

PROS 11/04 VAR 1

**Retention and Disposal Authority for Consumer
Affairs Functions**

Issued Date: 22/02/2017

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Retention and Disposal Authority for Records of Consumer Affairs Functions

Retention and Disposal Authority No	PROS 11/04 VAR 1
Scope	This RDA authorises the disposal of records created by Consumer Affairs Victoria and Victorian Pharmacy Authority.
Status	Issued by Keeper
Issue Date	22/02/2017

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

List of Functions and Activities covered

Reference	Function	Activity	Page
1	CONSUMER ADVICE AND SUPPORT PROGRAMS		13
1.1		Establishment, Monitoring & Review of Programs	13
1.2		School Curriculum and Resource Development and Review	14
1.3		Scam Identification	16
2	REGISTRATION AND LICENSING OF BUSINESSES AND OCCUPATIONS		17
2.1		Registration and Licensing	17
3	REGISTRATION OF INCORPORATED ASSOCIATIONS, LIMITED PARTNERSHIPS AND COOPERATIVES		20
3.1		Registration of Incorporated Associations, Limited Partnerships and Cooperatives	20
4	REGISTRATION OF ESTABLISHED PATRIOTIC FUNDS AND FUNDRAISERS		22
4.1		Establishment and Renewal of Patriotic Funds	22
4.2		Registration of Fundraisers	23
5	REGISTRATION OF BUSINESS NAMES		24
5.1		Registration of Business Names	24

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

List of Functions and Activities covered

Reference	Function	Activity	Page
6	DISPUTE MANAGEMENT		26
6.1		Assessment of Complaints for Dispute Resolution	26
6.2		Dispute Resolution Case Management	27
7	COMPLIANCE MONITORING AND ENFORCEMENT		28
7.1		Conduct of Compliance Campaigns	29
7.2		Compliance Inspections and Investigations	29
7.3		Interventions	31
7.4		Estate Agent & Conveyancer's Trust Account Supervision	31
7.5		Trust Account Examinations and Investigations	32
7.6		Estate Agent Property Purchasing Restrictions	33
8	GOVERNMENT TRUST FUND MANAGEMENT		33
8.1		Management of Trust Fund Investments	34
8.2		Victorian Property Fund Claim Management	35
8.3		Approval of Trust Account Courses	36
9	PRODUCT SAFETY		37

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

List of Functions and Activities covered

Reference	Function	Activity	Page
9.1		Development of Product Safety Standards	37
9.2		Product Testing & Investigation	38
10	CERTIFICATION OF TRADE MEASUREMENT INSTRUMENTS		39
10.1		Issue of Service Licences and Batch Testing Approvals	40
10.2		Certification of Instruments	41
10.3		Authorisation of Marks for Measures	42
11	TRADE MEASUREMENT INSPECTIONS		43
11.1		Appointments of Inspectors	43
11.2		Inspections	43
11.3		Complaint Investigations	45
12	MAINTENANCE OF TRADE MEASUREMENT REFERENCE STANDARDS		46
12.1		Certification of Reference Standard Masses and Volumes	47
12.2		Reference Standard Reporting	47

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

List of Functions and Activities covered

Reference	Function	Activity	Page
13	LICENSING OF WEIGHBRIDGES		47
13.1		Issue of Suitability Certificates and Statements	47
13.2		Issue of Weighbridge Licences	48
13.3		Issue of Weight Tickets	49
14	TRADE MEASUREMENT EXEMPTIONS MANAGEMENT		49
14.1		Assessment of Exemption Requests	50
15	TRADE MEASUREMENT ADVICE AND CONSULTATION		50
15.1		Advice	50

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

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

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

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

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

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

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

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

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

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

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

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

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

Concurrence of Public Office

This Authority has the concurrence of:

Name:

Position:

Date:

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Justice and Regulation. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

Justine Heazlewood, Keeper of Public Records

Date of Issue: 22/02/2017

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

INTRODUCTION

Variation

Variation 1

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Consumer Affairs Function, issued as Public Record Office Standard (PROS) 11/04 on 28/09/2011, as follows:

Broadened the scope of the authority so that the following classes can be used by the specified public office:

