documenting arrangements for an employee to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas.	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

For the delegation of power to agency staff relating to determinations on compensation claims, use COMPENSATION – Authorisation.

Class No	Description of records	Disposal action
1695 ■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the personnel function.	Destroy 7 years after delegation expires
1696 ■■■■■■■■	Authorisations for administrative actions relating to the personnel function (eg authorisations to collect group certificates).	Destroy 7 years after action completed


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Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Class No	Description of records	Disposal action
1697 	Records documenting insurance claims. Includes copies of claims, reports and related correspondence.	Destroy 7 years after action completed

[For compensation claims covering personal injury lodged by APS personnel, use COMPENSATION - Cases.]

[For compensation claims covering personal injury lodged by volunteer workers, use COMPENSATION - Claims.]

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Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Class No	Description of records	Disposal action
1698 ■■■■■■■■	Records of internal and external committees formed to consider matters relating to the personnel function. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers. <p><i>[For consultations with Workplace Relations Committee, use INDUSTRIAL RELATIONS - Committees.</i></p> <p><i>For negotiations with staff and union representatives in establishing a Certified Agreement, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i></p>	Destroy 3 years after action completed
1699 ■■■■■■■■	Working papers documenting the conduct and administration of committees held to consider matters relating to the personnel function. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes. 	Destroy when reference ceases

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 legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Class No	Description of records	Disposal action
1700 ■■■■■■■■	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the personnel function.	Destroy 7 years after action completed

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Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.

Class No	Description of Records	Disposal Action
N/A	<i>[For records documenting contract management relating to the personnel function, use PROCUREMENT – Contracting-out.]</i>	N/A

Counselling

The activities associated with giving advice or guidance to an employee for various reasons.

Class No	Description of records	Disposal action
1702 ■■■■■■■■	Records documenting general counselling of staff. Includes: <ul style="list-style-type: none"> • personal counselling; • new entry counselling; • career counselling; • work performance counselling; and • counselling for minor breaches to the Code of Conduct. <p><i>[For counselling relating to a disciplinary matter, use PERSONNEL - Discipline.</i></p> <p><i>For post appointment counselling and counselling of unsuccessful candidates, use PERSONNEL - Recruitment.]</i></p>	Destroy 2 years after action completed
1703 ■■■■■■■■	Records documenting financial counselling of staff on separation. Includes superannuation and retirement counselling.	Destroy 7 years after action completed

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Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

Class No	Description of records	Disposal action
20962 ■■■■■■■■■■	Records documenting investigations of misconduct (eg a breach of the Code of Conduct) or criminal activity by either the agency or an external body, which result in disciplinary action being taken. <i>[For the carrying out of sanctions and suspensions on an employee found to have breached the Code of Conduct or found guilty of misconduct, use the relevant activity under the PERSONNEL function (eg PERSONNEL – Salaries and/or PERSONNEL – Separations). For appeals against a decision on a misconduct charge, use PERSONNEL - Reviews (decisions).]</i>	Destroy 5 years after action completed
1705 ■■■■■■■■■■	Records documenting allegations into misconduct where no follow-up investigation is made (ie where allegations are proved to be frivolous or vexatious).	Destroy 18 months after action completed
1706 ■■■■■■■■■■	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has requested the retention of the records.	Destroy 75 years after date of birth of employee or 7 years after last action whichever is later, or when requested by employee
1707 ■■■■■■■■■■	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has not requested the retention of the records.	Destroy 18 months after investigation is completed

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Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

Class No	Description of records	Disposal action
1708 ■■■■■■■■■■	Records documenting the appointment of heads of executive agencies. Includes report from departmental Secretary on the vacancy, the Ministerial instrument of appointment and arrangements on remuneration and other employment conditions.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.]

For termination of appointment of heads of executive agencies, use PERSONNEL - Separations.]

