



Public Record Office Standard
PROS 97/08

PUBLIC RECORD

Authority

Retention and Disposal Authority for Records of the Building Commission

Version 2017

Incorporating Variations 1, 2, 3, 4, 5, 6, 7 and 8

97/08	Issue Date: 03/12/1997	Expiry Date: 03/12/2007
Variation 1	Issue Date: 04/05/1998	Expiry Date: 03/12/2007
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Variation 4	Issue Date: 01/07/2009	Expiry Date: 30/06/2010
Variation 5	Issue Date: 13/08/2010	Expiry Date: 31/05/2013
Variation 6	Issue Date: 03/11/2010	Expiry Date: 31/05/2014
Variation 7	Issue Date: 19/12/2013	Expiry Date: 31/12/2016
Variation 8	Issue Date: 03/02/2017	Expiry Date: 31/12/2019

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PUBLIC RECORDS ACT 1973
(Section 12)

RECORDS DISPOSAL SCHEDULE FOR THE BUILDING CONTROL COMMISSION

Public Record Office Standard (PROS) 97/08

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Records Disposal Schedule for the Buildings Control Commission, issued as Public Record Office Standard (PROS) 97/08 on 3 December 1997, by replacing the whole of section 5.0.0 and section 6.0.0 with new section 5.0.0 and new section 6.0.0 in Schedule A below.

[Signed]

Ross Gibbs

Keeper of Public Records

Issued: 04/05/1998

Schedule A

5.0.0 BUILDING PRACTITIONERS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
BUILDING PRACTITIONER REGISTRATION	5.1.0	The creation and maintenance of the register of commercial and domestic building practitioners.		<u>The following is a list of common examples, it is not an exhaustive list.</u>
	5.1.1	Registration of applications for building practitioner registration.	Permanent Hold in agency 25 years, then transfer to PRO.	Building Practitioners Board Registration Database. Database reflects refused as well as approved applicants
Case Management	5.1.2	Activities associated with the documenting and maintaining the records of applicants for building practitioner registration.	Temporary Destroy 60 years after initial registration or 10 years after registration lapses, whichever is the longer. (Transfer to secondary storage 3 years after registration lapses)	Building Practitioner Files, Domestic Builder files (application files)
	5.1.3	Documentation provided by applicants for registration supporting their application	Temporary Destroy when reference ceases	Drawings. Plans, Photographs
Reporting	5.1.4	Routine reports on the operation of the register.	Temporary Destroy once report is superseded.	Monthly registration reports.

Schedule A

5.0.0 BUILDING PRACTITIONERS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
Reporting <i>(continued)</i>	5.1.5	Reports to the Building Practitioners Board.	Temporary Destroy 1 year after administrative use is concluded.	Schedule of Registrations – List of applications presented at the board meeting. (Original transferred to Public Record Office – see 1.1.3)

Schedule A

6.0.0 APPEALS & DISPUTES

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
APPEALS & DISPUTE MANAGEMENT	6.1.0	The management of the appeal and dispute process.		<u>The following is a list of common examples; it is not an exhaustive list.</u>
	Registration	6.1.1	The process of recording all applications for appeals, modifications, disputes and referrals.	Permanent Hold in agency 25 years, then transfer to PRO.
Case Management	6.1.2	The administration of applications for an appeal, dispute, referral or modification for standard building projects, through the hearing process to determination.	Temporary Destroy 10 years after determination is made.	Appeals files, Modification files, Dispute files, Referral files. Determinations recorded in 6.1.5
	6.1.3	Documentation provided by applicants supporting their application	Temporary Destroy when reference ceases	Drawings, Plans, Photographs
	6.1.4	The administration of the application for an appeal, dispute, referral or modification for special building projects, usually where the Building Control Commission has acted as the building surveyor.	Permanent Transfer to PRO 10 years after file is closed.	Appeals files, Modification files, Dispute files, Referral files relating to Crown Casino.
	6.1.5	Applications withdrawn prior to hearing.	Temporary Destroy 2 years after application is withdrawn.	Appeals files, Modification files, Dispute files, Referral files.