2.1.0 Registration and Licensing (Classes 2.1.1 and 2.1.2) - Victorian Pharmacy Authority

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 22/02/2017

Retention and Disposal Authority for Consumer Affairs Functions

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
1	CONSUMER ADVICE AND SUPPORT PROGRAMS	<p>The raising of awareness of consumers rights and responsibilities and the provision of support to consumers through the development of programs to target particular areas where consumers are not aware of their rights, and/or are at risk of making a poor purchase. Includes programs that address:</p> <ul style="list-style-type: none"> • the needs of special interest, minority or disadvantaged groups such as consumers who are disabled, migrants who have English as a second language, and indigenous groups; • the empowerment of consumers, warnings regarding scams, recalled products or unfair / illegal trading practices; • the education of consumers through seminars or publications, or of young consumers through a school curriculum development program; • support for vulnerable and disadvantaged consumers through the provision of advocacy services. <p>[For grants, publications, contracts, tendering and media releases, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
1.1	Establishment, Monitoring & Review of Programs	<p>The establishment, review and monitoring of consumer affairs programs.</p> <p>Includes records documenting the identification of the need for a program, scoping the issue, decisions</p>		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CONSUMER ADVICE AND SUPPORT PROGRAMS - Establishment, Monitoring & Review of Programs</i>				
		on the delivery mechanism and updates to the program scope based on responses received.		
1.1.1		Records documenting the establishment and review of programs, including the content, intended audience and delivery mechanisms of the program.	Permanent	Retain as State archives
1.1.2		Records documenting the planning, routine monitoring and administrative arrangements of program and service delivery, including training and seminar sessions, attendance, venue management, session timetabling, and/or rostering.	Temporary	Destroy 7 years after program or service was provided.
1.2	School Curriculum and Resource Development and Review	The development and review of curriculum content and resources for teachers on consumer awareness for use in schools. Includes curriculum developed in conjunction with other agencies (e.g. Office of Gaming and Racing, Royal Automotive Club Victoria (RACV) etc). Also includes competitions and other events aimed at providing students with opportunities to apply their learning.		
1.2.1		Records documenting the development and review of curriculum content and resources for use in the classroom including teacher notes and resource books. Examples of curriculum content includes: <ul style="list-style-type: none"> • gambling; • purchasing and contracts (e.g. mobile phones and other technology contracts); • food labelling; 	Temporary	Destroy 10 years after date of creation.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CONSUMER ADVICE AND SUPPORT PROGRAMS - School Curriculum and Resource Development and Review</i>				
		<ul style="list-style-type: none"> • calculations of interest (using credit or loans for purchases); • renting. 		
1.2.2		<p>Records documenting collaboration and the sharing of ideas with teachers on school curriculum content. Includes participation in teacher forums, including:</p> <ul style="list-style-type: none"> • Victorian Commerce Teachers Association; • Maths Association of Victoria; • Victorian Association for the Teaching of English. <p>Includes records documenting the gaining of membership or access to the forum and the monitoring and provision of responses.</p>	Temporary	Destroy 7 years after the date of submission.
1.2.3		Records documenting evaluations provided on school curriculum content, including surveys completed by teachers and any feedback and suggestions from forums or seminars.	Temporary	Destroy 2 years after survey completed.
1.2.4		Records documenting the analysis of survey results, feedback and suggestions from forums or seminars on school curriculum content.	Temporary	Destroy 7 years after analysis completed.
1.2.5		<p>Records documenting development of competitions and events to accompany consumer education curriculum in order to provide students with an opportunity to apply their learning.</p> <p>Includes records of any assessment process undertaken by the agency such as receiving and</p>	Temporary	Destroy 7 years after competition concludes.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CONSUMER ADVICE AND SUPPORT PROGRAMS - Scam Identification</i>				
		<p>judging entries in competitions.</p> <p>Includes records of the issue of certificates of participation.</p> <p>[For the arrangement of events and exhibitions, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
1.3	Scam Identification	<p>The process of identifying and exposing scams that may trap consumers into a poor purchase or otherwise deceive or disadvantage a consumer.</p> <p>A scam is defined as a scheme designed to take money dishonestly or deceitfully from a consumer and provide little or nothing in return.</p> <p>Includes scams that originated either within the Australian marketplace or overseas.</p> <p>[For complaints and prosecutions, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
1.3.1		<p>Records documenting the identification of the scam originating and in use within Australia, research into the scam and the resulting actions/decisions. Includes the development of warnings for distribution to the public.</p> <p>Examples of scams originating in Australia include: pyramid selling schemes; employment schemes (e.g. work from home, earn big money); lottery scams; prize award and merchandise offer scams; travelling con men or itinerant traders; weight loss, health and medical scams (miracle cures).</p>	Temporary	Destroy 10 years after matter is closed.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CONSUMER ADVICE AND SUPPORT PROGRAMS - Scam Identification</i>				
1.3.2		<p>Records documenting the identification of a scam that originated overseas and is in international use. Includes the development of warnings for distribution to the public.</p> <p>Examples of scams originating overseas include: money transfer scams; chain letter scams that request money; lottery scams; prize award and merchandise offer scams; weight loss, health and medical scams (miracle cures); phishing scams (emails requesting account and/or banking details).</p>	Temporary	Destroy 7 years after date warning is issued.
2	REGISTRATION AND LICENSING OF BUSINESSES AND OCCUPATIONS	<p>The registration and licensing of persons wanting to operate in regulated businesses and occupations, for the purposes of protecting consumer's interests, rights and entitlements. The types of business and occupations regulated by the agency include: Conveyancers, Owners Corporations, Prostitution Service Providers and Brothel Managers, Travel Agents, Motor Car Traders, Estate Agents, Introduction Agents, Credit Providers and Finance Brokers, Second-hand Dealers and Pawnbrokers, Retirement Villages and Funeral Providers.</p> <p>[For compliance, monitoring and enforcement activities, see 7.0.0]</p>		
2.1	Registration and Licensing	<p>The registration and licensing of persons wanting to operate in specific businesses and occupations. Includes the licensing of estate agents, motor car traders, sex work service providers, travel agents and conveyancers as well as the registration of secondhand dealers and pawnbrokers, introduction agents, owners corporations, retirement villages and</p>		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION AND LICENSING OF BUSINESSES AND OCCUPATIONS - Registration and Licensing</i>				
		<p>funeral providers.</p> <p>Also includes the renewal of registrations and licences, and any checks or monitoring of submitted documentation required to approve a renewal.</p>		
2.1.1		<p>Summary record of all licensees and registrants. Includes the name of licensee or registration holder, employers (if applicable), address of employer, business names (if applicable), conditions on licence or registration, details of granting, surrender, cancellation or suspension of licence or registration, dates licence or registration held and any other information required by Acts administered by the agency.</p>	Temporary	Destroy 12 years after licence or registration ceases.
2.1.2		<p>Records documenting the granting, renewal and management of a licence or registration.</p> <p>Includes: successful applications for licenses and registrations; notifications of intention to commence operation in a particular industry (as required by the conditions of licensing/registration) or to undertake a particular activity; reporting or notifications such as annual statements; exemptions from requirements, changing category of licence/registration, applications to amalgamate with another organisation, notifications of any changes in details or events that have to be reported e.g. business name, address, personnel, declarations of bankruptcy and any other information required by Acts administered by the agency.</p> <p>[For records of payments and financial transactions regarding licence or registration applications and</p>	Temporary	Destroy 12 years after licence or registration ceases.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION AND LICENSING OF BUSINESSES AND OCCUPATIONS - Registration and Licensing</i>				
		renewals, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]		
2.1.3		Records documenting the granting of permission to apply for a licence or registration where the applicant is otherwise rendered ineligible due to prior acts or offences.	Temporary	Destroy 12 years after permission granted.
2.1.4		Records documenting refused applications for any licence or registration due to the applicant not meeting criteria under relevant legislation. Includes records relating to any appeal process.	Temporary	Destroy 12 years after date decision is made.
2.1.5		Records documenting the refusal of permission to apply for a licence or registration where the applicant was rendered ineligible by prior acts or offences and is unable to show cause as to why they should be permitted to apply for the licence or registration.	Temporary	Destroy 12 years after permission refused.
2.1.6		Records documenting applications for licensing or registration that are withdrawn before a determination is made, or are not completed, by the applicant.	Temporary	Destroy 1 year after application is withdrawn or last contact made (whichever is the latter).
2.1.7		Records documenting confirmation of registered contact or trading details. Includes notifications of changes.	Temporary	Destroy 1 year after details are superseded.
2.1.8		Records documenting the monitoring of annual financial statements and independent audits in order to ensure that the operator is eligible to renew their	Temporary	Destroy 12 years after licence or registration ceases.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF INCORPORATED ASSOCIATIONS, LIMITED PARTNERSHIPS AND COOPERATIVES</i>				
3	REGISTRATION OF INCORPORATED ASSOCIATIONS, LIMITED PARTNERSHIPS AND COOPERATIVES	<p>registration or licence.</p> <p>The registration of incorporated associations, limited partnerships and cooperatives.</p> <p>An incorporated association is a not-for-profit club or community group that through becoming incorporated becomes its own 'legal person' (i.e. the association becomes a distinct legal entity that continues regardless of changes to its membership).</p> <p>A partnership is made up of two or more people who jointly carry on business with a view to profit. A limited partnership is one where the liability of one or more partners for the debts and obligations of the business is limited.</p> <p>A co-operative is a democratic organisation, owned and controlled by its members for a common benefit. Members of a cooperative can benefit from economies of scale through the combined purchasing, distribution or marketing power or influence of the group. They share in the groups investment and operational risks and losses, as well as its benefit.</p>		
3.1	Registration of Incorporated Associations, Limited Partnerships and Cooperatives	The management of the registration, and renewals of registration, of incorporated associations, limited partnerships and cooperatives.		
3.1.1		Summary record of registered incorporated associations, limited partnerships and cooperatives. Details include whether or not the association is a	Temporary	Destroy 15 years after registration ceases.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF INCORPORATED ASSOCIATIONS, LIMITED PARTNERSHIPS AND COOPERATIVES - Registration of Incorporated Associations, Limited Partnerships and Cooperatives</i>				
		prescribed association, names of appointed public officers, registered name, previous name/s, addresses and previous addresses, date of registration, category of registration, current status of incorporation, Australian Business Number, and any other information required by Acts administered by the agency.		
3.1.2		<p>Records documenting the registration, renewal and management of incorporated associations, limited partnerships and cooperatives. Includes applications, records documenting variations to registrations and the ongoing administration of the body.</p> <p>Records for cooperatives also include the proposed rules of the cooperative; details of the initial formation meeting; submissions for approval of special resolutions passed by the cooperative; notifications of the appointment of all directors and officers; and annual reports.</p>	Temporary	Destroy 15 years after registration ceases.
3.1.3		Unsuccessful applications to register as an incorporated association, limited partnership and cooperative. Includes records relating to any appeal.	Temporary	Destroy 15 years after appeal period has concluded.
3.1.4		Records documenting confirmation of registered contact or trading details. Includes notifications of changes.	Temporary	Destroy 1 year after details are superseded.
3.1.5		Records documenting the monitoring of annual financial statements and independent audits in order to ensure that the organisation is eligible to renew	Temporary	Destroy 15 years after registration ceases.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF ESTABLISHED PATRIOTIC FUNDS AND FUNDRAISERS</i>				
		their registration.		
4	REGISTRATION OF ESTABLISHED PATRIOTIC FUNDS AND FUNDRAISERS	<p>The establishment of patriotic funds and registration of fundraisers in accordance with legislation.</p> <p>Patriotic funds are trust funds created after World War 1, when Victorian communities raised money to assist returning soldiers and their families. A patriotic fund must be established if a person or body intends to collect funds, receive subscriptions or request donations for any purpose related to any military service or duty.</p> <p>Fundraisers are defined as occurring when any person or organisation, including a business, collects money for a beneficiary, cause or thing, rather than solely for their own profit or commercial benefit. This includes collecting of food, clothes and other items on behalf of a person or organisation. Fundraising activities may include, door knock appeals, telemarketing, events and auctions, traffic intersection / highway collections, appeals and the selling of goods where portions of the sale price are donated to a charity.</p>		
4.1	Establishment and Renewal of Patriotic Funds	The assessment of applications to establish patriotic funds, and the ongoing renewal of established funds.		
4.1.1		<p>Summary record of established patriotic funds.</p> <p>Includes name of fund, name of fund trustees and office bearers, signatories, and registered address for correspondence.</p>	Temporary	Destroy 50 years after last entry.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF ESTABLISHED PATRIOTIC FUNDS AND FUNDRAISERS - Establishment and Renewal of Patriotic Funds</i>				
4.1.2		<p>Records documenting approved established patriotic funds.</p> <p>Includes successful applications, approvals to transfer patriotic fund assets, notifications of changes of appointed trustees, treasurers or secretary), notification of closure of a patriotic fund, reporting on the fund (eg annual financial statements, audited accounts).</p>	Temporary	Destroy 12 years after closure of fund.
4.1.3		Unsuccessful applications for the establishment of patriotic funds.	Temporary	Destroy 12 years after date of decision.
4.1.4		Records documenting notification and confirmation of changes to registered contact details.	Temporary	Destroy 1 year after details are superseded.
4.2	Registration of Fundraisers	The assessment of applications for the registration of fundraisers, including registration renewals.		
4.2.1		<p>Summary record of registered fundraisers.</p> <p>Includes the name and contact details of fundraisers, or a designated contact person, details of any fundraising appeals, details of the beneficiaries of fundraising appeals and amounts of distributed proceeds, and any other information required by the regulations.</p>	Temporary	Destroy 12 years after registration ceases.
4.2.2		<p>Records documenting the registration, renewal and management of fundraisers.</p> <p>Includes the successful application, records of the consent of the intended beneficiaries, reporting processes and the notification of any changes to</p>	Temporary	Destroy 12 years after registration ceases.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF ESTABLISHED PATRIOTIC FUNDS AND FUNDRAISERS - Registration of Fundraisers</i>				
		registration details.		
4.2.3		Records documenting notification and confirmation of changes to registered contact or trading details.	Temporary	Destroy 1 year after details are superseded.
4.2.4		Unsuccessful applications for the registration of fundraisers.	Temporary	Destroy 12 years after date of decision.
5	REGISTRATION OF BUSINESS NAMES	The registration of business names in accordance with the <i>Business Names Act 1962</i> .		
5.1	Registration of Business Names	The registration of business names. Includes the assessment of applications to register a business name.		
5.1.1		<p>Summary record of business names registered. Details include:</p> <ul style="list-style-type: none"> • business number issued, business name; • current status of registration (registered or cancelled); • date of registration or cancellation of registration; • date business commenced; • renewal of registration date; • nature of business; • current registered address of the business and date address registered; • previous registered address and date of cessation as registered address; current 	Permanent	Retain as State archives

