

Policy 43B

# Retention and Disposal Schedule

March 2015

Anglican  
Church  
Diocese of Perth



### Schedule for Amending and Updating General Disposal Authority

Version	Date	Author	Changes

### Authorisation

This General Disposal Authority (GDA) is the official procedure for sentencing and disposing of records created and kept by the Anglican Diocese of Perth.

This GDA has been approved by the Archives Committee and the delegate of the Diocesan Council.

### Diocesan Secretary

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signature

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date

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### Acknowledgements

The archivist would like to thank and acknowledge the Sisters of Mercy who provided their records disposal schedule on which this GDA is based. This GDA is a modified version of the 2004 Schedule created by Michelle Lillico for the Sisters of Mercy, whose schedule was based on the Christian Brothers Holy Spirit Province Business Classification Scheme and Retention and Disposal Schedule.

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## **Introduction**

This GDA was created separately of the classification schemes used to control information by the various organisations connected to the Diocese of Perth. Records organisation among the different groups of the Diocese of Perth is not done through a standard method and so each group has created and uses its own method of organising information.

As yet the need for all organisations to organise their information in a consistent manner is not supported. This GDA will only include a functions and activities as a guide on which to build the GDA.

## **Legislation affecting Diocesan Records**

- Privacy Act 1988
- Copyright Act 1968
- Evidence Act 1995

## **Diocesan Statutes concerning Records**

Records and Archives Statute 1996

7.1 (b) “to regulate the acquisition, preservation, conservation and disposal of the Records, whether held in the Diocesan Archives or in any other place, in accordance with whatever professional standards are usually required of archives and archivists.”

## Definitions

<u>Active</u>	Also called 'open records' are current and actively in use, this means that information can be added to the record until such time as it is decided that the information is no longer in current use. When a file is closed and sent to the archives it can only be used for reference purposes from then on, no new information may be added.
<u>Activity</u>	An Activity is a process of business functionality such as Managing Staff; this is a function of the business but hiring and paying staff are activities under that function.
<u>Closed</u>	Once a record is no longer actively used, referred to or a new volume has been created it should be made 'inactive' and closed. A closed record can then only be used for reference purposes, new items may not be added and any further information that is connected to or pertains to the closed record must be placed on a new 'active' record.
<u>Description</u>	The content of the records and their purpose for existing, a description informs what the records are about.
<u>Dispose</u>	This includes different processes which are used to decide where a record should be. Including sentencing, transferring to archives, long or short-term storage and destruction.
<u>Format</u>	How the information is stored. A format can be paper, plan, CD or a computer network. A records format does not impact on its retention, which is based on the content of the information rather than how it is stored.
<u>Financial Year</u>	This is the time period where an organisation calculates its yearly financial statements. For The Diocese of Perth, the new financial year begins on the 1 <sup>st</sup> of May each year. <u>Functional</u> "Functional classification is based on an analysis of the unique business functions and activities of an organisation but is independent of the organisation's administrative structure." Queensland State Archives Public Records Brief October 2007. Functions of a business are not based by department; each department can use multiple functions in classifying their records.
<u>Keyword</u>	Preferred terms used to describe different business functions that are used within the Diocese of Perth

<u>Legal Hold</u>	A legal hold occurs when any information concerning a certain aspect of the business is needed for legal reasons; this generally occurs during court cases and can last several years. Once a hold is placed on a record it cannot be destroyed until the hold is removed, also referred to as a 'freeze' on the information.
<u>Major</u>	Significant or wide changes made that have a lasting impact on the way the Diocese works
<u>Minor</u>	Insignificant or moderate changes made that have no long-term impact on the Diocese
<u>Record</u>	"Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity." AS 4390.1-1996 from Records Management by Jay Kennedy and Cherryl Schauder.
<u>Retention Period</u>	The minimum length of time a record must be retained.
<u>Routine</u>	Similar to 'Minor' in that any changes required have no lasting impact on the Diocese
<u>Sentence</u>	Deciding how long a record is needed to be kept according to legislative and business needs.
<u>Significant</u>	Similar to 'Major' in that changes have a long-term impact on the Diocese
<u>Subject Based</u>	"Subject-based schemes allow records relating to broad subject areas to be grouped together." Queensland State Archives Public Records Brief October 2007. An example of subject based organised records is a library.