20963 ■■■■■■■■■■	Records documenting the consolidated employment history of all ongoing employees (formerly known as permanent officers) and SES employees from initial appointment and subsequent promotions and details of higher duties undertaken. Includes: <ul style="list-style-type: none"> • letter of appointment and conditions of engagement; • letter of acceptance; • details of assigned duties (initial and subsequent variations); • probation reports; • medical examinations/health declarations; • records detailing personal particulars and supporting documentation (eg birth certificates); • evidence of educational qualifications; • declarations of any conflicts of interest; and • undertakings to preserve official secrets. 	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
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[For employment agreements/contracts (eg Australian Workplace Agreements), use PERSONNEL - Agreements.]

For pre-employment security checks, use PERSONNEL - Security.

For salary and superannuation related records completed on appointment, use PERSONNEL - Salaries.

For reviews of recruitment decisions, use PERSONNEL - Reviews (decisions).

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Employment Conditions - Continued

Class No	Description of records	Disposal action
	<i>For moving personnel from one location to another to take up an appointment, use PERSONNEL - Moving.]</i>	
1710 ■■■■■■■■	Records documenting potential exposure to hazardous substances, including asbestos, or records detailing that an employee was located at places identified as containing hazardous substances.	Destroy in the year 2040 or 75 years after date of birth whichever is later
	<i>[For health surveillance of employees who have been exposed to hazardous substances, use OH&S - Cases.]</i>	
1711 ■■■■■■■■	Records documenting the appointment of non-ongoing employees (formerly known as temporary employees).	Destroy 7 years after termination of appointment
	<i>[For agreements/contracts undertaken with non-ongoing employees, use PERSONNEL - Agreements.]</i>	
1712 ■■■■■■■■	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details, agreed undertakings relating to conditions of engagement and details of work performed.	Destroy 2 years after engagement ceases
	<i>[For insuring volunteer/ work experience workers, use PERSONNEL - Insurance.</i>	
	<i>For compensation claims lodged by volunteer/ work experience workers, use COMPENSATION - Claims.]</i>	
1713 ■■■■■■■■	Records supporting higher duty arrangements.	Destroy 7 years after action completed
	<i>[For arranging the payment of high duties allowances, use PERSONNEL - Allowances.]</i>	
1714 ■■■■■■■■	Records documenting redeployment of SES personnel. Includes reassignment both at level and to a lower classification.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
20964 ■■■■■■■■	Records documenting the redeployment of APS employees.	Destroy 75 years after date of birth of employee or 7 years after last

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Employment Conditions - Continued

Class No	Description of records	Disposal action
1715 ■■■■■■■■	Records documenting the reduction in the classification of an APS employee either with or without the employees consent. <i>[For disciplinary action leading to a reduction in the classification of an employee, use PERSONNEL - Discipline.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1716 ■■■■■■■■	Records documenting the management of personnel under employment schemes (eg apprenticeships, scholarships, cadetships and traineeships).	Destroy 7 years after completion of training
1717 ■■■■■■■■	Records documenting the management of non-Commonwealth remuneration for performing duties as an APS employee.	Destroy 7 years after action completed
20965 ■■■■■■■■	Attendance records for employees. Includes: <ul style="list-style-type: none"> • attendance books; • clock on/off cards; • flextime sheets; and • overtime records. 	Destroy 7 years after action completed
1720 ■■■■■■■■	Records documenting the management of rosters.	Destroy 1 year after action completed

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Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Class No	Description of records	Disposal action
1721 ■■■■■■■■	Records documenting the evaluation of existing and potential programs and services supporting the personnel function.	Destroy 5 years after action completed

[For the evaluation of equipment, goods and services being considered for procurement in support of the personnel function (eg training packages), use PROCUREMENT – Evaluation.

For the evaluation of strategic personnel programs, use STRATEGIC MANAGEMENT - Evaluation.

For the evaluation of the performance of individual employees against performance agreements, use PERSONNEL - Performance Management.]

Grievances

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.

Class No	Description of records	Disposal action
1722 ■■■■■■■■	Records documenting formal grievances lodged by an individual employee and considered either internally within the organisation and/or by an external body. Includes notes of meetings, reports and recommendations.	Destroy 5 years after action completed

[For records covering disciplinary action resulting from a grievance, use PERSONNEL - Discipline.