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF BUSINESS NAMES - Registration of Business Names</i>				
		<p>postal address;</p> <ul style="list-style-type: none"> • each current address in the State where the business is carried on and date on which business commenced at that address; • previous address in the State where the business was carried on and date on which business ceased at that address; • current proprietor's name and date of commencement; current proprietor's residential address; • current proprietor's previous name and date of change of name; • former proprietor's name and date of cessation as proprietor; • former proprietor's last recorded residential address and former proprietor's previous name and date of change of name and any other information required to be maintained on the register by the legislation. 		
5.1.2		<p>Records documenting applications to register or renew the registration of business names or change of names registered.</p> <p>Includes notifications of the cessation of business from persons or organisations to which a business name is registered. Also includes investigations including cases where the Director has cause to believe that a person or persons to whom a business name is registered is not carrying on business under</p>	Temporary	Destroy 12 years after registration issued by the State of Victoria has concluded.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>REGISTRATION OF BUSINESS NAMES - Registration of Business Names</i>				
		the registered name.		
5.1.3		Records documenting notification and confirmation of changes to registered contact or trading details.	Temporary	Destroy 1 year after details are superseded.
5.1.4		Records documenting applications to register business names that are refused.	Temporary	Destroy 2 years after date of decision.
5.1.5		Records documenting applications to register business names that were not determined prior to transfer of business name registration function to the Commonwealth.	Temporary	Destroy 4 years after date lodged with agency.
6	DISPUTE MANAGEMENT	<p>The management of consumer complaints with traders through a dispute resolution process including conciliation. Includes complaints against estate agents, residential accommodation, domestic building contracts, and those arising under current consumer legislation, including their resolutions.</p> <p>[For enquiries, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
6.1	Assessment of Complaints for Dispute Resolution	<p>The assessment of complaints received to determine whether they will be accepted for conciliation services. Reasons for non-acceptance includes:</p> <ul style="list-style-type: none"> • the nature of the complaint falls within the jurisdiction of another agency; • the amount of resources and time required to pursue the complaint are disproportional to the degree of detriment suffered by the 		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>DISPUTE MANAGEMENT - Assessment of Complaints for Dispute Resolution</i>				
		<p>consumer or the degree of potential detriment likely to be suffered by other consumers if the complaint is not acted on;</p> <ul style="list-style-type: none"> there is little likelihood of successful conciliation. 		
6.1.1		<p>Records documenting complaints not accepted for action by the agency.</p> <p>Includes any response provided to the consumer about the complaint, such as the reasons for non-acceptance, and records relating to any appeal process.</p> <p>[For complaints that are accepted for conciliation, use 6.2.0.]</p> <p>[For complaints that are accepted for investigation, use 7.2.0.]</p>	Temporary	Destroy 2 years after date of decision to not act on the complaint.
6.2	Dispute Resolution Case Management	The management of the complaint resolution process, including conciliation services, the provision of advice to the parties, and/or referrals to other agencies for further services.		
6.2.1		<p>Summary records of disputes and complaints received that are acted upon.</p> <p>Includes name of complainant, name of other party, date complaint made, summary outline of the nature of the complaint, summary outline of steps taken and outcome, and the date of closure.</p>	Temporary	Destroy 10 years after the date of creation.
6.2.2		Records documenting complaint handling.	Temporary	Destroy 7 years after