Schedule A

6.0.0 APPEALS & DISPUTES

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
Determination	6.1.6	Determinations made on all applications gone to hearing.	Permanent Transfer to PRO 25 years after determinations made.	Bound determination volumes

Public Records Act 1973

(Section 12)

**Retention and Disposal Authority for Records of the
Department of Infrastructure – Building Control
Commission Records**

Public Record Office Standard (PROS) 97/08

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Department of Infrastructure – Building Control Commission Records, issued as Public Record Office Standard (PROS) 97/08 on 03/12/97, as follows:

Extension of the application of the Authority until 30/08/2008

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of issue: 29 November 2007

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

**Retention and Disposal Authority for Records of the
Department of Infrastructure – Building Control
Commission Records**

Public Record Office Standard (PROS) 97/08

Variation 3:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Department of Infrastructure – Building Control Commission Records, issued as Public Record Office Standard (PROS) 97/08 on 03/12/97, as follows:

Extension of the application of the Authority until 30/06/2009

Title of the Authority to be changed to:

Retention and Disposal Authority for Records of the Building Commission

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of issue: 29 August 2008

Director and Keeper of Public Records

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

**Retention and Disposal Authority for Records
of the Building Commission**

Public Record Office Standard (PROS) 97/08

Variation 4:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Building Commission Records, issued as Public Record Office Standard (PROS) 97/08 on 03/12/97, as follows:

Extension of the application of the Standard until 30/06/2010

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of issue: 01/07/2009

Director and Keeper of Public Records

Public Records Act 1973
(Section 12)

**Retention and Disposal Authority for Records
of the Building Commission**

Public Record Office Standard (PROS) 97/08

Variation 5:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Building Commission Records, issued as Public Record Office Standard (PROS) 97/08 on 03/12/1997, as follows:

Extension of the application of this Authority until 31/05/2013

This Variation shall have effect from 30/06/2010.

Justine Heazlewood

Date of issue: 13 August 2010

Director and Keeper of Public Records

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

**Retention and Disposal Authority for Records
of the Building Commission**

Public Record Office Standard (PROS) 97/08

Variation 6:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Building Commission Records, issued as Public Record Office Standard (PROS) 97/08 on 03/12/1997, as follows:

Extension of the application of this Authority until 31/05/2014

This Variation shall have effect from the date of issue.

[Signed]

Graeme Hairsine

Date of issue: 3 November 2010

Acting Director and Keeper of Public Records

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

**Retention and Disposal Authority for Records
of the Building Commission**

Public Record Office Standard (PROS) 97/08

Variation 7:

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 Building Commission, issued as Public Record Office Standard (PROS) 97/08 on 03/12/1997, as follows:

Extension of the application of this Standard until 31/12/2016

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 19/12/2013

Director and Keeper of Public Records

Public Records Act 1973

(Section 12)

Retention and Disposal Authority for Records of the Building Commission

Public Record Office Standard (PROS) 97/08

Variation 8:

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 Building Commission, issued as Public Record Office Standard (PROS) 97/08 on 03/12/1997, as follows:

Extension of the application of this Standard until 31/12/2019

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 03/02/2017

Director and Keeper of Public Records

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 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.

1.2 Context of this Authority

1.2.1 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.

1.2.2 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.

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.

1.2.3 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.

1.2.4 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.

1.3 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.

1.4 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*.

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PART ONE
ESTABLISHMENT OF THE STANDARD

PART ONE : 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 which are described in the attached disposal schedule for the records of the Building Control Commission, Department of Infrastructure.

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 authorization in accordance with this Standard.

Notification of records destroyed in accordance with this Schedule shall be made to the Public Record Office.

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 and date)

Max Croxford (Name)

Commissioner (Position)

1.5.0 Signature of the Keeper of Public Records

(Signed)

Ross Gibbs

Date of Issue: 3/12/1997

Keeper of Public Records

PART TWO
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 in consultation with the Building Control Commission.

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
- authorize the destruction of those records not required permanently after specified periods.

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 the Public Record Office.

4.0.0 HOW TO USE THE SCHEDULE

4.1.0 Transfer of Records to the Public Record Office

Agencies wishing to transfer permanent records to archival custody should contact Agency Services at the Public Record Office for further advice.

