

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 1 – Animal Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	1.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	1.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	1.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	1.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	1.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.16.1	Compliance	Register of permits to keep native animals.		<b>PERMANENT</b>
AA	1.16.2	Compliance	Records relating to permits issued to Council to keep native animals.		<b>TEMPORARY</b> Destroy 6 years after last action

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 1 – Animal Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	1.16.3	<b>Compliance</b>	Records relating to Council Animal Management Plans.		<b>PERMANENT</b>
AA	1.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	1.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	1.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	1.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	1.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	1.37.4	<b>Evaluation</b>	Records relating to the evaluation of non-significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	1.63.3	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 1 – Animal Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	1.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	1.87.1	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
DA	1.87.2	<b>Procedures</b>	Records relating to administrative procedures.		<b>TEMPORARY</b> Destroy 10 years after superseded
AA	1.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	1.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non-significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	1.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	1.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 2 – Community Relations</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	2.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	2.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	2.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	2.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	2.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	2.17.2	Conferences	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 2 – Community Relations</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	2.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	2.21.4	Contracting	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	2.26.3	Customer Service	Records relating to the recording of phone conversations with customers.		<b>TEMPORARY</b> Destroy 2 years after last action
DA	2.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	2.37.4	Evaluation	Records relating to the evaluation of non-significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.38.4	Event Management	Records relating to the consolidated documentation of non-significant events		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.38.5	Event Management	Records relating to requests and approvals for events, filming, permission to land helicopters, sky divers within Council area. This includes where Council is required to issue multiple approvals.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.38.6	Event Management	Records relating to Community Events Diary		<b>PERMANENT</b>
AA	2.38.7	Event Management	Records relating to promotional material of other organisation's events.		<b>TEMPORARY</b> Destroy 5 years after last action

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 2 – Community Relations</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	2.38.8	<b>Event Management</b>	Records relating to applications for inclusion in Community Events Diary		<b>TEMPORARY</b> Destroy 1 year after last action
AA	2.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	2.56.4	<b>Media Relations</b>	Media releases received from other organisations.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	2.56.6	<b>Media Relations</b>	Press cuttings that do not relate to a functional activity.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	2.56.7	<b>Media Relations</b>	Press cutting books and electronic equivalent where they relate to Council and its activities.	Transfer to Community Library or Historical Society	<b>PERMANENT</b> <b>Where in digital form, actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes</b>
AA	2.56.8	<b>Media Relations</b>	Records relating to media monitoring reports.		<b>TEMPORARY</b> Destroy 5 years after last action.
AA	2.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 2 – Community Relations</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	2.65.3	Project Management	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AM	2.68	Publication	<b>Note</b> – Activity moved and merged with <b>STRATEGIC MANAGEMENT</b> - Publication		
AA	2.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.83.5	Visits	Visitor books recording visitors to visitor centres, galleries museums, town halls, etc and their comments.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	2.87.1	Procedures	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	2.87.2	Procedures	Records relating to operational procedures.		<b>PERMANENT</b>
AA	2.89.1	Advocating	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	2.89.2	Advocating	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	2.92.1	Agreements	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	2.92.2	Agreements	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 3 – Development Control</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	3.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	3.3.5	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	3.3.6	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	3.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	3.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	3.14.7	Committees	Records relating to policies that include the rights, entitlements and responsibilities of Development Assessment Panel Members.		<b>PERMANENT</b>
AA	3.14.8	Committees	Records relating to personnel management of Development Assessment Panel Members.		<b>TEMPORARY</b> Destroy 20 years after exit from Committee
AA	3.14.9	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed

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<b>Function – 3 – Development Control</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	3.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	3.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	3.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	3.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	3.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	3.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	3.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	3.63.3	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 3 – Development Control</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	3.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	3.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	3.71.4	<b>Regulating</b>	Records relating to the enforcement of development regulatory responsibilities which do not lead to court action.	<b>TEMPORARY</b> Destroy on demolition of structure	<b>TEMPORARY</b> Destroy on demolition of structure ensuring all requirements of the Development Act Regulation 2008 Part 16 Section 98 Applications Register are met prior to destruction.
DA	3.71.9	<b>Regulating</b>	Duplicate and reference copies of Planning Strategy and Development Plans.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	3.71.16	<b>Regulating</b>	Records relating to Development Applications requiring an Environmental Impact Statement, referral to the Environment Protection Authority, Public Environmental Report or Development Report as defined by <i>Development Act 1993 Section 46 – 47</i> . Includes Development Applications which include a Septic Tank Application.		<b>PERMANENT</b>
AA	3.71.17	<b>Regulating</b>	Records relating to the approval of Community Wastewater Management Schemes (CWMS) formerly Septic Tank Effluent		<b>PERMANENT</b>

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<b>Function – 3 – Development Control</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
			Disposal Scheme STEDS.		
<b>AA</b>	<b>3.71.18</b>	<b>Regulating</b>	Records relating to pre development or pre application advice provided by Council, including concept plans.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>3.73.4</b>	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>DA</b>	<b>3.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures relating to Development Control (eg hazardous waste removal).	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>3.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures (eg contract letting).	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>3.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>3.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>3.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>3.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 4 – Economic Development</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	4.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	4.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	4.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	4.6.1	Arrangements	Records relating to the use of tourism services and facilities, including tours, access to tourism destinations etc,		TEMPORARY Destroy 8 years after action completed
AA	4.6.2	Arrangements	Records relating to the misuse of services and facilities, including tours.		TEMPORARY Destroy 10 years after action completed
AA	4.12.4	Business Enterprise	Records relating to the establishment of Subsidiaries of Council, such as the provision of Electricity.		PERMANENT
AA	4.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	4.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	4.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 4 – Economic Development</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	4.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	4.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	4.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	4.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	4.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	4.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	4.38.4	<b>Event Management</b>	Records relating to the consolidated documentation of non-significant events		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	4.50.7	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 4 – Economic Development</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	4.63.3	Policy	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	4.64.3	Programme Management	Records that document the progress of non-significant programmes. This includes records relating to the organisation of tourism activities such as tours.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	4.65.3	Project Management	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	4.66.1	Promotion	Records relating to substantial promotional materials for Council owned and operated businesses.		<b>PERMANENT</b>
AA	4.66.3	Promotion	Records relating to non-substantial promotional materials for Council owned and operated businesses.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	4.66.4	Promotion	Records relating to the promotion of businesses <b>not</b> owned or operated by Council.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	4.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	4.87.1	Procedures	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	4.87.2	Procedures	Records relating to operational procedures.		<b>PERMANENT</b>
AA	4.89.1	Advocating	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 4 – Economic Development</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	4.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	4.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	4.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 5 – Environmental Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	5.2.1	Acquisition	Registers of equipment acquired.		<b>PERMANENT</b>
AA	5.2.2	Acquisition	Records relating to the acquisition of equipment.		<b>TEMPORARY</b> Destroy 6 years after last action
AA	5.2.3	Acquisition	Duplicate records, facilitative records and records relating to unsuccessful quotations.		<b>TEMPORARY</b> Destroy 2 years after last action
DA	5.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	5.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	5.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	5.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	5.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	5.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

## GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition

Function – 5 – Environmental Management					
Change Type	Item No	Activity/Process	Description	Disposal Action 3 <sup>rd</sup> Edition	Disposal Action 4 <sup>th</sup> Edition
					completed
AA	5.16.3	<b>Compliance</b>	Records relating to Council compliance with mandatory standards or statutory requirements. Includes proof of compliance. Includes Council's Community Waste Management Schemes (CWMS) or STEDS where Council complies with legislation.		<b>PERMANENT</b>
AA	5.16.5	<b>Compliance</b>	Records relating to the application and approval for the installation of stormwater bores, the discharge of waste into water systems, trade waste licences, water use permits and the collection sea grass.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	5.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	5.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	5.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	5.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	5.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	5.37.5	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 5 – Environmental Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					after action completed
AA	5.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	5.55.2	<b>Maintenance</b>	Records relating to maintenance and cleaning of septic tanks, enviro cycle systems, transfer stations and landfill and other environmental management structures.		<b>TEMPORARY</b> Destroy 6 years after last action
DA	5.63.5	<b>Policy</b>	Reference material relating to the background, development and review of Council policies.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	5.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	5.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	5.71.3	<b>Regulating</b>	Records relating to the enforcement of routine regulatory responsibilities. This includes flammable undergrowth. Includes notification to Council of the maintenance and cleaning of septic tanks by other individuals or organisations.		<b>TEMPORARY</b> Destroy 6 years after last action
AA	5.71.6	<b>Regulating</b>	Records relating to applications to install and connect Septic Tanks, Enviro Cycle, includes plans of CWMS or STEDS, connection to septic tanks.		<b>PERMANENT</b>
AA	5.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 5 – Environmental Management</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>DA</b>	<b>5.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures relating to Environmental Management For example, the removal of hazardous waste.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>AA</b>	<b>5.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>5.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>5.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>5.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>5.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 6 – Equipment, Plant and Stores</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	6.3.1	Advice	Provision of high level advice, eg to the Mayor or CEO, relating to substantive aspect of Councils policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	6.3.2	Advice	Records relating to advice concerning routine operational matters.		<b>TEMPORARY</b> Destroy 8 years after action completed
AA	6.3.3	Advice	Records relating to advice on issues which do not directly affect the functions and services of Council.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	6.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	6.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
DA	6.6.1	Arrangements	Records relating to the hire and use of Council's equipment. This includes cat and possum cages, barking prevention devices. Also includes Council sharing equipment with other Councils and organisations and use by staff where the employee is not identified.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	6.6.2	Arrangements	Records relating to the usage of equipment, plant and stores where the employee is identified.		<b>TEMPORARY</b> Destroy 85 years after action completed

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 6 – Equipment, Plant and Stores</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	6.6.3	<b>Arrangements</b>	Records relating to the misuse of Council Equipment, Plant and Stores		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	6.7.1	<b>Asset Management</b>	Records relating to inventories or lists of equipment, plant and stores.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	6.14.5	<b>Committees</b>	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	6.14.6	<b>Committees</b>	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	6.14.7	<b>Committees</b>	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	6.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	6.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	6.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	6.21.3	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 6 – Equipment, Plant and Stores</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	6.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AM	6.36.2	Enquiries	Surveys and questionnaires completed by the Council in response to external organisations - Removed – included in 6.73.3		
AA	6.37.4	Evaluation	Records relating to the evaluation of non significant programmes and services that do proceed.		TEMPORARY Destroy 10 years after action completed
AA	6.50.4	Joint Ventures	Records relating to non significant Joint Venture agreements		TEMPORARY Destroy 10 years after action completed
AA	6.55.2	Maintenance	Records relating to the maintenance of equipment, plant and stores known to contain asbestos.		TEMPORARY Retain until 2040, retention subject to a review at that date
AA	6.55.3	Maintenance	Records relating to the audit of equipment, plant and stores known to contain asbestos to assess maintenance requirements.		TEMPORARY Retain until 2040, retention subject to a review at that date
AA	6.55.4	Maintenance	Records relating to the audit of equipment, plant and stores to assess maintenance requirements.		TEMPORARY Destroy 10 years after action completed
AA	6.64.3	Programme Management	Records that document the progress of non-significant programmes		TEMPORARY Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 6 – Equipment, Plant and Stores</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	6.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	6.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	6.87.1	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
DA	6.87.2	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	6.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	6.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	6.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	6.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 7 – FINANCIAL MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	7.1.12	Accounting	Records relating to Child care centre parent fees contracts and child care receipts and subsidies		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	7.3.2	Advice	Records relating to advice concerning routine operations matters, excluding legal advice.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	7.3.4	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	7.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
DA	7.11.2	Budgeting	Estimates regarding new proposals or programmes where details, justification, and background is provided.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
AA	7.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	7.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	7.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	7.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 7 – FINANCIAL MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	7.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	7.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	7.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	7.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	7.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	7.41.6	<b>Grant Funding</b>	Records that document the progress of non-significant grants and subsidies issued by the Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	7.41.7	<b>Grant Funding</b>	Records relating to the notification of the availability of grants and subsidies.		<b>TEMPORARY</b> Destroy 1 year after last action
AA	7.41.8	<b>Grant Funding</b>	Letters of support to community groups and organisations for grants.		<b>TEMPORARY</b> Destroy 6 years after last action
AA	7.48.5	<b>Insurance</b>	Records relating to income protection insurance policies take out by Council to cover staff.		<b>TEMPORARY</b> Destroy 5 years after policy or levy expiry date