For records covering grievances lodged by a number of employees, use INDUSTRIAL RELATIONS - Grievances.

For appeals against decisions (eg promotion), use PERSONNEL - Reviews (decisions).]

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Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No	Description of records	Disposal action
1723 ■■■■■■■■	Records documenting infringements by an employee. <i>[For infringements which lead to disciplinary action, use PERSONNEL - Discipline. For the management of driving infringements, use FLEET MANAGEMENT - Infringements.]</i>	Destroy 18 months after action completed

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

For workers compensation insurance, use COMPENSATION - Insurance.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Class No	Description of records	Disposal action
1724 ■■■■■■■■	Insurance policies supporting the management of the personnel function (eg for personal and household effects being moved overseas and insuring volunteer workers).	Destroy 7 years after action completed
1725 ■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after policy expires

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Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

Class No	Description of records	Disposal action
1726 ■■■■■■■■	Consolidated leave history records.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1727 ■■■■■■■■	Records documenting long service leave, parental leave, military leave and leave without pay exceeding 5 days in any one calendar year (ie leave used to calculate entitlements for superannuation or long service leave).	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1728 ■■■■■■■■	Records documenting all other leave (with and without pay). Includes: <ul style="list-style-type: none"> • sick leave (including war service sick leave); • recreation leave; • special and personal leave; • study leave; • jury service; and • Defence training leave. 	Destroy 7 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Class No	Description of records	Disposal action
1729 ■■■■■■■■	Records documenting recruitment campaigns run by an agency (eg graduate employment schemes). <i>[For records documenting applications for employment resulting from a recruitment campaign, use PERSONNEL – Recruitment.]</i>	Destroy 3 years after action completed

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Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Class No	Description of records	Disposal action
1730 ■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the personnel function.	Destroy 3 years after action completed
1731 ■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the personnel function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

Moving

The process of relocation of an agency, business unit, workgroup or individual.

For relocation of workgroups, use PROPERTY MANAGEMENT - Moving.

Class No	Description of records	Disposal action
1732 ■■■■■■■■	Records documenting the relocation of an employee and their family's personal effects. Includes arrangements made for the storage of personal and household effects at Commonwealth expense.	Destroy 3 years after action completed

[For any insurance claims made for loss or damage to property, use PERSONNEL - Insurance.

For managing financial transactions supporting the moving of an employee, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]

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Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

Class No	Description of records	Disposal action
1733 ■■■■■■■■■■	Records documenting the management of agency performance management schemes.	Destroy 5 years after action completed
	<i>[For the development of agency performance management schemes, use PERSONNEL - Policy.</i>	
	<i>[For the development, implementation and operation of performance management schemes for members of governing bodies, use GOVERNING BODIES.</i>	
	<i>[For training of staff in the conduct of agency performance management schemes, use STAFF DEVELOPMENT - Training.]</i>	
1734 ■■■■■■■■■■	Performance agreements with individual employees. Includes final version of agreement, notes from meetings with employees and assessment and review reports.	Destroy 2 years after agreement is superseded
	<i>[For Australian Workplace Agreements and other agreements/contracts covering the employment of individual employees, use PERSONNEL - Agreements.</i>	
	<i>[For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]</i>	
1735 ■■■■■■■■■■	Records documenting the conferring of awards (honours) on individuals, staff members and teams in recognition of achievements.	Destroy 5 years after action completed

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For broad level human resource planning, use STRATEGIC MANAGEMENT - Planning.

For individual development plans produced as part of a performance agreement, use PERSONNEL - Performance Management.