4.2.0 Destruction of Records Identified in the Schedule

The destruction of records identified in the Authority must be undertaken in accordance with Public Record Office Standard **PROS10/03 *Recordkeeping Standard – Disposal*** and its associated specifications and guidelines.

5.0.0 REVIEWING THE SCHEDULE

This Schedule prescribes minimum and permanent retention periods. Periods may not be shortened without the approval of the Keeper of Public Records. If you think there is a need to alter a retention period please contact the Public Record Office.

6.0.0 FURTHER INFORMATION

6.1.0 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. These include PROS 95/6, *Disposal of Public Records* which describes procedures for the efficient management and authorized disposal of public records.

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

6.2.0 Contact the Public Record Office

In addition to General and other Standards, there are a number of Public Record Office guidelines and brochures available.

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

Government Services
Public Record Office Victoria
P. O. Box 2100
NORTH MELBOURNE VIC 3051

ph: (03) 9348 5600
fax: (03) 9348 5656
email: agency.queries@dvc.vic.gov.au
<http://prov.vic.gov.au/government>

PART THREE
THE DISPOSAL SCHEDULE

1.1.0 Background Information about the Building Control Commission

The Building Control Commission was formed in 1994 under the *Building Act 1993* from the former Division of Building Control, Department of Planning and Development. The Commission took over responsibilities for building control from the Division of Building Control and several other departments. In 1996 the Commission became responsible for Domestic Builders under the *Domestic Building Contracts and Tribunal Act 1995*.

The Commission did not establish its own records management system until 1996. The Department of Planning and Development (DPD) Records Management Service continued to create files for policy officers of the Commission. The Building Appeals Board had also had access to the DPD's record system to create files. Files were also transferred from other departments, mainly the Health Department Victoria. In 1996 a consolidated records management system was introduced to the Commission and all records, with the exception of the Building Practitioners Board Files, are maintained on that system.

Under the *Building Act 1993* the Commission is responsible for the administration of the following boards and committees:

- Building Practitioners Board
- Building Appeals Board
- Building Advisory Council
- Building Regulations Advisory Committee

Building Appeals Board

The Building Appeals Board was formed in 1994 under the *Building Act 1993* and took over the functions of the Building Referees Board. The Referees Board and its predecessors date back to the 1940s.

Building Practitioners Board

The Building Practitioners Board was formed in 1994 under the *Building Act 1993*, which established the registration procedures for commercial builders in Victoria. Domestic builders were included in 1996. The Building Practitioners Board took over the functions of the Building Qualifications Board.

1.2.0 Index to the Disposal Schedule

1.0.0 Building Regulations

1.1.0 Legislative Advice - Acts & Regulations

1.1.1 Legislative Development and Consolidation

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7.1.0 Inspection and Investigation Management

7.1.1 Registration

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7.1.4 Reporting

1.3 The Disposal Schedule

BUILDING REGULATIONS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
LEGISLATIVE ADVICE - Acts & Regulations	1.1.0	The process of reviewing, advising, consulting on the impact and effectiveness of the Building Act and Building Regulations.		<u>The following is a list of common examples, it is not an exhaustive list.</u>
Legislative Development & Consolidation	1.1.1	Activities that develop legislation, regulations and amendments to existing legislation and regulations.	Permanent Transfer to PRO 10 years after file is closed.	Legislative files, Legislative consolidation files, Regulation files, Building Code of Australia files, Consultation and liaison files.
Policy	1.1.2	Activities that develop policies from the interpretation of the legislation, or from investigation of industry issues.	Permanent Transfer to PRO 10 years after file is closed.	Policy files, enquiry files, consultation and liaison files.
Statutory Boards and Committees	1.1.3	Under the Building Act the Commission is required to administer various advisory boards and committees.	Permanent Transfer to PRO 25 years after file is closed.	Minutes and Agenda, Nominations, Appointments and Resignations, for the Building Advisory Council, Building Appeals Board, Building Practitioners Board Building Regulation Advisory Board.