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 7 – FINANCIAL MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	7.60.1	Payroll	Records relating to staff salaries. Includes positions, substantive salaries, allowances, overtime, penalties, deductions, superannuation contributions, leave, adjustments, variations, etc.	TEMPORARY Destroy 6 years after last action	TEMPORARY Destroy 7 years after action completed
DA	7.60.2	Payroll	Regular or periodic system reports relating to employees salaries and entitlements, including progress reports on Council liability.	TEMPORARY Destroy 6 years after last action	TEMPORARY Destroy 7 years after action completed
DA	7.63.3	Policy	Reference material relating to policy matters.	Destroy when reference ceases	TEMPORARY Destroy 6 months after last action
AA	7.64.3	Programme Management	Records that document the progress of non-significant programmes.		TEMPORARY Destroy 10 years after action completed
AA	7.65.3	Project Management	Records that document the progress of non-significant projects.		TEMPORARY Destroy 10 years after action completed
AA	7.69.13	Rating	Records relating to Possessory Titles where Council provides information in relation to the payment of rates by occupier of a property. (Possessory Titles are where the resident applies for ownership of the property.)		TEMPORARY Destroy 20 years after action completed
AA	7.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		TEMPORARY Destroy 10 years after action completed
DA	7.81.3	Tendering	Minor successful tenders, specification documents and schedule of tenders. Minor tenders are tenders relating to minor or routine tasks.	TEMPORARY Destroy 7 years after last action	TEMPORARY Destroy 8 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 7 – FINANCIAL MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	7.81.4	Tendering	Records relating to the routine administration of tendering process.	TEMPORARY Destroy 2 years after last action	TEMPORARY Destroy 7 years after action completed
DA	7.81.5	Tendering	Records relating to unsuccessful tenders.	TEMPORARY Destroy 6 years after last action	TEMPORARY Destroy 8 years after action completed
DA	7.81.6	Tendering	Duplicate copies of received specifications and tenders.	Destroy when reference ceases	TEMPORARY Destroy 6 months after last action
AA	7.82.4	Valuation	Records relating to valuations where council conduct their own valuation.		PERMANENT
AA	7.82.5	Valuation	Records relating to Memorandum of Understanding with the Valuer General to facilitate the valuation process.		TEMPORARY Destroy 7 years after action completed
DA	7.87.1	Procedures	Records relating to administrative procedures.	TEMPORARY Destroy 2 years after superseded	TEMPORARY Destroy 10 years after superseded
AA	7.87.2	Procedures	Records relating to operational procedures.		PERMANENT
AA	7.89.1	Advocating	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		PERMANENT
AA	7.89.2	Advocating	Records that document interaction between council and other bodies on non significant issues.		TEMPORARY Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 7 – FINANCIAL MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>AA</b>	<b>7.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>7.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function –8 - FLEET MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	8.6.1	Arrangements	Records relating to the hire and use of Council's fleet.	TEMPORARY Destroy 2 years after last action	TEMPORARY Destroy 8 years after action completed
AA	8.6.2	Arrangements	Records relating to the misuse of Council Fleet		TEMPORARY Destroy 10 years after action completed
AA	8.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	8.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	8.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed
AA	8.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		PERMANENT
AA	8.17.2	Conferences	Facilitative Records relating to the organising of conferences.		TEMPORARY Destroy 7 years after action completed
DA	8.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	TEMPORARY Destroy 7 years after contract expiry date	TEMPORARY Destroy 8 years after contract expiry date
DA	8.21.4	Contracting	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	TEMPORARY Destroy 6 months after last action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function –8 - FLEET MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	8.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	8.37.4	Evaluation	Records relating to the evaluation of non significant programmes and services that do proceed.		TEMPORARY Destroy 10 years after action completed
DA	8.63.3	Policy	Reference material relating to policy matters.	Destroy when reference ceases	TEMPORARY Destroy 6 months after last action
AA	8.64.3	Programme Management	Records that document the progress of non-significant programmes		TEMPORARY Destroy 10 years after action completed
AA	8.65.3	Project Management	Records that document the progress of non-significant projects.		TEMPORARY Destroy 10 years after action completed
AA	8.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		TEMPORARY Destroy 10 years after action completed
DA	8.87.1	Procedures	Records relating to operational procedures.	TEMPORARY Destroy 75 years after action completed	PERMANENT
DA	8.87.2	Procedures	Records relating to administrative procedures.	TEMPORARY Destroy 2 years after superseded	TEMPORARY Destroy 10 years after superseded
AA	8.89.1	Advocating	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		PERMANENT

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function –8 - FLEET MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	8.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	8.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	8.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 9 - GOVERNANCE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>DA</b>	<b>9.3.2</b>	<b>Advice</b>	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>9.3.5</b>	<b>Advice</b>	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>9.3.6</b>	<b>Advice</b>	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
<b>AA</b>	<b>9.5.5</b>	<b>Appointment Scheduling</b>	Councillor / Elected Members diaries		<b>TEMPORARY</b> Destroy 7 years after action completed
<b>AA</b>	<b>9.14.5</b>	<b>Committees</b>	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
<b>AA</b>	<b>9.14.6</b>	<b>Committees</b>	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
<b>AA</b>	<b>9.14.7</b>	<b>Committees</b>	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 9 - GOVERNANCE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	9.16.1	<b>Compliance</b>	Records relating to serious breaches of compliance requirements that leads to negative public reaction or court action.		<b>PERMANENT</b>
AA	9.16.2	<b>Compliance</b>	Records relating to minor breaches of compliance requirements.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.16.3	<b>Compliance</b>	Records relating to Council compliance with mandatory standards or statutory requirements. Includes proof of compliance.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	9.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
AA	9.20.4	<b>Consultation</b>	Records relating to Councillor / Elected Member consultation with rate payers e.g. Community Ward Forums		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	9.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	9.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	9.24.2	<b>Council Meetings</b>	Records relating to the arrangement of meetings.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 2 years after last action

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 9 - GOVERNANCE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	9.33.7	<b>Elected Members</b>	Mayors correspondence files (Where the Mayor keeps their own filing system), this could include duplicate records already held by Council		<b>PERMANENT</b>
AA	9.33.8	<b>Elected Members</b>	Records relating to information bulletin, CEO Information Bulletin provided to Elected Members.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	9.34.4	<b>Elections</b>	Records relating to the preparation of elections.	<b>TEMPORARY</b> Destroy 3 years after last action	<b>TEMPORARY</b> Destroy 4 years after last action
DA	9.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	9.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.38.4	<b>Event Management</b>	Records relating to the consolidated documentation of non-significant events		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	9.63.3	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	9.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 9 - GOVERNANCE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	9.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	9.87.1	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	9.87.2	<b>Procedures</b>	Records relating to operational procedures.		<b>PERMANENT</b>
AA	9.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	9.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	9.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	9.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 10 – GOVERNMENT RELATIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	10.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	10.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
DA	10.14.2	Committees	Records relating to Council's representation on external committees.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 6 years after last action
DA	10.14.3	Committees	Records relating to committees not initiated by Council.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 2 years after last action
AA	10.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	10.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	10.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 10 – GOVERNMENT RELATIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	10.17.2	Conferences	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	10.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	10.37.3	Evaluation	Records relating to responses to surveys and questionnaires where results have been included in a report.		<b>TEMPORARY</b> Destroy 6 years after last action
AA	10.37.4	Evaluation	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.38.4	Event Management	Records relating to the consolidated documentation of non-significant events		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	10.46.3	Inquiries	Copies of reports of Commissions and Inquiries kept for information purposes.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	10.50.5	Joint Ventures	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.64.3	Programme Management	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.65.3	Project Management	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 10 – GOVERNMENT RELATIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	10.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.87.1	Procedures	Records relating to administrative procedures.		<b>TEMPORARY</b> Destroy 10 years after superseded
AA	10.87.2	Procedures	Records relating to operational procedures.		<b>PERMANENT</b>
AA	10.89.1	Advocating	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	10.89.2	Advocating	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	10.92.1	Agreements	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	10.92.2	Agreements	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 11 – HEALTH MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	11.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	11.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	11.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	11.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	11.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	11.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed
AA	11.16.1	Compliance	Records relating to serious breaches of compliance requirements that leads to negative public reaction or court action.		PERMANENT
AA	11.16.2	Compliance	Records relating to minor breaches of compliance requirements.		TEMPORARY Destroy 10 years after action completed
AA	11.16.3	Compliance	Records relating to Council compliance with mandatory standards or statutory requirements. Includes proof of compliance. This includes the accreditation of Aged Care		TEMPORARY Destroy 10 years after action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 11 – HEALTH MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
			Facilities and Nursing Homes.		completed
<b>AA</b>	<b>11.17.1</b>	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
<b>AA</b>	<b>11.17.2</b>	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
<b>DA</b>	<b>11.21.3</b>	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
<b>DA</b>	<b>11.21.4</b>	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>DA</b>	<b>11.36.1</b>	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>11.37.4</b>	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>11.50.4</b>	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>DA</b>	<b>11.63.5</b>	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>AA</b>	<b>11.64.1</b>	<b>Programme Management</b>	Records that document the progress of significant programmes. This includes eradication programmes for pests that impact on the health of the public.		<b>PERMANENT</b>