# Purpose, Scope and Structure of GDA

## 1.1 Purpose

This GDA has been created to inform and guide Diocesan staff and individuals connected to the Diocese who are responsible for Diocesan records.

The GDA should enable staff to sentence and dispose of their records in an authoritative manner which will ensure that:

- Storage of unnecessary records does not occur
- Records are disposed of according to legislative requirements
- Records of archival value are retained
- Records ready for destruction are disposed of in a secure manner
- Information on what records have been destroyed is retained

## 1.2 Scope

This GDA is to be used by the Diocesan Office, Departments funded by Diocesan Council, Parishes and other Diocesan groups and organisations to dispose of their records. It applies to all records held by the Diocese regardless of format.

This GDA is not comprehensive due to the need to do a more thorough audit of Diocesan records. As such it is expected that records that do not match any description given in this GDA will become apparent and will need to be addressed in further editions of the GDA, when this occurs, please [contact](#) the Diocesan Archivist.

The function of Education has not been included in this initial version and will be added to future editions if required.

### 1.3 Structure

This GDA uses a hierarchical functional business classification scheme to organise the disposal schedule and describe the records needing to be sentenced.

The GDA is structured in the following manner

#### Function

- Broad business functions

FUNCTION



#### Activity

- Description of specific activities within the above function

ACTIVITY



#### Description of records

- The most specific description of what the record actually is within the activity above

RECORD DESCRIPTION

### Functional Keywords and Activities in GDA

This GDA uses 11 Keywords as the basis for business Functions

*Clergy – Spiritual Life*  
*Diocesan Management*  
*Financial Management*  
*General Synod and Other Orders*  
*Human Resources*  
*Information Management*

*Office Management*  
*Parish Management*  
*Professional Standards*  
*Property Management*  
*Synod*



### How Activities are connected to Functions

A Function is the highest way of describing an actual unit of business Activity, for example Human Resources is the Function of managing the details of staff within the organisation. Each Function within the organisation is unique.

An Activity is a part of the process of the Function, or merely one aspect of the Function under which it is associated. For example, Human Resources as a Function can have many Activities under it to provide the full service that this Function is required to within the business, such as Recruitment, Job Descriptions and Personal Files. An Activity can be used under many different Functions

When deciding where your records belong in the GDA, always start with the Function then move through what Activities are associated with it. You cannot select an Activity that does not exist beneath the Function that is relevant to your records. If there is no combination of Activity and Function that suits your record, please contact the Diocesan Archivist.

## Set Out of GDA

Function	These eleven Functions comprise the different areas of the business.
Activity	An Activity makes up the process or a section of the business Function.
GDA Reference	<p>This number is unique for each disposal class within the GDA. This number must appear on all sentencing paperwork for each 'record' to inform the Archivist of which Function, Activity and Record Description pertains to your records.</p> <p>It is made up numbers which represent the Function, Activity and Record Description it is assigned to.</p> <p>E.G. 02.01.01 Is Diocesan Management - Agreements – entered by the Diocese</p>
Description of Records	This is the most specific form of describing what the record is; it is connected directly to the Activity and Function under which it is listed.
Disposal Action	This is the <u>minimum</u> retention period for the record, records may be retained longer if required but should never be destroyed before the period prescribed by this GDA. It also informs what should be done with the record at the completion of the minimum period.