Class No	Description of records	Disposal action
1736 ■■■■■■■■	Final versions of agency-wide personnel plans (eg workplace diversity plan or succession plan).	Destroy 5 years after plan is superseded
1737 ■■■■■■■■	Final version of a section or business unit's personnel plans, including state, regional or overseas office.	Destroy 3 years after plan is superseded
1738 ■■■■■■■■	Working papers used to develop all personnel plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1739 ■■■■■■■■	Copies of all personnel plans.	Destroy when reference ceases

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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	Disposal action
20966 ■■■■■■■■■■	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents. 	Destroy 7 years after policy is superseded
1741 ■■■■■■■■■■	Records documenting comments made on the development of government-wide policies relating to the personnel function.	Destroy 2 years after promulgation of new policy
1742 ■■■■■■■■■■	Working papers documenting the development of all personnel policies.	Destroy 3 years after promulgation of the new policy
1743 ■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

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Procedures

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

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1744 ■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the personnel function.	Destroy 5 years after procedures are superseded
1745 ■■■■■■■■	Records documenting the development of agency procedures supporting the Personnel function.	Destroy 1 year after completion of procedures
1746 ■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

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Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions in the Public Service Notices, and the handling of applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

For review of recruitment decisions, use PERSONNEL - Reviews (decisions).

For establishing and managing agency marketing campaigns to support recruitment, use PERSONNEL – Marketing.

Class No	Description of records	Disposal action
20967 ■■■■■■■■■■	<p>Records documenting the filling of vacancies in an agency. Includes both ongoing APS employees (formerly known as permanent officers) and SES officers, and non-ongoing APS employees (formerly known as temporary employees). Includes:</p> <ul style="list-style-type: none"> • advertisements; • applications; • referee reports; • psychological testing; • interview assessments/exercises; • interview reports; • gazette notices; and • notification to unsuccessful applicants. <p><i>[For letter of appointment to the successful applicant and supporting documentation, use PERSONNEL – Employment Conditions.</i></p> <p><i>For post recruitment counselling, use PERSONNEL - Counselling.]</i></p>	Destroy 7 years after recruitment has been finalised
1748 ■■■■■■■■■■	Records documenting the management of unsolicited applications.	Destroy 1 year after action completed

PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Authority.

Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a Rehabilitation Coordinator.

Class No	Description of records	Disposal action
1749 ■■■■■■■■	Records documenting the rehabilitation of workers to full employment which are not related to a compensation case. Includes return to work plans.	Retain for 7 years after completion of rehabilitation

[For rehabilitation records relating to compensation cases, use COMPENSATION - Cases.]

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 agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No	Description of records	Disposal action
1750 ■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the personnel function (eg workplace diversity report).	Destroy 5 years after action completed
1751 ■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the personnel function.	Destroy 3 years after action completed
1752 ■■■■■■■■	Records documenting surveys carried out to support the personnel function.	Destroy 5 years after action completed
1753 ■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
1754 ■■■■■■■■	Copies of personnel reports.	Destroy when reference ceases

PERSONNEL

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Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Class No	Description of records	Disposal action
1755 ■■■■■■■■	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the personnel function.	Destroy 3 years after end of the appointment

[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.

For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No	Description of records	Disposal action
1756 ■■■■■■■■	Records documenting a review of agency programs and operations supporting the personnel function. Includes documents establishing the review, final version of report and action plan.	Destroy 5 years after action completed
1757 ■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the personnel function.	Destroy 2 years after action completed

PERSONNEL

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Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

For disciplinary action taken as a result of a misconduct charge, use PERSONNEL - Discipline.

Class No	Description of records	Disposal action
1758 ■■■■■■■■	Records documenting reviews of promotion decisions.	Destroy 1 year after recruitment has been finalised
1759 ■■■■■■■■	Records documenting reviews of actions, other than reviews of promotion decisions, either carried out within the agency or by an external authority.	Destroy 5 years after action completed
1760 ■■■■■■■■	Records documenting applications for reviews of action that were not proceeded with (eg if the application for review is considered frivolous or vexatious).	Destroy 18 months after action completed

PERSONNEL

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Salaries

The process of managing the payment of salaries to personnel.