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>DISPUTE MANAGEMENT - Dispute Resolution Case Management</i>				
		Includes: initial collection of information regarding the dispute from the parties, notes of telephone interviews with parties to the complaint; copies of supporting documentation provided by either party; correspondence addressed to and received from parties to the complaint; case notes of decisions made and outcomes reached; referrals to other organisations or other parts of the agency; warnings issued for minor non compliance; agreed outcomes/resolution; and where a complaint is not resolved, advice on next steps that may be taken.		matter closed.
6.2.3		Records documenting inspections for the purposes of providing fair and objective advice and to prevent a dispute occurring. Includes inspections of residential tenancies, including Goods Left Behind inspections, Non-urgent Repair inspections, and Rent Assessment inspections.	Temporary	Destroy 7 years after the date of inspection.
7	COMPLIANCE MONITORING AND ENFORCEMENT	<p>The monitoring of all traders to ensure compliance with the provisions of consumer legislation administered by the agency.</p> <p>Includes:</p> <ul style="list-style-type: none"> the monitoring of businesses and occupations regulated by the agency; the monitoring of restricted purchases of real estate by estate agents; the supervision of Trust Accounts held by licensed estate agents under <i>Estate Agents Act 1980</i> or by licensed conveyancers as required under the <i>Conveyancers Act 2006</i>. 		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE MONITORING AND ENFORCEMENT - Conduct of Compliance Campaigns</i>				
7.1	Conduct of Compliance Campaigns	<p>The monitoring of trader compliance through conducting compliance campaigns.</p> <p>Activities include inspections and other forms of assessment and checks of traders to ensure banned or unsafe products are not being offered for sale.</p> <p>[For checking of annual financial statements or independent audits see 2.1.0]</p> <p>[For records of inspections that are not part of a campaign, see 7.2.0]</p>		
7.1.1		<p>Records documenting the planning and implementation of compliance campaigns.</p> <p>Includes records that identify the targeting of specific traders, regulated businesses and occupations or industry practices and the reporting and analysis of campaign results.</p>	Temporary	Destroy 7 years after date campaign ceases.
7.2	Compliance Inspections and Investigations	<p>The monitoring of trader compliance through inspections of premises, equipment or goods, and investigations into allegations of non-compliance received from the public or identified during an inspection.</p>		
7.2.1		<p>Records documenting the exercise of powers of entry by inspectors. Includes summary records or registers of instances where powers of entry are applied, and where goods or samples are seized or taken while on the premises.</p>	Temporary	Destroy 7 years after date of inspection.
7.2.2		<p>Records documenting applications to magistrates for the issue of a search warrant in circumstances where</p>	Temporary	Destroy 7 years after conclusion of

