



Public Record Office Standard

PROS 99/01

PUBLIC RECORD

Authority

Retention and Disposal Authority for Records of the Department of Premier and Cabinet

99/01	Issue Date: 20/07/1999	Finish Date: 20/07/2009
Variation 1	Issue Date: 12/06/2009	Finish Date: 20/07/2009
Variation 2	Issue Date: 19/07/2009	Finish Date: 29/07/2011

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Public Records Act 1973
(Section 12)

Department of Premier and Cabinet Records Disposal Schedule

Public Record Office Standard (PROS) 99/01

Variation 1:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of the Department of Premier and Cabinet, issued as Public Record Office Standard (PROS) 99/01 on 19/7/1999, as follows:

Rewording of scope note for class 9.0.0.

Addition of a scope note for class 9.1.0

Removal of existing classes 9.1.1 and 9.1.2, which were replaced with:

Class 9.1.1 – “Summary records of all applications received for project funding, identifying the nature of the application and the reasons for acceptance or rejection” – with a status of Permanent - Retain as State Archives.

Class 9.1.2 – “Records relating to the evaluation, recommendation and approval of successful applications for project funding” - with a status of Permanent - Retain as State Archives.

Addition of new classes:

Class 9.1.3 – “Records relating to the receipt and acknowledgement of successful applications for project funding” - with a status of Temporary - Destroy 2 years after administrative use concluded.

Class 9.1.4 – “Records relating to the receipt, acknowledgement and evaluation of applications for project funding that are unsuccessful or not proceeded with” - with a status of Temporary - Destroy 2 years after application refused or withdrawn.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of issue: 12 June 2009

Director & Keeper of Public Records

**Public Records Act 1973
(Section 12)**

Department of Premier and Cabinet Records Disposal Schedule

Public Record Office Standard (PROS) 99/01

Variation 2:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of the Department of Premier and Cabinet, issued as Public Record Office Standard (PROS) 99/01 on 19/7/1999, as follows:

Extension of the application of this Standard until 29/07/2011.

This Variation shall have effect from 19 July 2009.

[Signed]

Justine Heazlewood

Director & Keeper of Public Records

Date of issue: 4 August 2009

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Public
Record
Office
Victoria

Part 1

Establishment of the Standard

Part 1: Establishment of a Records Management Standard

1.1.0 Scope of the Standard

In accordance with section 12 of the *Public Records Act 1973*, I hereby establish a Standard for the efficient management of the records described in the attached disposal schedule for records of the Department of Premier and Cabinet including:

- Cabinet Office,
- Office of State Administration,
- Multicultural Affairs Unit,
- Victorian Multicultural Commission,
- Special Projects,
- Arts Victoria and
- Corporate Services Centre.

Records described in the Disposal Schedule may be disposed of in accordance with its provisions.

Records sentenced for destruction in accordance with this Schedule may be destroyed without further authorisation in accordance with this Standard. Notification of records destroyed in accordance with this Schedule shall be made to Public Record Office Victoria.

1.2.0 Duration of the Standard

This Standard shall apply for ten years from its date of issue unless revoked sooner.

1.3.0 Variation of the Standard

This Standard may be varied by the Keeper of Public Records.

1.4.0 Concurrence of Public Office

This Schedule has the concurrence of

Signature:

Date: 19/07/1999

Name: Bill Scales

Position: Secretary

1.5.0 Issued by the Keeper of Public Records

Signature:

Date of Issue: 20/07/1999

Ross Gibbs



Public
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Office
Victoria

Part 2

Introduction to the Schedule

Part 2: Introduction to the Schedule

1.0.0 Scope of This Disposal Schedule

This Disposal Schedule is a Standard issued under section 12 of the *Public Records Act* 1973. It has been issued by the Public Record Office Victoria in consultation with staff of the Department of Premier and Cabinet.

2.0.0 Objectives of This Disposal Schedule

The aims of the Schedule are to:

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

3.0.0 Use of Other Disposal Schedules

In applying the disposal sentences set out in this schedule, reference should be made to other current Disposal Schedules where applicable. Where there is conflict between two Disposal Schedules, consult Corporate Services Centre for advice. Corporate Services Centre may then liaise with the Public Record Office Victoria, if required.

4.0.0 How to Use the Schedule

4.1.0 Transfer of Records to Public Record Office Victoria

Agencies wishing to transfer permanent records to archival custody should contact the Corporate Services Centre, who will coordinate this process.