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 11 – HEALTH MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	11.64.5	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	11.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	11.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	11.87.1	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
DA	11.87.2	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	11.88.1	<b>Residential Care</b>	Records relating to the provision of high level residential care. Includes written record of what is captured either in video recordings or clinical photographs.		<b>TEMPORARY</b> Destroy 10 years after date of death of client
AA	11.88.2	<b>Residential Care</b>	Records relating to indigenous clients where a service or services are specifically directed to such clients. (Disposal in accordance with Recommendation 21 of Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.)		<b>PERMANENT</b>
AA	11.88.3	<b>Residential Care</b>	Records relating to the dispensing or prescribing of drugs, medication and other pharmaceutical products to clients.		<b>TEMPORARY</b> <u>Client File Copy</u> – destroy 10 years

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 11 – HEALTH MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					after date of death of client <u>Duplicates</u> – destroy 2 years after dispensing
AA	11.88.4	Residential Care	Records relating to observations or monitoring of clients within nursing homes. Includes frequent or continuous observations. Also includes working notes and observations generated by medical specialists, medical officers, allied health professionals, nurses or clerical officers.		<b>TEMPORARY</b> Destroy when information edited and placed on Client File. If the information is not edited – destroy 10 years after date of death of client
AA	11.88.5	Residential Care	Records relating to the change over of nursing staff and the documentation of any events required by the next shift.		<b>TEMPORARY</b> Destroy 15 years after action completed
AA	11.88.6	Residential Care	Video recordings that are aggregate, patient-identified, or de-identified.		<b>TEMPORARY</b> Destroy 12 months after last action
AA	11.88.7	Residential Care	Clinical photographs.		<b>TEMPORARY</b> <u>Client File Copy</u> – destroy 10 years after date of death of client
AA	11.88.8	Residential Care	Records relating to the planning of menus for patients. See client file for individual patient dietary requirements.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	11.88.9	Residential Care	Client Information System and data.		<b>PERMANENT</b> Actively manage and migrate to

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 11 – HEALTH MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					<b>ensure ongoing accessibility for evidential and/or historical purposes</b>
<b>AA</b>	<b>11.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>11.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>11.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>11.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	12.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	12.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	12.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
DA	12.9.1	Authorisation	Records relating to the delegation of Chief Executive Officers and other Council officers to occupy statutory positions.	TEMPORARY Destroy 7 years after expiry date	PERMANENT
DA	12.9.3	Authorisation	Authorisations for staff undertaking attendance at functions, travel, use of vehicles, payment of allowances, etc.	TEMPORARY Destroy 2 years after expiry date	TEMPORARY Destroy 7 years after action completed
AA	12.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	12.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	12.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	12.15.2	Compensation	Management of claims under the Workers Rehabilitation and Compensation Act 1986, and predecessor legislation. Includes incident reports, medical reports, advice, appeals, litigation, payments and other information related to the case.	<b>TEMPORARY</b> Destroy 75 years after the workers date of birth or 7 years after the case is closed, whichever is later	<b>TEMPORARY</b> Destroy 85 years after the workers date of birth
DA	12.15.4	Compensation	Duplicate office copies of compensation case records held for reference purposes.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 1 year after last action
AA	12.15.5	Compensation	Records relating to the management of compensation claims for personal injury made by or on behalf of volunteers, work experience students, work for the dole participants who are under 18 years of age.		<b>TEMPORARY</b> Destroy when person turns 25 years or 7 years after last action, whichever is later.
AA	12.15.6	Compensation	Records relating to the management of compensation claims for personal injury made by volunteers, work experience students, work for the dole participants who are over 18 years of age.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.16.2	Compliance	Records relating to the management of workplace safety including periodic inspections and investigations into minor hazards or complaints raised by staff. Includes remedial action taken as a result of investigation. Also includes routine reports on health and safety.	<b>TEMPORARY</b> Destroy 7 years after last action	<b>TEMPORARY</b> Retain until 2040, retention subject to a review at that date.
AA	12.16.6	Compliance	Records relating to identification of hazards and risk assessment and management of hazardous substances in the workplace, for example dangerous chemicals, air-borne asbestos, radiation, etc.		<b>TEMPORARY</b> Retain until 2040, retention subject to review at that date.
AA	12.16.7	Compliance	Records relating to health monitoring of staff and volunteers and the provision of first aid to staff and volunteers.		<b>TEMPORARY</b> Destroy 60 years after action completed
AA	12.17.2	Conferences	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					after action completed
<b>AM</b>	<b>12.17.2</b>	<b>Conferences</b>	<b>NOTE</b> – Moved to 12.78 – Staff Development		<b>TEMPORARY</b> Destroy 2 years after last action
<b>AM</b>	<b>12.17.3</b>	<b>Conferences</b>	<b>NOTE</b> – Moved to 12.78 – Staff Development		<b>TEMPORARY</b> Destroy 12 months after last action
<b>DA</b>	<b>12.17.2</b>	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>DA</b>	<b>12.21.3</b>	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
<b>DA</b>	<b>12.21.4</b>	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>DA</b>	<b>12.29.3</b>	<b>Discipline</b>	Records relating to cases where allegations are not proven.	<b>TEMPORARY</b> Destroy 6 months after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>DA</b>	<b>12.29.4</b>	<b>Discipline</b>	Records relating to cases where no action is taken.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>DA</b>	<b>12.29.5</b>	<b>Discipline</b>	Records relating to cases where employees are formally disciplined. Includes records relating to internal inquiries and ongoing disciplinary action. Includes appeals.	<b>TEMPORARY</b> Destroy 6 years after separation from the Council	<b>TEMPORARY</b> Destroy 7 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	12.29.6	<b>Discipline</b>	Council records relating to work-related criminal convictions of employees.	<b>TEMPORARY</b> Destroy 6 years after separation from the Council	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.35.1	<b>Employment Conditions</b>	Management of general conditions of employment for staff. Includes overtime, working hours, provision of cars, study assistance, child care, etc. Also includes management of redeployment programmes.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.35.2	<b>Employment Conditions</b>	Records relating to the management of rosters, conditions of flexi-time and taking of leave for staff who do not work with minors or where Mandatory Notification is NOT required.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.35.3	<b>Employment Conditions</b>	Records relating to corporate wardrobe.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
AA	12.35.4	<b>Employment Conditions</b>	Records relating to the management of rosters, conditions of flexi-time and taking of leave for staff who work with children or in positions where Mandatory Notification is required.		<b>TEMPORARY</b> Destroy 50 years after action completed
DA	12.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	12.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	12.43.2	<b>Grievances</b>	Records relating to grievances and complaints which do not lead to changes to Council policy and procedures.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	12.44.2	Industrial Relations	Working papers and reference copies of material accumulated during the enterprise bargaining process.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.44.4	Industrial Relations	Records relating to other disputes and/or industrial action.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.45.1	Infringements	Records relating to infringements not resulting in counselling, discipline or litigation.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.52.1	Leave	Records relating to leave entitlements including the calculation of leave, including long service leave.	<b>TEMPORARY</b> Destroy 6 years after separation from Council	<b>TEMPORARY</b> Destroy 7 years after separation from Council
DA	12.52.2	Leave	Records relating to the application, granting and refusal for leave.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.61.1	Performance Management	Records relating to the performance assessment process.	<b>TEMPORARY</b> Destroy 6 year after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.61.2	Performance Management	Records relating to performance assessment of individuals.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed
DA	12.61.3	Performance Management	Records relating to performance targets as defined in employment agreements.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 7 years after action completed