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE MONITORING AND ENFORCEMENT - Compliance Inspections and Investigations</i>				
		an inspector believes that there may be evidence of the commission of an offence against an Act, which is located on premises or in a location for which the inspector does not have powers of entry.		investigation.
7.2.3		Records documenting inspections and investigations that do not lead to any enforcement action. Includes verbal warnings and / or written instructions given out where minor or unintentional non-compliance is identified.	Temporary	Destroy 7 years after conclusion of investigation.
7.2.4		Records of inspections and investigations that lead to: written warnings or contravention notices; infringement notices (fines); suspension of a licence or registration; and /or the imposition of conditions or restrictions on a licence or registration, but not to the cancelling of any licence or registration. Includes the prosecution of any related offences.	Temporary	Destroy 12 years after conclusion of investigation.
7.2.5		Records documenting inspections and investigations that lead to the cancelling of any licence or registration. Includes: applications to Victorian Civil and Administrative Tribunal (VCAT) to conduct a Disciplinary Inquiry; the prosecution of serious offences; records documenting the winding up of an organisation upon issue of a certificate of the Registrar or upon application to the Supreme Court; court applications and the consideration of any submission by the organisation when asked to show cause why the notice should not be given.	Temporary	Destroy 12 years after date of cancellation of the licence or registration.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE MONITORING AND ENFORCEMENT - Interventions</i>				
7.3	Interventions	The enforcement of trader compliance through acts of intervention such as the appointment of statutory managers or receivers.		
7.3.1		Records relating to the appointment of a statutory manager or an administrator for a registered entity. Includes court applications, the notice of appointment, appointment conditions, term of appointment, resulting reports on interventions made, records of the termination of appointment, and the consideration of any submissions made by the registered party following notification of impending de-registration by the Registrar.	Temporary	Destroy 12 years after appointment expires.
7.3.2		Records documenting the appointment of receivers. Includes court applications, the notice of appointment, appointment conditions, term of appointment, resulting reports on interventions made, and the records documenting the termination of appointment.	Temporary	Destroy 12 years after appointment expires.
7.4	Estate Agent & Conveyancer's Trust Account Supervision	The supervision of Trust Accounts held by licensed estate agents under <i>Estate Agents Act 1980</i> or by licensed conveyancers as required under the <i>Conveyancers Act 2006</i> . Includes the receipt of notifications of the establishment or closure of General or Statutory Deposit Trust Accounts, the monitoring of account balances and transactions, reporting by Trust Account holders and the investigation of any account deficiencies or irregularities.		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE MONITORING AND ENFORCEMENT - Estate Agent & Conveyancer's Trust Account Supervision</i>				
7.4.1		Records documenting notifications received from licensed estate agents or conveyancers concerning the establishment or closure of general trust accounts with approved Authorised Deposit Taking Institutions (ADIs).	Temporary	Destroy 7 years after closure of trust account.
7.4.2		Statements of balances, transactions and deficiencies for General and Statutory Deposit Trust Accounts. Includes notifications by banks of negative or otherwise unusual balances in trust accounts.	Temporary	Destroy 7 years after date of statement.
7.5	Trust Account Examinations and Investigations	The conduct of external examinations and the investigation of possible offences concerning trust money and trust accounts. Includes annual examination reports and reports that are submitted when a licensee ceases to be authorised to receive trust money. Also includes monitoring of the payments made into trust accounts as required by legislation, and payments of interest earned on trust accounts to the agency.		
7.5.1		Reports on the external examination and audit of estate agent or conveyancers trust accounts that reveal deficiencies or potential offences and lead to investigations. Includes records documenting investigations and information obtained under compulsory powers.	Temporary	Destroy 30 years after conclusion of investigation.
7.5.2		Reports on the external examination and audit of estate agent or conveyancers trust accounts that do not reveal deficiencies or potential offences and do	Temporary	Destroy 7 years after date of reporting.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE MONITORING AND ENFORCEMENT - Trust Account Examinations and Investigations</i>				
		not lead to investigations.		
7.5.3		Records documenting the approval of individuals to act as external examiners of estate agent or conveyancers trust accounts. Includes any external auditor requirement exemptions.	Temporary	Destroy 7 years after approval ceases.
7.6	Estate Agent Property Purchasing Restrictions	The authorisation of the purchasing of properties by estate agents, their employees or an immediate family member of either, for which they have been commissioned to sell.		
7.6.1		Records documenting the assessment of applications made by an estate agent or their licensed employee, or an immediate family member of either, wishing to purchase a property they have been commissioned to sell. Includes the application and supporting records such as vendor consents, statements of contracts of sale and statutory declarations.	Temporary	Destroy 7 years after purchase approved or denied.
8	GOVERNMENT TRUST FUND MANAGEMENT	<p>The management of trust funds established by the agency under various Acts to protect consumers in designated industries.</p> <p>A Government trust fund is established and its purpose defined under legislation. For example, the purpose of some trust funds is to meet the cost of administration of their establishing legislation. In some cases, the purpose of trust funds may also include funding for compensation schemes and grants programs.</p> <p>[For financial reporting, audits and transactions, including the payment of fees and penalties into the</p>		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT TRUST FUND MANAGEMENT - Management of Trust Fund Investments</i>				
		Trust Funds, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]		
8.1	Management of Trust Fund Investments	The investment of trust fund monies and the receipt of reports on investment progress. Includes the re-investment of profits into industry-specific programs.		
8.1.1		Records documenting the management of investments of trust fund monies. Includes daily administration of payments received, investment adjustments made and reports on investment progress. [For financial statements on investment performance see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]	Temporary	Destroy 7 years after the completion of the financial year in which the record was created.
8.1.2		Records documenting payments made out of trust funds to settle claims lodged by consumers, or as loans to applicants. [For records documenting claims on the Victorian Property Fund see 8.2.0.] [For the records of committees or panels that are established to receive and determine claims, and their deliberations, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]	Temporary	Destroy 7 years after the completion of the financial year in which the record was created.
8.1.3		Records documenting returns from investment and their allocation to programs designed to support and/or educate the consumer when dealing with a	Temporary	Destroy 7 years after the completion of the financial year in which

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT TRUST FUND MANAGEMENT - Victorian Property Fund Claim Management</i>				
		<p>particular industry.</p> <p>[For records documenting grant payments made out of trust funds to members of the public or organisations to fund education, advice or support programs for consumers or industry participants, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		the record was created.
8.2	Victorian Property Fund Claim Management	<p>The investigation and determination of claims against the Victorian Property Fund.</p> <p>The Victorian Property Fund is a trust fund established under the <i>Estate Agents Act 1980</i>. Individuals or corporations that suffer monetary loss because of misappropriation by: a licensed estate agent, a licensed conveyancer, or an employee of a licensed estate agent or licensed conveyancer, can lodge a claim for the full amount of their monetary loss.</p> <p>Includes the collection and investigation of evidence, claim reporting, and recommendations as to whether the claim should be allowed. Also includes records of claimant appeal.</p>		
8.2.1	Summary record of Victorian Property Fund Claims	Includes claim identifier (ID), claimants name, address and practitioner details, result of claim and amount being claimed, the date of claim, date of default, the date that the claim form received and public notice published as well as details of the defaulting entity / licensee.	Temporary	Destroy 50 years after claim determined.
8.2.2		Records documenting investigations of claims against the Victorian Property Fund that are rejected or	Temporary	Destroy 15 years after