4.2.0 Destruction of Records Identified in the Schedule

Before records are destroyed contact the Corporate Services Centre, who will prepare documentation and facilitate the destruction according to Public Record Office Victoria guidelines. The Corporate Services Centre will notify the Public Record Office Victoria and manage the completion and processing the form *PRO 29 Notification of Destruction of Public Records*. For records not covered by a schedule the Corporate Services Centre will contact Public Record Office Victoria to arrange for the appraisal of the relevant records.

4.3.0 *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 recordkeeping system
- extra copies of documents and published material preserved solely for reference.

5.0.0 Reviewing the Schedule

This Schedule prescribes minimum and permanent retention requirements.

6.0.0 Explanation of Disposal Schedule Headings

The Disposal Schedule comprises:

Reference Number

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

Activity Class

The unique title or name of each activity class is specified in this entry. An activity class outlines the procedures and processes of the activities of the Department of Premier and Cabinet.

The schedule provides notes which define each disposal class in terms of related functions or activities, information content, format, related legislative provisions and departmental instructions.

The schedule may also include instructions or guidelines relating to culling, sentencing and sampling provisions, information on duplication of record content in other classes, and cross-references to other entries in the Schedule.

Disposal Status

This entry provides the archival status of each class, being either permanent or temporary, and the custody arrangements for each class in terms of whether it is to be retained by the public office or transferred to PROV.

Permanent records are those which are appraised as having permanent archival value. Permanent records should be transferred to the PROV when the records are inactive and when the Department of Premier and Cabinet no longer has administrative use for the records. Temporary records are appraised as not having permanent archival value. These records are not transferred to the PROV. The Department of Premier and Cabinet should retain the records for as long as they are needed for administrative/legal purposes and then destroy the records.

The Department of Premier and Cabinet may transfer records **not identified as permanent in this or other schedules** to an Approved Public Record Office Storage Supplier pending final disposal action. This process will be managed by the Corporate Services Centre. For further information on APROSS facilities please contact Public Record Office Victoria Facilities Manager, ph: (03) 9369 3244.

Examples of Records

This section provides examples of the type of records included within the particular activity class. This list is not exhaustive and staff should feel free to annotate their copy of the Schedule with local names of the examples listed if required.

7.0.0 Further Information

7.1.0 *Public Record Office Standards*



Further information relating to the disposal of records is set out in a number of Public Record Office Standards. Some Standards are relevant to particular public offices or groups of public offices. Others relate to all public offices. A new records management standards pack has been introduced. This pack consists of four standards covering the management, creation and maintenance, destruction and transfer of public records.

These standards are supported by specifications that are practical guides to implementing the standards. These specifications provide a step by step procedure for destroying or transferring records and provide samples of PROV forms where necessary.

Your office will be notified of any relevant general standards applicable to it as they are issued in the future.

7.2.0 *Contact Public Record Office Victoria*

You can obtain these publications, supplies of relevant forms, and answers to any enquiries you may have, by contacting:

- | | |
|--|--|
| 1. Corporate Services Centre
5/1 Macarthur Street
MELBOURNE 3001 | 2. Public Record Office Victoria
PO Box 2100
NORTH MELBOURNE 3051 |
|  (03) 9651 2390
Fax (03) 9651 5298 |  (03) 9348 5600
Fax (03) 9348 5656
Email: prov.agency.queries@prov.vic.gov.au
http://www.prov.vic.gov.au |



Public
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Victoria

Part 3

The Disposal Schedule

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REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
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1.0.0 Cabinet Business Management

Includes the management, registration and tracking of all Agendas, Minutes, Briefs and Submissions, pertaining to all committee meetings of Cabinet.

For the development and facilitation of legislation see Class 2.0.0.

Note: Duplicate copies may be destroyed under Normal Administrative Practice.

1.1.0 Management of Cabinet Meetings

1.1.1	Evidence and Results	Permanent. Transfer a Master set and Reference set to PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • agendas - master set • Cabinet Record (minutes) • decisions/resolutions summaries
1.1.2	Preparation and Facilitation Includes activities to: <ul style="list-style-type: none"> • arrange meetings/attendance • support management • prepare the issuing of results. 	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • attendance arrangements • facility arrangements • drafts of minutes, agendas etc • invitations to join or attend • expressions of thanks

1.2.0 Management of Submissions, Attachments and Papers

Submissions result from the process of formally seeking approval from or advising Cabinet. Submissions include attachments that expand on information given in the submission.