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<b>Function – 12 – HUMAN RESOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	12.62.1	Personnel	Records relating to the use of plant equipment where the employee is identified.	<b>TEMPORARY</b> Destroy 75 years after employees date of birth or 7 years after last action whichever is later	<b>TEMPORARY</b> Destroy 85 years after employees date of birth
DA	12.62.3	Personnel	Personnel files. Includes apprentices, trainees and volunteers.	<b>TEMPORARY</b> Destroy 75 years after employees date of birth or 7 years after last action whichever is later	<b>TEMPORARY</b> Destroy 85 years after employees date of birth
DA	12.62.4	Personnel	Records relating to declaration of personal interest.	<b>TEMPORARY</b> Destroy 6 years after return completed separation from Council	<b>TEMPORARY</b> Destroy 7 years after action completed
AA	12.62.5	Personnel	Records relating to work experience placements, community service order participants, work for the dole participants and other similar schemes.		<b>TEMPORARY</b> Destroy 20 years after action completed
AA	12.62.6	Personnel	Records relating to staff attendance where staff work with children or where Mandatory Notification is required. <b>Legislation</b> – Children’s Protection Act 1993 Sec 11.		<b>TEMPORARY</b> Destroy 50 years after action completed
AM	12.62.7 From 16.76.5	Personnel	Records relating to administration of personnel security including identity checking, police records checking and reporting of security incidents.  See 12.62.3 for results of identity check, police records check.		<b>TEMPORARY</b> Destroy 7 years after separation from Council

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AA	12.62.8	Personnel	Copies of criminal history information provided as the result of a criminal history check conducted by the Commonwealth (CrimTrac or successor) on behalf of an agency. A check may have been sought directly from the Commonwealth, if an agency is accredited, or via the South Australia Police. - Such information is the property of either the Commonwealth or the South Australia Police – maintain and dispose of in accordance with provisions of the contract or memorandum of understanding.		<b>Such information is the property of either the Commonwealth or the South Australian Police – maintain and dispose of in accordance with the provisions of the contract or memorandum of understanding</b>
DA	12.63.3	Policy	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	12.64.3	Programme Management	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	12.64.4	Programme Management	Records relating to staff and volunteer health promotion and workplace safety programmes.		<b>TEMPORARY</b> Destroy 45 years after action completed
AA	12.64.5	Programme Management	Records relating to the management of health related screening programmes for example fitness, blood pressure, cholesterol tests.		<b>TEMPORARY</b> Destroy 1 year after last action

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<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	12.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	12.72.2	<b>Rehabilitation</b>	Records relating to the management of rehabilitation cases. Includes records maintained by the Council and those transferred to the Council by external service providers.	<b>TEMPORARY</b> Destroy 75 years after worker's date of birth or 7 years after case closed, whichever is later.	<b>TEMPORARY</b> Destroy 85 years after worker's date of birth
AA	12.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	12.78.3	<b>Staff Development</b>	Records relating to the promotion of safe work practices arranged by or for the Council.		<b>TEMPORARY</b> Destroy 45 years after action completed
DA	12.78.6	<b>Staff Development</b>	Duplicate records relating to training courses.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	12.78.8	<b>Staff Development</b>	Records relating to proceedings and papers of conferences attended by Council.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	12.78.9	<b>Staff Development</b>	Records relating to arrangements to attend conferences.		<b>TEMPORARY</b> Destroy 12 months after last action
AA	12.78.10	<b>Staff Development</b>	Register of Training, including OHS Training arranged by or for the Council.		<b>PERMANENT</b>

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<b>Function – 12 – HUMAN RESCOURCE MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>DA</b>	<b>12.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures relating to safe work practices (eg handling of hazardous substances).	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>12.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>12.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>12.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>12.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>12.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 13 – INFORMATION MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	13.2.2	Acquisition	Publications and library materials received from other Councils or external organisations.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	13.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	13.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	13.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	13.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	13.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	13.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	13.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>

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<b>Function – 13 – INFORMATION MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	13.17.2	Conferences	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	13.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	13.21.4	Contracting	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	13.22.2	Control	Supplementary records supporting central control of Council records including barcodes, locations, file movements, resubmits etc. Also includes subsidiary registers kept in regional or project offices.	<b>TEMPORARY</b> Destroy when administrative use ceases	<b>TEMPORARY</b> Destroy 1 year after last action
DA	13.27.3	Data Administration	Periodic data reports and related record used for checking, monitoring, and other routine administrative purposes. Includes data logs.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	13.30.2	Disposal	Records relating to managing inactive, non-permanent records, including authorised destruction in the Council. Also includes transfer of non-permanent records to secondary storage and destruction certificates.	<b>TEMPORARY</b> Destroy 10 years after last action	<b>TEMPORARY</b> Destroy 50 years after records destroyed
DA	13.30.3	Disposal	Copies of General Disposal Schedules, guidelines, and other information used for the disposal of records.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	13.36.4	Enquiries	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed

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AA	13.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	13.63.3	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	13.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	13.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	13.73.5	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	13.87.1	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	13.87.2	<b>Procedures</b>	Records relating to operational procedures.		<b>PERMANENT</b>
AA	13.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	13.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed

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<b>Function – 13 – INFORMATION MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>AA</b>	<b>13.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>13.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 14 – INFRASTRUCTURE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>DA</b>	<b>14.3.2</b>	<b>Advice</b>	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>14.3.4</b>	<b>Advice</b>	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.3.5</b>	<b>Advice</b>	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
<b>DA</b>	<b>14.6.1</b>	<b>Arrangements</b>	Records relating to the use of Council infrastructure.	<b>TEMPORARY</b> Destroy 2 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>14.6.2</b>	<b>Arrangements</b>	Records relating to the misuse of Council infrastructure.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.14.5</b>	<b>Committees</b>	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
<b>AA</b>	<b>14.14.6</b>	<b>Committees</b>	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
<b>AA</b>	<b>14.14.7</b>	<b>Committees</b>	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.17.1</b>	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
<b>AA</b>	<b>14.17.2</b>	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 14 – INFRASTRUCTURE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					action completed
<b>DA</b>	<b>14.21.3</b>	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
<b>DA</b>	<b>14.21.4</b>	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>DA</b>	<b>14.36.1</b>	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>14.37.4</b>	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.50.4</b>	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>DA</b>	<b>14.63.3</b>	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>AA</b>	<b>14.64.3</b>	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.65.3</b>	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>14.73.4</b>	<b>Reporting</b>	Records relating to the reporting of non-significant		<b>TEMPORARY</b>

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 14 – INFRASTRUCTURE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
			programmes, projects and events.		Destroy 10 years after action completed
<b>AA</b>	<b>14.76.1</b>	<b>Security</b>	Records relating to security arrangements for public streets including installation and maintenance of electronic security, surveillance equipment and cameras. Also includes development of security procedures.		<b>TEMPORARY</b> Destroy 6 years after systems/equipment superseded
<b>AA</b>	<b>14.76.2</b>	<b>Security</b>	Video surveillance tapes.		<b>TEMPORARY</b> Destroy 6 months after last action
<b>AA</b>	<b>14.76.3</b>	<b>Security</b>	Records relating to the development and implementation of security and crime prevention measures on infrastructure such as canine and security patrols.		<b>TEMPORARY</b> Destroy 6 years after last action
<b>AA</b>	<b>14.76.4</b>	<b>Security</b>	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected e.g. break-ins, intrusion to restricted areas, terrorism, bomb threats, intentional damage, fires, records of investigations, liaison with law enforcement agencies.		<b>PERMANENT</b>
<b>AA</b>	<b>14.76.5</b>	<b>Security</b>	Records relating to minor breaches of security or incidents not resulting in the laying of charges, nor where sabotage is strongly suspected.		<b>TEMPORARY</b> Destroy 5 years after last action
<b>DA</b>	<b>14.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>14.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>14.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>14.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other		<b>TEMPORARY</b>