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
INFORMATION SERVICES	1.2.0	The Commission is required to disseminate information to the industry and the public.		
Enquiries Management	1.2.1	The management of enquiries directed to the commission to solicit information about building regulations excluding FOI and Ombudsman enquiries or requests.	Temporary Destroy 5 years after administrative use is concluded	Correspondence files. For enquiries that lead to changes in the legislation see 1.1.2
Promotions	1.2.2	The management of promotions and campaigns to educate the industry or public about specific issues.	Permanent Transfer to PRO 5 years after promotion is concluded.	Safe Pool campaign files and documents.
Publications	1.2.3	Final published item.	Permanent One copy to be set-aside at time of publication for transfer to the PRO.	News Bulletins, Practice Notes, Ministerial Directions, Annual reports, Brochures. Building Activity Profile.
	1.2.4	Activities associated with the production of printed materials.	Temporary Destroy 5 years after item published.	Specific publication files, drafts.

2.0.0 BUILDING STANDARDS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
ACCREDITATION OF BUILDING PRODUCTS	2.1.0	The process of accrediting new building products for use in the building industry.	Permanent Transfer to PRO 10 years after application is assessed.	<u>The following is a list of common examples, it is not an exhaustive list.</u>
Victorian Accreditation	2.1.1	Activities associated with the accreditation of products for use in Victoria.	Permanent Transfer to PRO 10 years after application is assessed.	Victorian Accreditation files, Certificates of Accreditation, Victorian Accreditation Register, Building Regulation Advisory Board files
National Accreditation	2.1.2	Accreditation of products for use nationally.	Temporary Destroy 10 years after application is assessed.	National Accreditation files, Certificates of Accreditation.

FUNCTION	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
RESEARCH	2.2.0 The process of investigating the effectiveness of building standards.		
Consultation	2.2.1 The consultation with various stakeholders concerning the appropriateness and effectiveness of building standards.	Permanent Transfer to PRO 10 years after file is closed.	Internal committee files
Representation and Liaison	2.2.2 Activities associated with representing the Victorian Government on various external bodies and organisations, or liaison with various bodies.	Temporary Destroy 5 years after agency ceases participation.	Standards Australia Files, Australian Building Codes Board files, other organisation files – minutes & agendas supplied for use of representative
	2.2.3 Activities that investigate specific issues that are referred to the Commission by direction of the Minister.	Permanent Transfer to PRO 10 years after file is closed.	Specific issue files, example Swimming pool safety, disabled access.

3.0.0 BUILDING PERMITS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
BUILDING PERMITS	3.1.0	Under the <i>Building Act</i> 1993 the Building Control Commission may be appointed to act as the building surveyor for particular building projects or for selected types of structures and issues building and occupancy permits.		<u>The following is a list of common examples, it is not an exhaustive list.</u>
Places of Public Entertainment	3.1.1	The process of assessing, determining and issuing building permits for places of public entertainment.	Permanent Transfer to PRO 10 years after file is closed.	AFL grounds files
Temporary Structures	3.1.2	The process of assessing, determining and issuing building permits for temporary structures.	Permanent Transfer to PRO 10 years after file is closed.	Records for circus tents, seating stands, stages, marquees, floors, temporary places of public entertainment
Other Projects	3.1.3	The process of assessing determining and issuing building permits for projects as appointed by the Minister responsible.	Permanent Transfer to PRO 10 years after file is closed.	Crown Casino files, plans, and other records

4.0.0 BUILDING PERMIT LEVY

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
BUILDING PERMIT LEVY MANAGEMENT Registration	4.1.0	The management of the collection of the building permit levy.	Permanent Transfer to PRO after administrative use is concluded.	<u>The following is a list of common examples, it is not an exhaustive list.</u>
	4.1.1	Maintenance of a register of eligible building permit levy payers.		Levy Database.
Case Management	4.1.2	The process of monitoring the returns of eligible building surveyors. <i>Note: Files cannot be destroyed until an audit has been conducted.</i>	Temporary Destroy 5 years after file is closed.	Levy files for building surveyors, lodging organisations, returns, correspondence, audit files, compliance files.
Reporting	4.1.3	Routine reports to management on the operations of the levy collection system.	Temporary Destroy once report is superseded.	Weekly, monthly or quarterly reports.
	4.1.4	Reports to management that summarize the overall operation of the levy collection system.	Permanent Transfer to PRO 5 years after report issued.	Annual report