1.2.1	Submissions and Attachments Submissions are referred to Cabinet for their approval and or information.	Permanent. Transfer a Master set and Reference set to PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • Submissions • attachments
1.2.2	Preparation and Facilitation Includes the preparation and culmination of background material collected on the subject matter of the Submission that supports the policy officer in assessing/creating the Submission.	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • background information • collected background reports • working drafts • reference material

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
1.3.0	Management of Briefs Includes the preparation and submission of a brief by the Policy Officers of the Cabinet Office to the Cabinet. For non-Cabinet briefs see Class 8.0.0.		
1.3.1	Cabinet Briefing Provision of explanations and comments allowing Cabinet to be informed on an issue addressed in a Submission. All briefs for Cabinet are linked to a Submission.	Permanent. Transfer a Master set and if available a Reference set to PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • Briefs on Submissions to Cabinet • Briefs to the Premier • Briefs to the Head of the Department • Briefs to the Head of the Cabinet Office
1.3.2	Preparation and Facilitation Includes the preparation and culmination of background material collected on the subject matter of the Brief, which supports the policy officer in assessing and creating the Brief.	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • background information • collected background reports • working drafts • reference material
1.4.0	Registration of Cabinet Records Registration provides evidence that a record has been created or captured into a record keeping system. Includes the registration of Cabinet Submissions, Briefs and Decisions (Minutes).	Permanent. Transfer a Master set and Reference set to PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • Cabinet management database
1.5.0	Tracking Cabinet Records Involves the tracking of Cabinet Office documents.	Temporary. Destroy 2 years after administrative use is concluded	Includes: <ul style="list-style-type: none"> • Tracking Control System Output

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
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2.0.0 Legislative Management

Analysis & planning in regard to the development of legislation including:

- the preparation of principal legislation
- the drafting of Subordinate Legislation & Executive Council instruments
- the provision of legal advice in relation to relevant legislation
- involvement in the development of policy which has legislation ramifications

Facilitation of the approval of new and amended bills through the Cabinet to the Parliament, deriving from both DPC and other departments.

Permanent.
Transfer to the PROV 2 years after administrative use is concluded.

Includes:

- consultations & discussions
- explanatory notes
- changes to instructions
- instructions to Parliamentary Counsel
- drafts prepared by Parliamentary Counsel
- submissions & supporting documentation

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
3.0.0	Setting Policies, Procedures, Circulars and Instructions		
	Policy and procedural records are derived from the following sources: <ul style="list-style-type: none"> alteration/adjustment due to the effects of individual or various cases government policy or legislative/regulatory requirements. Policies procedures, circulars instructions identify, define, prescribe or direct functions or actions specific to DPC and its key objectives. Policy and procedural records will exist for all DPC activities.		
3.1.0	Significant Policy and Procedure		
	Significant policy and procedures includes; precedent or significant case files or other incident records that provide for management or implementation.		
3.1.1	Evidence and Results	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> briefing procedures Cabinet Office procedures Document Management manual
3.1.2	Preparation and Facilitation Includes material that assists the preparation of policies and procedures and the distribution of policies, procedures, circulars and instructions.	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> background information reports distribution lists/sheets
3.2.0	Minor Procedures Minor procedures are those that regulate activities that are not critical to the operations of DPC.	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> local photocopying instructions local fax instructions
3.3.0	Policies and Procedures - Public Service Wide		
	Includes policies & procedures developed by DPC and/or other government bodies. Examples of policies and procedures are the use of logos and format of ministerial submissions.		
3.3.1	Policies and Procedures - Public Service Wide (Issued from DPC)	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> Master set of policies Master set of procedures
3.3.2	Policies and Procedures - Public Service Wide (Derived from other departments)	Temporary. Destroy 2 years after superseded or updated.	Includes reference sets of: <ul style="list-style-type: none"> FOI procedures WorkCover procedures.

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
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4.0.0 Planning and Reporting

Planning and reporting in regard to the administration of DPC or any of its elements, including, development, summaries/statistics & reports.