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT TRUST FUND MANAGEMENT - Victorian Property Fund Claim Management</i>				
		partially allowed and are subsequently appealed. Includes the collection and investigation of evidence, claim reporting, and recommendations as to whether the claim should be allowed. Also includes records of claimant appeal.		appeal concluded.
8.2.3		Records documenting investigations of claims against the Victorian Property Fund that are rejected or partially allowed and but are not subsequently appealed. Includes the collection and investigation of evidence, claim reporting, and recommendations as to whether the claim should be allowed.	Temporary	Destroy 15 years after claim determined.
8.2.4		Records documenting investigations of claims against the Victorian Property Fund that are allowed in full. Includes the collection and investigation of evidence, claim reporting, and recommendations as to whether the claim should be allowed.	Temporary	Destroy 15 years after claim determined.
8.2.5		Records documenting the recovery of subrogated debt, where the Secretary of the Department of Justice has sought to recover money from licensees whose fraudulent or dishonest dealings led to their clients making successful Victorian Property Fund claims.	Temporary	Destroy 7 years after claim determined.
8.3	Approval of Trust Account Courses	The examination and approval of education courses required to be completed by a person wishing to audit or assist in the audit of trust accounts under an Act that regulates a licensed industry.		
8.3.1		Records documenting the assessment and approval of education courses including records relating to the	Temporary	Destroy 7 years after

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>PRODUCT SAFETY</i>				
		cessation or revocation of approval.		approval ceases.
9	PRODUCT SAFETY	<p>The management of processes designed to protect consumers from dangerous consumer products.</p> <p>Includes the development of product safety standards based on Australian standards where they exist for the products and the banning of products judged to be dangerous to the health and well being of consumers.</p> <p>[For monitoring of traders to ensure banned products are not being offered for sale, see 7.0.0.]</p>		
9.1	Development of Product Safety Standards	<p>The development of product safety standards (based on Australian standards but adapted to the Victorian marketplace) to prevent products from causing death or serious injury in the ordinary course of use.</p> <p>Safety standards can include rules for: how the product should work, what it is made of, how it is manufactured, design, construction and finish, packaging, testing, warnings and instructions.</p> <p>Includes consultation with industry bodies or individual traders/manufacturers regarding the development of product safety standards.</p>		
9.1.1		Records that document approved product safety standards including records created in their formation such as strategic planning, major consultation summaries and drafts with significant changes.	Permanent	Retain as State archives
9.1.2		Records documenting detailed responses or	Permanent	Retain as State archives

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>PRODUCT SAFETY - Development of Product Safety Standards</i>				
		submissions to requests for comment on product safety standards that influence the discussion or the content in the standard.		
9.1.3		Records documenting minor responses to requests for comment on product safety regulation and standards	Temporary	Destroy 5 years after date of response.
9.1.4		Records documenting a nil response to requests for comment on product safety regulation and standards.	Temporary	Destroy after when reference ceases.
9.2	Product Testing & Investigation	<p>The testing and investigation of products that are considered dangerous or which are likely to cause death or serious injury, and the placing of ban orders.</p> <p>Includes selection of products for testing/investigation using a product safety standard checklist, reports on test results from test laboratories, manufacturer's specifications and materials lists, documentation regarding reported faults or complaints about a product, and/or recommendations based on test/investigation results.</p> <p>[For compliance checks on the sale of products by traders see 4.1.0.]</p>		
9.2.1		Reports that result in a permanent ban being issued for a product. Includes testing and investigation results, analysis and recommendations.	Permanent	Retain as State archives
9.2.2		Reports that result in an interim or fixed term ban being issued for a product. Includes testing and	Temporary	Destroy 10 years after