5.0.0 BUILDING PRACTITIONERS

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
BUILDING PRACTITIONER REGISTRATION Registration	5.1.0	The creation and maintenance of the register of commercial and domestic building practitioners.	Permanent Hold in agency 25 years, then transfer to PRO.	<u>The following is a list of common examples, it is not an exhaustive list.</u>
Case Management	5.1.1	Registration applications for building practitioner registration.	Permanent Hold in agency 25 years, then transfer to PRO.	Building Practitioners Board Registration Database. Database reflects refused as well as approved applicants
Case Management	5.1.2	Activities associated with the documenting and maintaining the records of applicants for building practitioner registration.	Temporary Destroy 60 years after initial registration or 10 years after registration lapses, whichever is the longer. (Transfer to secondary storage 3 years after registration lapses)	Building Practitioner Files, Domestic Builder files (application files)
Reporting	5.1.3	Documentation provided by applicants for registration supporting their application.	Temporary Destroy when reference ceases	Drawings, Plans, Photographs.
Reporting	5.1.4	Routine reports on the operation of the register.	Temporary Destroy once report is superseded	Monthly registration reports
Reporting (Continued)	5.1.5	Reports to the Building Practitioners Board	Temporary Destroy 1 year after	Schedule of Registrations – List of applications presented at the Board

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
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administrative use is
concluded.

meeting.
(Original transferred to Public Record
Office – see 1.1.3).

6.0.0 APPEALS & DISPUTES

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
APPEALS & DISPUTE MANAGEMENT	6.1.0	The management of the appeal and dispute process.		<u>The following is a list of common examples; it is not an exhaustive list.</u>
	6.1.1	The process of recording all applications for appeals, modifications, disputes and referrals.	Permanent Hold in agency 25 years, then transfer to PRO.	BAB Registration database
Case Management	6.1.2	The administration of applications for an appeal, dispute, referral or modification for standard building projects, through the hearing process to determination.	Temporary Destroy 10 years after determination is made.	Appeals files, Modification files, Dispute files, Referral files. Determinations recorded in 6.1.5
	6.1.3	Documentation provided by applicants supporting their application.	Temporary Destroy when reference ceases	Drawings, Plans, Photographs.
	6.1.4	The administration of the application for an appeal, dispute, referral or modification for special building projects, usually where the Building Control Commission has acted as the building surveyor.	Permanent Transfer to PRO 10 years after file is closed.	Appeals files, Modification files, Dispute files, Referral files relating to Crown Casino.
	6.1.5	Applications withdrawn prior to hearing.	Temporary Destroy 2 years after application is withdrawn.	Appeals files, Modification files, Dispute files, Referral files.
FUNCTION	REF	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS

No.				
Determination	6.1.6	Determinations are made on all applications that go to hearing.	Permanent Transfer to PRO 25 years after determinations made.	Bound determination volumes

7.0.0 INSPECTION AND INVESTIGATION

FUNCTION	REF No.	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
INSPECTION & INVESTIGATION MANAGEMENT	7.1.0	The management of complaints and other requests for inspections or investigations for both commercial and domestic building practitioners.		<u>The following is a list of common examples, it is not an exhaustive list.</u>
Registration	7.1.1	The maintenance of a register of complaints and requests for inspections and investigations, includes applicant details and determination.	Permanent Hold in agency 25 years then transfer to PRO.	Domestic Builders inspection Database, Investigations database
Case Management	7.1.2	Activities associated with investigation of complaints and other requests for inspection and investigation.	Temporary Destroy 10 years after file is closed.	DBI Files, Investigation files, Inspection reports, Statements, Interviews
	7.1.3	Applications withdrawn prior to determination.	Temporary Destroy 2 years after application is withdrawn.	DBI Files, Investigation files, Inspection reports, Statements, Interviews
Reporting	7.1.4	Routine reports detailing operations of inspections and investigations.	Temporary Destroy once report is superseded.	Monthly reports
	7.1.5	Summary reports to the regulatory bodies summarising the operations of inspections and investigations.	Permanent Transfer to PRO 10 years after report is issued.	Annual reports to Commission, reports to Domestic Builders Tribunal, Building Practitioners Board, Building Appeals Board.

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