4.1.0 Corporate Reporting

4.1.1	<p>Evidence and Results Reports & summaries of DPC activities, that detail performance against objectives, including legislated objectives & functions of DPC. Includes reports, statistics, summaries & evaluations of DPC or its critical elements.</p>	<p>Permanent. Transfer to the PROV 2 years after administrative use is concluded.</p>	<p>Includes reference sets of:</p> <ul style="list-style-type: none"> • Annual Reports • Annual or final summaries & statistics
4.1.2	<p>Preparation and Facilitation Activities that involve the development, evaluation or research for planning or reporting purposes. Includes:</p> <ul style="list-style-type: none"> • Subsidiary reports & briefs • input information supplied for key performance reports and summaries • information and reference material • administrative arrangements. 	<p>Temporary. Destroy 2 years after administrative use is concluded.</p>	<p>Includes:</p> <ul style="list-style-type: none"> • routine surveys • questionnaires • statistics

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
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5.0.0 Commissions, Committees and Working Parties

Commissions, Committees, Working parties operate across DPC at all levels and with varying responsibilities and authorities. Committees/working parties result in records that include:

- agendas and schedules for committees working groups
- committee membership lists
- working papers and minutes
- notices of meetings
- releases, report and findings.

For the management of Cabinet meetings see Class 1.1.0.

Note: Duplicate copies may be destroyed under Normal Administrative Practice.

5.1.0 Commissions, Committees, Working Parties - Convened by DPC

Includes Committees or Working Parties that:

- affect or establish DPC policy
- determine or influence strategies or objectives
- significantly affect DPC administrative or operational activities.

5.1.1 Evidence and Results

Includes the preparation of results.

Permanent.
Transfer to PROV
2 years after
administrative use
is concluded.

Includes:

- agendas - master set
- papers presented
- minutes
- decisions/resolutions summaries

5.1.2 Facilitation

Includes activities to

- arrange meetings
- support management
- prepare the issuing of results.

Temporary.
Destroy 2 years
after
administrative use
is concluded.

Includes:

- attendance arrangements
- facility arrangements
- drafts of minutes, agendas etc
- invitations to join or attend
- expressions of thanks

5.2.0 Commissions, Committees and Working Parties - Not Convened by DPC

Includes Commissions, Committees and Working Parties that DPC does not convene but where significant responsibility has been taken over by DPC:

- DPC's policies, procedures, administrative arrangements may be affected by the results or operations of the Committee/Working Party
- Committee/Working Party influences or establishes precedent that affects the operations of DPC.

Records resulting from Commissions, Committees and Working Parties – not convened by DPC, which are received for reference only, may be routinely destroyed under NAP.

5.2.1 Evidence and Results

Permanent.
Transfer to the
PROV 2 years
after
administrative use
is concluded.

Includes reference sets of:

- agendas
- papers presented
- minutes
- decisions/resolutions summaries

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
6.0.0	Publicity and Information Services		
	Management of promotions and provision of information regarding DPC and whole of government policies and activities. Note: Duplicate copies may be destroyed under Normal Administrative Practice.		
6.1.0	Publicity and Promotional Material		
6.1.1	Evidence and Results	Permanent. Transfer Master set and Reference set to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • publications • leaflets • books • videos • cassettes • photographs • display material • exhibition material • websites (eg. Information Victoria)
6.1.2	Tracking and Recording	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • press releases • published articles • central government website (eg. Information Victoria)
6.2.0	Preparation and Facilitation	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • drafts • background information • requests for approval • approvals
	Preparation and culmination of information to produce publicity and information services material. Includes requests and responses from/to other organisations for permission to use/reproduce material.		

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
7.0.0	Information Systems and Technology		
	Identification, installation & support of information technology, systems & services. For tender processes and/or financial activities refer to PROS 96/13 Records Disposal Schedule for Common Administrative Records.		
7.1.0	Project Development and System Analysis		
	Investigation of the feasibility of introducing/adapting electronic systems, their implementation, enhancement, maintenance & review. Includes DPC development of automated government processes and services.		
7.1.1	Projects and Systems - Significant Systems that support DPC's main operational functions. Includes specifications and user manuals or equipment/systems that are significant or whole of government. Examples: <ul style="list-style-type: none"> • CabNet • Parlynet • Lotus Notes 	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • user manual • specification • thesaurus • data dictionary
7.1.2	Projects and Systems - Minor Systems that do not support DPC's main operational functions. Refer to General Disposal Schedule for Common Administrative Records PROS 96/13 for the disposal of financial records.	Temporary. Destroy 2 years after administrative use is concluded.	
7.2.0	Equipment and System Management Management & arrangements ensuring effective operations & maintenance of computer equipment & systems.	Temporary. Destroy 7 years after contract is concluded or terminated or 2 years after administrative use is concluded, whichever is the longer	Includes: <ul style="list-style-type: none"> • user ID's • work requests • system fault or enhancement reports