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 14 – INFRASTRUCTURE</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
			bodies on non significant issues.		Destroy 10 years after action completed
<b>AA</b>	<b>14.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>14.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 15 – LEGAL PROVISIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	15.3.4	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	15.3.6	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	15.3.7	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	15.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	15.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	15.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed
AA	15.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		PERMANENT
AA	15.17.2	Conferences	Facilitative Records relating to the organising of conferences.		TEMPORARY Destroy 7 years after action completed
DA	15.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract.	TEMPORARY Destroy 7 years after	TEMPORARY Destroy 8 years

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 15 – LEGAL PROVISIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
			This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	contract expiry date	after contract expiry date
<b>DA</b>	<b>15.21.4</b>	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>DA</b>	<b>15.36.1</b>	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>AA</b>	<b>15.37.4</b>	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>15.50.4</b>	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>15.53.5</b>	<b>Liability</b>	Records relating to documents and deeds indemnifying council against public liability claims.		<b>TEMPORARY</b> Destroy 50 years after action completed
<b>DA</b>	<b>15.54.2</b>	<b>Litigation</b>	Records relating to litigation relating to other matters.	<b>TEMPORARY</b> Destroy 6 years after expiry of related appeal period	<b>TEMPORARY</b> Destroy 10 years after action complete
<b>DA</b>	<b>15.54.3</b>	<b>Litigation</b>	Implementation of subpoenas and discovery orders, including arrangements for Council witnesses to attend court.	<b>TEMPORARY</b> Destroy 6 years after last action	<b>TEMPORARY</b> Destroy 10 years after action complete
<b>DA</b>	<b>15.63.3</b>	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action

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<b>Function – 15 – LEGAL PROVISIONS</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	15.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	15.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	15.87.1	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
AA	15.87.2	<b>Procedures</b>	Records relating to operational procedures.		<b>PERMANENT</b>
AA	15.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	15.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	15.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	15.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
DA	16.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	16.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	16.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
DA	16.6.1	Arrangements	Records relating to the use of Council facilities, including halls, ovals, reserves, meeting rooms.	TEMPORARY Destroy 2 years after last action	TEMPORARY Destroy 8 years after action completed
DA	16.6.2	Arrangements	Records relating to the misuse of Council facilities including halls, ovals, reserves, meeting rooms, this includes complaints, inappropriate use, damage etc.	TEMPORARY Destroy 6 years after last action	TEMPORARY Destroy 10 years after action completed
AA	16.6.3	Arrangements	Records relating to agreements and arrangements that establish and document the usage of Council owned property.		TEMPORARY Destroy 8 years after action completed
AA	16.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	16.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
AA	16.14.7	<b>Committees</b>	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	16.16.8	<b>Compliance</b>	Records relating to mining returns includes cartage records, quarries, rubble raising.		<b>TEMPORARY</b> Destroy 7 years after action completed
AA	16.16.9	<b>Compliance</b>	Records relating to audits of council property against standards including those set by Council including playground audits, BMX track, tennis courts, swimming pools rage cage etc		<b>TEMPORARY</b> Destroy 30 years after action completed
AA	16.16.10	<b>Compliance</b>	Records relating to the organisation of funerals and burials, including work orders, booking of chapels, grave orders etc		<b>TEMPORARY</b> Destroy 7 years after action completed
AA	16.16.11	<b>Compliance</b>	Records relating to the applications for, planning, design and approval of and cemetery plaques, headstones and monuments.		<b>TEMPORARY</b> Destroy 20 years after action completed
AA	16.16.12	<b>Compliance</b>	Records relating to the certification of cremations by the Funeral Arranger that there are no explosives or other articles contained in the coffin or body.		<b>TEMPORARY</b> Destroy 1 year after last action
AA	16.16.13	<b>Compliance</b>	Records relating to security classification as required by Aviation Transport Security Regulations 2005 Reg 6.23		<b>TEMPORARY</b> Destroy 20 years after action completed
AA	16.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	16.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
					completed
<b>DA</b>	<b>16.21.3</b>	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
<b>DA</b>	<b>16.21.4</b>	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
<b>DA</b>	<b>16.36.1</b>	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
<b>DA</b>	<b>16.37.1</b>	<b>Evaluation</b>	Records relating to the evaluation of programmes and services that do proceed.	<b>TEMPORARY</b> Destroy 10 years after last action	<b>PERMANENT</b>
<b>AA</b>	<b>16.37.4</b>	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>16.50.4</b>	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>DA</b>	<b>16.51.1</b>	<b>Leasing</b>	Leasing documents including special leases, sub-leases, licences and other registered documents. Includes records relating to caravan park leases to individual property holders.	<b>TEMPORARY</b> Destroy 6 years after lease expiry date	<b>PERMANENT</b>
<b>AA</b>	<b>16.51.3</b>	<b>Leasing</b>	Non-significant leasing documents including special leases, sub-leases, licences and other registered documents. Includes records relating to caravan park leases to individual property holders.		<b>TEMPORARY</b> Destroy 10 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
AA	16.51.4	Leasing	Records relating to tenancy files for retirement villages or other leased Council properties.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	16.55.8	Maintenance	Records relating to repairs, renovations and maintenance for buildings built before and during 1986,		<b>TEMPORARY</b> Retain until 2040, retention subject to a review at that date.
AA	16.55.9	Maintenance	Records relating to testing and treating of pools and spas water quality.		<b>TEMPORARY</b> Destroy 20 years after action completed
AA	16.55.10	Maintenance	Records relating to the audit of maintenance requirements of Councils properties, including playgrounds, swimming pools, BMX tracks, skate parks etc.		<b>TEMPORARY</b> Destroy 30 years after action completed
DA	16.63.3	Policy	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	16.64.3	Programme Management	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	16.65.3	Project Management	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	16.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AM	16.76.5 Moved to 12.62.7	Personnel	Records relating to administration of personnel security including identity checking, police records checking and		<b>TEMPORARY</b> Destroy 7 years

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
			reporting of security incidents.  See 12.62.3 for results of identity check, police records check.		after separation from Council
<b>AA</b>	<b>16.76.5</b>	<b>Security</b>	Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected e.g. break-ins, intrusion to restricted areas, terrorism, bomb threats, intentional damage, fires, records of investigations, liaison with law enforcement agencies.		<b>PERMANENT</b>
<b>AA</b>	<b>16.76.6</b>	<b>Security</b>	Records relating to minor breaches of security or incidents not resulting in the laying of charges nor where sabotage is strongly suspected.		<b>TEMPORARY</b>  Destroy 5 years after last action
<b>AA</b>	<b>16.76.7</b>	<b>Security</b>	Records relating to the development and implementation of security and crime prevention measures on property such as canine and security patrols.		<b>TEMPORARY</b>  Destroy 6 years after last action
<b>DA</b>	<b>16.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures (e.g. hazardous waste removal).	<b>TEMPORARY</b>  Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>16.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures (e.g. contract letting).	<b>TEMPORARY</b>  Destroy 2 years after superseded	<b>TEMPORARY</b>  Destroy 10 years after superseded
<b>AA</b>	<b>16.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>16.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b>  Destroy 10 years after action completed
<b>AA</b>	<b>16.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>