Class No	Description of records	Disposal action
20968 ■■■■■■■■■■	Records supporting the payment of employees' salaries. Includes: <ul style="list-style-type: none"> • payroll deduction authorities; • records relating to the recovery of overpayments; • deductions to satisfy a judgement debt; and • employee pay history records. <p><i>[For records of financial transactions relating to the payment of salaries, use FINANCIAL MANAGEMENT - Salaries.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
20970 ■■■■■■■■■■	Employee group certificates.	Destroy 5 years after separation from the APS
20971 ■■■■■■■■■■	Records documenting taxation declarations for employees.	Destroy 2 years after separation from the APS
20969 ■■■■■■■■■■	Records documenting employee superannuation deductions and agency superannuation contributions. <i>[For records of financial transactions relating to the payment of superannuation contributions by the agency, use FINANCIAL MANAGEMENT – Salaries.]</i>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1763 ■■■■■■■■■■	Records documenting the management of special salary packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements.	Destroy 7 years after action completed

PERSONNEL

The function of managing all employees in the organisation employed under the Public Service Act 1999 and previous legislation and volunteer workers. Includes review of actions, overtime, salaries, superannuation and working hours for individuals.

Note: Before using this authority agencies that employ staff under legislation other than the Public Service Act 1999 should check their own enabling legislation and other regulatory directives for major variations from the Public Service Act in scope and conditions of employment. In cases where the variations differ greatly the Administrative Functions Disposal Authority is not applicable and should not be used. Coverage in such circumstances must be included under the agency's own Records Authority.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For the issue of keys to employees, use PROPERTY MANAGEMENT - Security or EQUIPMENT & STORES - Security.

For security breaches by an employee involving the inappropriate handling of records and/or the disclosure of information, use INFORMATION MANAGEMENT - Security.

For security breaches by an employee involving premises, use PROPERTY MANAGEMENT - Security.

For security breaches by an employee involving equipment and stores, use EQUIPMENT & STORES - Security.

For security breaches by an employee involving the use of technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.

For any disciplinary action taken against an employee for a breach of security, use PERSONNEL - Discipline.

Class No	Description of records	Disposal action
1764 ■■■■■■■■	Register of security clearances and passes held by agency staff.	Destroy 10 years after last entry
1765 ■■■■■■■■	Records documenting the issue of security passes to employees.	Destroy 5 years after pass expires
1766 ■■■■■■■■	Records documenting security checks (vetting) carried out as part of pre-engagement and pre-employment checks, or periodic reviews. <i>[For the transfer of Personal Security Files between Commonwealth and State and Territory agencies, use the General Records Authority for the Transfer of Custody and Ownership of Personal Security Files (PSFs).]</i>	Destroy 5 years after separation from the APS or 6 years after the date of the last clearance check on file, whichever is sooner

PERSONNEL

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Separations

The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.

Class No	Description of records	Disposal action
1767 ■■■■■■■■	Records documenting the separation of ongoing (formerly known as permanent officers) and SES employees. Includes: <ul style="list-style-type: none"> • retirements (including retirement with incentive); • resignations; • voluntary redundancies; • dismissal; • death; and • retrenchment. <p><i>[For the temporary or permanent transfer of officers, use PERSONNEL - Employment Conditions.]</i></p>	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
1768 ■■■■■■■■	Records documenting the termination of a non-ongoing employee before the completion of a specified term of employment.	Destroy 7 years after termination

Social Clubs

The activities involved in the organisation's relationship with social clubs.

Class No	Description of records	Disposal action
1769 ■■■■■■■■	Records documenting staff social clubs including support and/or sponsorship given by the agency.	Destroy 2 years after action completed

PERSONNEL

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Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the organisation.

Class No	Description of records	Disposal action
1770 ■■■■■■■■	Records documenting management of staff suggestion schemes promoted by an agency.	Destroy 5 years after action completed
1771 ■■■■■■■■	Records of suggestions made by staff.	Destroy 2 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Class No	Description of Records	Disposal Action
N/A	<i>[For the acquisition of goods and services required to support the personnel function via a tender process, use PROCUREMENT - Tendering.]</i>	N/A