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>PRODUCT SAFETY - Product Testing & Investigation</i>				
		investigation results, analysis and recommendations.		ban is lifted.
9.2.3		Reports that result in the product declared to be safe and no ban order is applied. Includes testing and investigation results, analysis and recommendations.	Temporary	Destroy 10 years after last access.
9.2.4		Records documenting the testing and investigation process, including raw data, test calibrations against the relevant product standard, investigation notes and draft recommendations.	Temporary	Destroy 10 years after conclusion of test or investigation.
9.2.5		Records documenting the issue of compulsory product recall notices by agency.	Permanent	Retain as State archives
9.2.6		Records documenting the issue of voluntary product recall notices by manufacturers or suppliers.	Temporary	Destroy 10 years after last action.
10	CERTIFICATION OF TRADE MEASUREMENT INSTRUMENTS	<p>The inspecting or testing of trade measurement instruments for accuracy and the issuing of certificates to permit instruments to be used for trade purposes.</p> <p>Instruments can include:</p> <ul style="list-style-type: none"> • Scales and weights; • Metered pumps e.g. fuel pumps; • Factory equipment used to pre-package articles by weight or volume; • Measuring devices for fluid; • Measuring devices for length e.g. fabric. <p>Includes the issue of authorisations to mark</p>		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CERTIFICATION OF TRADE MEASUREMENT INSTRUMENTS - Issue of Service Licences and Batch Testing Approvals</i>				
		<p>measures and approvals for batch testing of measures.</p> <p>[For records relating to fee payments, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
10.1	Issue of Service Licences and Batch Testing Approvals	<p>The issue of service licences to allow a person or business carry out testing and certification of trade measurement instruments under the <i>TradeMeasurement Act 1995</i>, and the issue of approvals to allow an approved manufacturer to test and mark batches of glass measures under the <i>TradeMeasurement Regulations 2007</i>.</p>		
10.1.1		<p>Summary record of service licences and batch testing approvals.</p> <p>Includes the name of the licensee/s or approved manufacturer, registered business name/s, address, contact details and names of certifiers employed.</p>	Temporary	Destroy 10 years after last action.
10.1.2		<p>Records of applications to hold a service licence or for approval to batch test glass measures.</p> <p>Includes application forms, supporting documentation, drawings of certification mark to be used, and fee payment records.</p>	Temporary	Destroy 5 years after the licence is surrendered or cancelled.
10.1.3		<p>Records of unsuccessful, withdrawn or incomplete applications to hold or to renew a service licence or an approval to batch test glass measures.</p> <p>Includes application forms, supporting documentation, criminal record checks and records of</p>	Temporary	Destroy 5 years after the date of the application.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CERTIFICATION OF TRADE MEASUREMENT INSTRUMENTS - Issue of Service Licences and Batch Testing Approvals</i>				
		the reasons for being unsuccessful.		
10.1.4		<p>Records documenting the suspension or cancellation of a service licence or approval to batch test glass measures following discovery of wrongdoing or inadequate performance under the provisions of the licence/approval.</p> <p>[For Litigation, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>	Temporary	Destroy 5 years after the date of suspension or revocation.
10.2	Certification of Instruments	<p>The testing, calibration, minor repair and certification of instruments used for trade measurement.</p> <p>Includes the identification of instruments unable to be certified for use.</p>		
10.2.1		A summary report of certificates issued by a servicing licensee, which is submitted regularly to the agency along with a payment of a fee for each certification performed.	Temporary	Destroy 5 years after the date of report.
10.2.2		Records of certificates issued to permit the use of an instrument for trade measurement purposes.	Temporary	Destroy 2 years after the date of issue.
10.2.3		Records of the certification process, including notes of tests conducted, results and minor repairs performed.	Temporary	Destroy 2 years after the date of creation.
10.2.4		Records of the certification assessment process where the instrument was unable to be certified.	Temporary	Destroy 2 years after the date of creation.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CERTIFICATION OF TRADE MEASUREMENT INSTRUMENTS - Certification of Instruments</i>				
10.2.5		Records of batch test results, including sampling protocols followed and individual results.	Temporary	Destroy 2 years after the date of creation.
10.3	Authorisation of Marks for Measures	Authorisation under the <i>Trade Measurements Regulations 2007</i> for a manufacturer to apply an approved mark to a manufactured measure e.g. a manufacturer of drinking glasses may apply for a mark that states the volume of liquid a standard glass will hold.		
10.3.1		Summary records of marks issued. Includes the date of issue, drawing of the mark approved, name and contact details of manufacturer who may use the mark, and conditions of issue.	Temporary	Destroy 15 years after the authorisation ceases.
10.3.2		Records documenting authorisations issued. Includes the application, supporting documentation, drawings of the mark to be used and copies of the authorisation issued. Also includes notice from the applicant that they wish to change or cease using a mark.	Temporary	Destroy 7 years after the authorisation ceases.
10.3.3		Unsuccessful applications for authorisation. Includes the application, supporting documentation, and reasons for the decision.	Temporary	Destroy 7 years after the date of decision.
10.3.4		Records documenting the suspension or cancellation of an authorisation following discovery of wrongdoing under the provisions of the authorisation.	Temporary	Destroy 7 years after the re-instatement of the authorisation or conclusion of any appeal following cancellation.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT INSPECTIONS</i>				
11	TRADE MEASUREMENT INSPECTIONS	The appointment of Trade Measurement inspectors, the conduct of routine inspections, and the investigation of complaints received about certified instruments.		
11.1	Appointments of Inspectors	The appointment of Trade Measurement inspectors under section 9(1)(a) of the <i>Trade Measurement (Administration) Act</i> 1995.		
11.1.1		Records of the appointment of inspectors, including the issue of certificates of authority under section 15 of the <i>Trade Measurement (Administration) Act</i> 1995 to allow the inspector to enter premises for the purpose of administering the Act.	Temporary	Destroy 5 years after expiry of the appointment.
11.1.2		Records of the suspension or cancellation of an inspector's appointment. Includes investigations and appeals.	Temporary	Destroy 5 years after date appointment is re-instated or terminated.
11.2	Inspections	The undertaking out of routine or targeted inspections of traders and manufacturers. Routine inspections are undertaken to check that: <ul style="list-style-type: none"> • all trade measurement instruments are certified; • certified instruments have been accurately tested; • certified instruments have been correctly marked; • labelling is accurate and correctly applied; 		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT INSPECTIONS - Inspections</i>				
		<ul style="list-style-type: none"> • marks are correctly applied to manufactured goods; • weights and measures of pre-packed articles are correct; • exemptions are being correctly adhered to; • batch testing is being carried out correctly. <p>Targeted inspections (also known as blitzes) audit a particular aspect of trade measurement that has come to the agency's attention as an emerging issue through e.g. the media or a pattern of complaints received. The topics of targeted inspections may include:</p> <ul style="list-style-type: none"> • goods manufactured for a particular event, for example easter eggs; • specific industries, such as petrol stations or egg producers; • a region or geographical area. <p>[For Prosecutions, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
11.2.1		<p>Records of site visits and checks made of instruments, marks, weights and labelling.</p> <p>Includes records of visitation reports, and verbal and written warnings issued to the trader / manufacturer at the completion of an inspection.</p>	Temporary	Destroy 5 years after the date of creation.
11.2.2		Records of notices issued during inspections,	Temporary	Destroy 5 years after

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT INSPECTIONS - Inspections</i>				
		including: <ul style="list-style-type: none"> • contravention notices; • infringements. 		the date of creation.
11.2.3		Records of enforceable undertakings applied following an inspection.	Temporary	Destroy 7 years after the date of expiry of the undertaking.
11.3	Complaint Investigations	Inspections of trading or manufacturing premises for the purpose of investigating a complaint made in relation to the use / misuse of trade measurement instruments, marks, weights or labels.		
11.3.1		Records of site visits and checks made of instruments or goods where the complaint was not substantiated. Includes visitation reports.	Temporary	Destroy 2 years after the date of creation.
11.3.2		Records of site visits and checks made of instruments or goods where the complaint was substantiated and a verbal or written warning issued to the trader/manufacturer. Includes visitation reports.	Temporary	Destroy 5 years after warning is issued.
11.3.3		Records of site visits and checks made of instruments or goods where the complaint was substantiated and a notice issued. Includes visitation reports. Notices issued include: <ul style="list-style-type: none"> • Contravention notices - with inspectors; • Infringements - in the complaint 	Temporary	Destroy 7 years after notice is issued.