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**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 16 – PROPERTY MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action Version 4</b>
<b>AA</b>	<b>16.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

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<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	17.2.2	Acquisition	Support documentation.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	17.3.2	Advice	Records relating to advice concerning routine operational matters.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	17.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		<b>TEMPORARY</b> Destroy 5 years after action completed
AA	17.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		<b>PERMANENT</b>
AA	17.14.6	Committees	Records relating to Council business unit or team meetings.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	17.14.7	Committees	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.16.5	Compliance	Records relating to Council compliance with mandatory standards or statutory requirements. Includes proof of compliance. This includes the accreditation of Child Care Centres or Special Needs Centres.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	17.17.2	Conferences	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	17.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	17.21.4	Contracting	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	17.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	17.37.4	Evaluation	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.38.4	Event Management	Records relating to the consolidated documentation of non-significant events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.50.4	Joint Ventures	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	17.63.3	Policy	Reference materials relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	17.64.10	Programme Management	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					completed
AA	17.64.11	Programme Management	Records relating to the provision social care to Indigenous clients. (Disposal in accordance with Recommendation 21 of Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.)		PERMANENT
AA	17.64.12	Programme Management	Client Information System and data.		PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
AA	17.65.3	Project Management	Records that document the progress of non-significant projects.		TEMPORARY Destroy 10 years after action completed
AA	17.66.3	Promotion	Records relating to non-substantial promotional materials developed for Council.		TEMPORARY Destroy 2 years after last action
AA	17.73.10	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		TEMPORARY Destroy 10 years after action completed
DA	17.87.1	Procedures	Records relating to administrative procedures (e.g. contract letting).	TEMPORARY Destroy 2 years after superseded	TEMPORARY Destroy 10 years after superseded
AA	17.87.2	Procedures	Records relating to operational procedures.		PERMANENT
AM	17.88	Residential Care	<b>NOTE – This activity and all record classes has been moved to HEALTH MANAGEMENT</b>		

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	17.89.1	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
AA	17.89.2	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.90.1	<b>Library Management</b>	Records relating to the management of a library and significant library programmes e.g. holiday programmes, literacy, schools, award programmes, mobile library service, etc.		<b>PERMANENT</b>
AA	17.90.2	<b>Library Management</b>	Records relating to non-significant library programmes such as storey telling.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.90.3	<b>Library Management</b>	Records relating to the recovery of library materials.		<b>TEMPORARY</b> Destroy 7 years after action completed
AA	17.90.4	<b>Library Management</b>	Records relating to membership of libraries.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	17.90.5	<b>Library Management</b>	Facilitative Records relating to library operations and programmes.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	17.90.6	<b>Library Management</b>	Records relating to internet usage.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	17.90.7	<b>Library Management</b>	Records relating to parent /guardian consent for minors to use Council's internet service.		<b>TEMPORARY</b> Destroy after minor turns 18 years of age
AA	17.90.8	<b>Library Management</b>	Records relating to changes to the library catalogue / database		<b>TEMPORARY</b> Destroy 2 years after last action

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	17.90.9	<b>Library Management</b>	Records relating to the reservation of library material and notification of library material ready for collection.		<b>TEMPORARY</b> Destroy 3 months after last action
AA	17.91.1	<b>Community Transport</b>	Records relating to the establishment and management of a community transport programme.		<b>PERMANENT</b>
AA	17.91.2	<b>Community Transport</b>	Records relating to the operation of community transport programme provided by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.92.1	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
AA	17.92.2	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	17.93.1	<b>Child Care</b>	Records relating to the management and planning for child care services.		<b>PERMANENT</b>
AA	17.93.2	<b>Child Care</b>	Child Care Management System.		<b>PERMANENT</b> Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes
AA	17.93.3	<b>Child Care</b>	Records relating to the provision of child and special needs care.		<b>TEMPORARY</b> Once child reaches 18 years of age, destroy 15 years after last contact

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<b>Function – 17 – SOCIAL, CULTURAL AND COMMUNITY SERVICES</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	17.93.4	Child Care	Records relating to the planning of menus for children. See client file for individual child dietary requirements.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	17.93.5	Child Care	Records relating to daily charts recording activity and child checks. Charts contain information relating to multiple children. This includes charts for sleep, meals, nappy changes, yard checks and sudden infant death syndrome checks.		<b>TEMPORARY</b> Destroy 20 years after action completed
AA	17.94.1	Exhibition and Collection Management	Records relating to the acquisition and management of art and museum collections.		<b>PERMANENT</b>
AA	17.94.2	Exhibition and Collection Management	Records relating to the documentation of exhibitions and displays held by the Council.		<b>PERMANENT</b>
AA	17.94.3	Exhibition and Collection Management	Records relating to requests to hold exhibitions that are proceeded with.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	17.94.4	Exhibition and Collection Management	Records relating to requests to hold exhibitions that are not proceeded with.		<b>TEMPORARY</b> Destroy 2 years after last action
AA	17.94.5	Exhibition and Collection Management	Facilitative Records relating to the organising of exhibitions.		<b>TEMPORARY</b> Destroy 5 years after last action

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 18 – STRATEGIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	18.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	18.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	18.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	18.8.1	Audit	Records relating to internal and external audits of Council's compliance or achievement against legislation or standards which result in substantial changes to Council's practices or policy.		PERMANENT
AA	18.8.2	Audit	Records relating to internal and external audits that do not result in a change in Council practices or policy.		TEMPORARY Destroy 10 years after action completed
AA	18.8.3	Audit	Records relating to the arrangements of an audit.		TEMPORARY Destroy 2 years last action
AA	18.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	18.14.6	Committees	Records relating to meeting of Senior Management Team or Executive Management Team.		PERMANENT
AA	18.14.7	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 18 – STRATEGIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
AA	18.14.8	<b>Committees</b>	Records relating to non-significant committees initiated by Council.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	18.17.1	<b>Conferences</b>	Records relating to proceedings and papers of conferences where Council is the convener.		<b>PERMANENT</b>
AA	18.17.2	<b>Conferences</b>	Facilitative Records relating to the organising of conferences.		<b>TEMPORARY</b> Destroy 7 years after action completed
DA	18.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	18.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	18.21.5	<b>Contracting</b>	Records relating to the register for the supply of labour, goods and services or preferred suppliers in the Council area.		<b>TEMPORARY</b> Destroy 5 years after last action
AA	18.26.1	<b>Customer Service</b>	Records relating to service level agreements.		<b>TEMPORARY</b> Destroy 8 years after expiry
DA	18.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	18.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 18 – STRATEGIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	18.63.3	Policy	Reference materials relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	18.65.3	Project Management	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	18.68.10	Publication	Records relating to snapshots of Council's webpage and intranet		<b>PERMANENT</b>
AA	18.68.11	Publication	Records relating to the metadata of Council's webpage and intranet		<b>PERMANENT</b>
AA	18.68.12	Publication	Records relating to change request for Council's webpage and intranet		<b>TEMPORARY</b> Destroy 2 years after last action
AA	18.73.4	Reporting	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	18.75.5	Risk Management	Records relating to risk management review.		<b>PERMANENT</b>
AA	18.75.6	Risk Management	Records relating to the testing of Council's risk management plans and emergency response, including emergency evacuation of Council's premises, facilities and property.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	18.80.2	Strategic Planning	Records relating to the development of Council-wide business, strategic or corporate plans.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 3 years after last action
AA	18.80.3	Strategic Planning	Records relating to annual business plans.		<b>TEMPORARY</b> Destroy 10 years after action completed

Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 18 – STRATEGIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
<b>DA</b>	<b>18.87.1</b>	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy-10 years after superseded
<b>AA</b>	<b>18.87.2</b>	<b>Procedures</b>	Records relating to operational procedures.		<b>PERMANENT</b>
<b>AA</b>	<b>18.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>18.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>18.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>18.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

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<b>Function – 19 – TECHNOLOGY AND COMMUNICATION</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	19.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	19.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	19.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	19.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	19.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	19.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed
AA	19.16.3	Compliance	Records relating to radio licences i.e. two-way		TEMPORARY Destroy 6 years after last action
AA	19.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		PERMANENT
AA	19.17.2	Conferences	Facilitative Records relating to the organising of conferences.		TEMPORARY Destroy 7 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 19 – TECHNOLOGY AND COMMUNICATION</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	19.21.3	Contracting	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	19.21.4	Contracting	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	19.36.1	Enquiries	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	19.37.1	Evaluation	Records relating to the evaluation of significant programmes and services that do proceed.	<b>TEMPORARY</b> Destroy 10 years after last action	<b>PERMANENT</b>
AA	19.37.4	Evaluation	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	19.50.4	Joint Ventures	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	19.51.1	Leasing	Records relating to the leasing of technology and telecommunication items and equipment.	<b>TEMPORARY</b> Destroy 7 years after lease expiry date	<b>TEMPORARY</b> Destroy 8 years after lease expiry date
DA	19.51.5	Operations	Records relating to the back-up or copying of data for security or risk management purposes.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	19.59.6	Operations	Records relating to service provision for communication networks.		<b>TEMPORARY</b> Destroy 10 years

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<b>Function – 19 – TECHNOLOGY AND COMMUNICATION</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					after action completed
<b>AA</b>	<b>19.65.3</b>	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>19.73.4</b>	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>DA</b>	<b>19.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>19.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures (e.g. contract letting).	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>19.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>19.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>19.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>19.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed

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<b>Function – 20 – TRAFFIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	20.3.2	Advice	Records relating to advice concerning routine operational matters.	TEMPORARY Destroy 5 years after last action	TEMPORARY Destroy 8 years after action completed
AA	20.3.4	Advice	Records relating to the drafting of new legislation / regulation and / or proposed changes to legislation / regulations by the State or Commonwealth Government. Includes submissions from Councils if a response is provided.		TEMPORARY Destroy 10 years after action completed
AA	20.3.5	Advice	Records relating to the drafting of new legislation / regulations and / or proposed changes to legislation / regulations by the State or Commonwealth Government.		TEMPORARY Destroy 5 years after action completed
AA	20.14.5	Committees	Records relating to external or inter-council committees for which council provides the secretariat, or provides integral operational advice, or has other major involvement.		PERMANENT
AA	20.14.6	Committees	Records relating to Council business unit or team meetings.		TEMPORARY Destroy 5 years after last action
AA	20.14.7	Committees	Records relating to non-significant committees initiated by Council.		TEMPORARY Destroy 10 years after action completed
AA	20.16.2	Compliance	Records relating to the placement of speed limit signs in relation to work areas and work sites.		TEMPORARY Destroy 7 years after action completed
AA	20.17.1	Conferences	Records relating to proceedings and papers of conferences where Council is the convener.		PERMANENT
AA	20.17.2	Conferences	Facilitative Records relating to the organising of conferences.		TEMPORARY Destroy 7 years after action completed

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 20 – TRAFFIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
DA	20.21.3	<b>Contracting</b>	Records relating to the hiring and use of consultants, contractors and suppliers, which results in a minor contract. This includes the contracts. Minor contracts are contracts relating to minor or routine tasks.	<b>TEMPORARY</b> Destroy 7 years after contract expiry date	<b>TEMPORARY</b> Destroy 8 years after contract expiry date
DA	20.21.4	<b>Contracting</b>	Records relating to consultants, contractors and suppliers offering services and products.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
DA	20.36.1	<b>Enquiries</b>	Records relating to the management of enquiries and requests for information.	<b>TEMPORARY</b> Destroy 5 years after last action	<b>TEMPORARY</b> Destroy 8 years after action completed
AA	20.37.4	<b>Evaluation</b>	Records relating to the evaluation of non significant programmes and services that do proceed.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	20.50.4	<b>Joint Ventures</b>	Records relating to non significant Joint Venture agreements		<b>TEMPORARY</b> Destroy 10 years after action completed
DA	20.63.3	<b>Policy</b>	Reference material relating to policy matters.	Destroy when reference ceases	<b>TEMPORARY</b> Destroy 6 months after last action
AA	20.64.3	<b>Programme Management</b>	Records that document the progress of non-significant programmes		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	20.65.3	<b>Project Management</b>	Records that document the progress of non-significant projects.		<b>TEMPORARY</b> Destroy 10 years after action completed
AA	20.73.4	<b>Reporting</b>	Records relating to the reporting of non-significant programmes, projects and events.		<b>TEMPORARY</b> Destroy 10 years after action

**Change Type: AA = Activity Added or Changed or Records Class Added or Amended; DA = Disposal Action Changed; AM = Activity Moved**

**GDS 20 for Local Government – Review – Mapping Document of Changes between 3<sup>rd</sup> Edition and the 4<sup>th</sup> Edition**

<b>Function – 20 – TRAFFIC MANAGEMENT</b>					
<b>Change Type</b>	<b>Item No</b>	<b>Activity/Process</b>	<b>Description</b>	<b>Disposal Action 3<sup>rd</sup> Edition</b>	<b>Disposal Action 4<sup>th</sup> Edition</b>
					completed
<b>DA</b>	<b>20.87.1</b>	<b>Procedures</b>	Records relating to operational procedures. Includes technical procedures.	<b>TEMPORARY</b> Destroy 75 years after action completed	<b>PERMANENT</b>
<b>DA</b>	<b>20.87.2</b>	<b>Procedures</b>	Records relating to administrative procedures.	<b>TEMPORARY</b> Destroy 2 years after superseded	<b>TEMPORARY</b> Destroy 10 years after superseded
<b>AA</b>	<b>20.89.1</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on significant issues of public interest and debate, or is of value to the history of the council.		<b>PERMANENT</b>
<b>AA</b>	<b>20.89.2</b>	<b>Advocating</b>	Records that document interaction between council and other bodies on non significant issues.		<b>TEMPORARY</b> Destroy 10 years after action completed
<b>AA</b>	<b>20.92.1</b>	<b>Agreements</b>	Records relating to significant agreements concerning agency policies, procedures, functions, obligations and liabilities.		<b>PERMANENT</b>
<b>AA</b>	<b>20.92.2</b>	<b>Agreements</b>	Records relating to non-significant agreements and related records.		<b>TEMPORARY</b> Destroy 10 years after action completed