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
8.0.0	Enquiries Management		
	DPC receives requests, manages, prepares and provides responses for the Premier or his/her delegates on DPC and whole of government policy and practices. DPC prepares speeches and presentations for the Premier on these policies and practices. Includes the investigations initiated from within DPC. Note: Reference material may be disposed of according to Normal Administrative Practice.		
8.1.0	Enquiries - Significant Information provided that: <ul style="list-style-type: none"> • analyses existing government policy • leads to the development of new government policy • development of departmental legislation. 	Permanent. Transfer to the PROV after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • correspondence • public comment • briefs • speeches/presentations
8.2.0	Enquiries - Routine Information provided that: <ul style="list-style-type: none"> • identifies existing government policy • acknowledges the receipt of correspondence • redirects the enquiry/correspondent to another government department/official. 	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • correspondence • public comment • speeches/presentations • briefs
8.3.0	Parliamentary Questions Responses to questions put to the Premier in Parliament. Includes the development of responses to Parliamentary Questions, including those that lapse due to Parliament being prorogued.	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • question • preparation to response • approved response
8.4.0	Requests for Premier's Endorsements Request for the Premier's endorsement of projects, programs and publications of government departments and agencies.		
8.4.1	Successful Request for Endorsement	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	
8.4.2	Unsuccessful Requests for Endorsement	Temporary. Destroy 2 years after administrative use is concluded.	If a registration record exists this Class may be applied. If the registration record do not exist this class must be kept indefinitely.

Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.0.0	MANAGEMENT OF PROJECT FUNDING The activities associated with the funding of projects by DPC from funds external to the central budget. Includes both one-off grants and ongoing programs.		
9.1.0	Application Process The activities associated with the assessment of applications for funded projects awarded by the agency to individuals and groups.		
9.1.1	Summary records of all applications received for project funding, identifying the nature of the application and the reasons for acceptance or rejection.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.
9.1.2	Records relating to the evaluation, recommendation and approval of successful applications for project funding.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.

Retention & Disposal Authority

CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.1.3	Records relating to the receipt and acknowledgement of successful applications for project funding.	Temporary Destroy 2 years after administrative use concluded.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.
9.1.4	Records relating to the receipt, acknowledgement and evaluation of applications for project funding that are unsuccessful or not proceeded with.	Temporary Destroy 2 years after application refused or withdrawn.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
9.2.0	Monitoring Project Progress	Temporary. Destroy 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • progress reports
9.3.0	Closing Project	Permanent. Transfer to the PROV 2 years after administrative use is concluded.	Includes: <ul style="list-style-type: none"> • evaluation reports • final project report
9.4.0	Project Management	Permanent. Transfer copy of database to the PROV 2 years after administrative use is concluded. See PROV for required format.	Includes: <ul style="list-style-type: none"> • electronic project management tools • project management database • project tracking database

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
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10.0.0 Events and Awards

Management of receptions, awards, state funerals, annual celebrations, annual events, invitations to the Premier and congratulatory messages.

Includes the preparation, security and catering of events and messages.

10.1.0 Registration of Events and Messages

Minimum data includes:

- type of event/message
- date
- venue
- participants.

Permanent.
Transfer to the PROV 2 years after administrative use is concluded.

Includes:

- Calendar of Events
- Register of Messages

10.2.0 Management of Events and Messages

Temporary.
Destroy 2 years after administrative use is concluded.

If a registration record exists (see Class 10.1.0) this Class may be applied. If the registration record do not exist this class must be kept indefinitely.

REF NO.	ACTIVITY CLASS	DISPOSAL STATUS	EXAMPLES OF RECORDS
11.0.0	Record Keeping		
11.1.0	<p>Record Keeping Summaries and Structure Includes the summary data that identifies the records maintained by DPC and the structure of DPC record keeping systems. Data includes:</p> <ul style="list-style-type: none"> • name of record • creator/department • date of receipt of record • disposal action and date • precis • action history • location movement history. 	<p>Permanent. Transfer to the PROV 2 years after administrative use is concluded.</p>	<p>Includes:</p> <ul style="list-style-type: none"> • registers • indexes • master control cards • classification scheme.
11.2.0	<p>Facilitation of Record Keeping Procedures and Practices. Data includes:</p> <ul style="list-style-type: none"> • audits • Census. 	<p>Temporary. Destroy 2 years after administrative use is concluded.</p>	