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT INSPECTIONS - Complaint Investigations</i>				
		management system; <ul style="list-style-type: none"> • Seizures of Instruments - with inspectors. 		
11.3.4		Records of site visits and checks made of instruments or goods where a complaint was substantiated and an enforceable undertaking agreement results. Includes visitation reports.	Temporary	Destroy 7 years after expiry of the undertaking.
11.3.5		Records of site visits and checks made of instruments or goods where a complaint was substantiated and prosecution results. Includes visitation reports.	Temporary	Destroy 7 years after prosecution concludes and appeal period has lapsed.
12	MAINTENANCE OF TRADE MEASUREMENT REFERENCE STANDARDS	<p>The certification of standard masses or volumes for use as standards when testing trade measurement instruments. This certification is based on the mass or volume measuring device that is to be used as a standard matching an internationally recognised reference standard e.g. the international one kilogram mass reference standard is held by the International Bureau of Weights and Measures in France and defines exactly how much one kilogram weighs.</p> <p>The National Measurement Laboratory of Australia has adopted this standard as the reference standard to be used in Australia, therefore all agencies must ensure that any standards they use to test eg a one kilogram weight match the reference standard exactly.</p> <p>[For Contracts with Testing Laboratories, see <i>General Retention & Disposal Authority for Records of</i></p>		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>MAINTENANCE OF TRADE MEASUREMENT REFERENCE STANDARDS - Certification of Reference Standard Masses and Volumes</i>				
		<i>Common Administrative Functions.]</i>		
12.1	Certification of Reference Standard Masses and Volumes	The testing and certification of standard masses or volumes for use by servicing licensees and inspectors.		
12.1.1		Records documenting the testing and certification of standard masses or volumes for use by servicing licensees and inspectors. Includes post certification queries and adjustments.	Temporary	Destroy 7 years after expiry of certificate.
12.2	Reference Standard Reporting	The reporting undertaken by the testing laboratory on the number and type of standards tested and the results of the test.		
12.2.1		Reports that indicate the name and type of standards tested and the results of the tests.	Temporary	Destroy 7 years after date of report.
13	LICENSING OF WEIGHBRIDGES	<p>The licensing of weighbridges for public use. Includes publicly and privately owned weighbridges.</p> <p>The agency assesses whether the weighbridge is:</p> <ul style="list-style-type: none"> • of a design/size suitable for operating as a scales for large or heavy vehicles; • installed in a manner suitable for operation as a weighbridge i.e. is safely accessible by a large/heavy vehicle without reversing either on or off the weighing platform. 		
13.1	Issue of Suitability Certificates and Statements	Certificates or statements issued by Consumer Affairs Victoria that state that a weighbridge is 'fit for purpose' or suitable for weighing large/heavy		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>LICENSING OF WEIGHBRIDGES - Issue of Suitability Certificates and Statements</i>				
		vehicles.		
13.1.1		<p>Records documenting certificates of suitability or suitability statements issued to a prospective public weighbridge operators.</p> <p>Includes applications for a certificate of suitability or suitability statement, supporting documentation, specifications of the weighbridge, inspection notes and any conditions imposed as part of the certificate.</p>	Temporary	Destroy 5 years after the date of expiry.
13.1.2		<p>Records of unsuccessful applications for certificates of suitability/suitability statements.</p> <p>Includes applications, supporting documentation, specifications of the weighbridge, inspection notes and reasons for decision.</p>	Temporary	Destroy 5 years after date of application.
13.2	Issue of Weighbridge Licences	The issue of licences under section 43 of the <i>Trade Measurement Act 1995</i> to permit a privately owned and operated weighbridge to offer a vehicle weighing service to the public.		
13.2.1		<p>Records of applications to hold a public weighbridge licence or to renew a public weighbridge licence.</p> <p>Includes application forms, supporting documentation and fee payment records. Also includes notification by a weighbridge operator that they are ceasing to operate and wish to cancel their licence or allow it to lapse.</p>	Temporary	Destroy 5 years after the licence expires or is cancelled.
13.2.2		Records of unsuccessful, withdrawn or incomplete applications to hold or to renew a public weighbridge	Temporary	Destroy 5 years after the date of the

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>LICENSING OF WEIGHBRIDGES - Issue of Weighbridge Licences</i>				
		<p>licence.</p> <p>Includes application forms, supporting documentation, records of criminal checks and records of the reasons for being unsuccessful.</p>		application.
13.2.3		<p>Records of public weighbridge licence suspension or revocation.</p> <p>The suspension or cancellation of a public weighbridge licence may occur following discovery of wrongdoing or inadequate performance under the provisions of the licence.</p> <p>[For Litigation, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions.</i>]</p>	Temporary	Destroy 5 years after the date of suspension or revocation.
13.3	Issue of Weight Tickets	The issue of tickets by a public weighbridge operator regarding the weight and carrying capacity of a vehicle. Vehicles include trucks, caravans and trailers.		
13.3.1		Records documenting tickets that have been issued by a public weighbridge operator for the weight and carrying capacity of a vehicle.	Temporary	Destroy 2 years after date of ticket.
14	TRADE MEASUREMENT EXEMPTIONS MANAGEMENT	The issuing of exemptions under the <i>Trade Measurement Act 1995</i> . Exemptions may be issued from marking requirements on packaging, marking requirements on goods such as textiles, or re-verification of marks on marked volumes or marked lengths.		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT EXEMPTIONS MANAGEMENT - Assessment of Exemption Requests</i>				
14.1	Assessment of Exemption Requests	The assessment of requests for exemptions under the <i>Trade Measurement Act 1995</i> .		
14.1.1		Records documenting applications for exemption permits that are approved and issued. Includes applications and supporting documentation, copies of the issued exemption permit approval, conditions of the exemption and subsequent correspondence regarding the implementation and use of the exemption.	Temporary	Destroy 12 years after date exemption issued.
14.1.2		Records documenting applications for exemption that are not approved. Includes applications, supporting documentation and reasons for not approving the application.	Temporary	Destroy 7 years after date of decision.
15	TRADE MEASUREMENT ADVICE AND CONSULTATION	The provision of advice to and consultation with traders, manufacturers, licensees or industry bodies regarding trade measurement regulation. [For Enquiries, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions</i> .] [For the development of legislation or regulations, see <i>General Retention & Disposal Authority for Records of Common Administrative Functions</i> .]		
15.1	Advice	The provision of advice to traders, manufacturers and licensees on aspects of Trade Measurement compliance.		

Authority number: PROS 11/04 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>TRADE MEASUREMENT ADVICE AND CONSULTATION - Advice</i>				
15.1.1		Records documenting the provision of detailed advice and information to address the concerns of a trader, manufacturer or licensee with regard to implementing or complying with trade measurement regulations that are unique to their particular situation.	Temporary	Destroy 5 years after date of response.
15.1.2		Records documenting the provision of routine or pro forma advice and information to address the concerns of a trader, manufacturer or licensee with regard to implementing or complying with trade measurement regulations that are also commonly held by other traders or manufacturers.	Temporary	Destroy 2 years after date of response.