## Functions and Activities

CLERGY – Spiritual Life	DIOCESAN MANAGEMENT (cont...)	HUMAN RESOURCES	PARISH MANAGEMENT	PROPERTY MANAGEMENT (cont...)
Agreements	Procedures	Agreements	Assistance	Meetings
Appointments	Publications	Claims	Committees	Planning
Courses	Public Relations	Grievances	Communications	Reporting
Evaluation	Reporting	Industrial Relations	Evaluation	Tenancy Administration
Events	Research	Personnel File	Events	Vehicles
Legal Matters	Restructuring	Positions	Liaison	
Liaison		Recruitment	Registers	<b>SYNOD</b>
Meetings	<b>FINANCIAL MANAGEMENT</b>	Superannuation		Committees
Personnel File	Accounting		<b>PROFESSIONAL STANDARDS</b>	Communications
Planning	Acquisition	<b>INFORMATION MANAGEMENT</b>	Committees	Constitution
Policy	Asset Register	Acquisition	Consultants	Events
Procedures	Audit	Audit	Grievances	Funding
Programs	Authorisation	Conservation	Legal Matters	Liaison
Retreats	Budgeting	Control	Liaison	Meetings
Vocations	Compliance	Disposal	Policy	Planning
	Contracting Out	Donations	Procedures	Publications
<b>DIOCESAN MANAGEMENT</b>	Donations	Evaluation	Programs	Public Relations
Agreements	Financial Statements	Implementation	Protocols	Reporting
Assistance	Insurance	Meetings	Publications	Research
Committees	Investments	Planning	Public Relations	Restructuring
Communications	Levies	Policy	Research	
Consultants	Meetings	Privacy		
Contracting Out	Payroll	Procedures	<b>PROPERTY MANAGMENT</b>	
Copyright	Policy	Reporting	Acquisition	
Donations	Procedures		Agreements	
Enquiries	Reporting	<b>OFFICE MANAGEMENT</b>	Conservation	
Evaluation	Superannuation	Acquisition	Development	
Events		Communications	Disposal	
Inquiries	<b>GENERAL SYNOD &amp; OTHER ORDERS</b>	Diaries	Insurance	
Legal Matters	Committees	Equipment	Investments	
Liaison	Events	Meetings	Leasing	
Meetings	Liaison	Planning	Legal Matters	
Planning	Meetings	Procedures	Liaison	
Policy		Security	Maintenance	

# FUNCTIONS

## 01. Clergy – Spiritual Life

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personnel file classified through the Human Resources Function.

## 02. Diocesan Management

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

## 03. Financial Management

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

## 04. General Synod & Other Orders

Description – The function of administering the Diocese of Perth's relationships with other Anglican Dioceses, including the Primate and religious denominations or orders.

## 05. Human Resources

Description – The function of managing all individuals who work for the Diocese. This includes employees, students, volunteers and clergy.

## 06. Information Management

Description – The function of organising the Diocese's information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

## 07. Office Management

Description – The function of ensuring efficient and effective operational control of offices under the Diocese of Perth. It includes staff amenities, equipment and supplies.

## 08. Parish Management

Description – The function of managing a parish within the Diocese. It includes the day to day running of a parish interacting with parishioners and other organisations.

09. Professional Standards

Description – The function of managing the professional standards within the Diocese. It includes the conduct of all clergy in dealing with both other members of Diocese and the public, in particular any dealings with minors or vulnerable individuals.

10. Property Management

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

11. Synod

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

## ACTIVITIES

Accounting	The process of organising and managing the Diocese financial matters, includes collecting, analysing and summarising the Diocese financial position
Acquisition	The process of acquiring ownership. Includes research, ordering and requisitions
Agreements	The process associated with the establishment, maintenance and review of agreements
Appointments	The process involved in selecting and appointing a person to a position or office
Asset Register	The activities involved in recording all the fixed assets of the Diocese
Assistance	The activities involved with providing emotional or financial assistance to individuals, groups or organisations
Audit	The process by which the varied operational groups and systems in the Diocese are reviewed to ensure that they are working correctly and applying relevant legislation. Includes financial audits, hardware audits, operational audits...
Authorisation	The process of delegating authority to complete a process or action
Budgeting	The process of planning the use of expected income and expenditure over a defined period of time
Claims	Claims and associated provision of compensation to employees and volunteers for accidents, injury or disease arising out of, or in the course of their employment
Committees	The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee
Communications	The activities associated with disseminating information to individuals or groups in the organisation
Compliance	The process of complying with mandatory regulations or procedures for a prescribed action. This includes accountability of actions and legal regulations
Conservation	The activities involved in dealing with the preservation of a property and information resource, includes; maintenance, restoration and enhancement
Constitution	The activities involved in developing and establishing constitutions and statutes, including their creation, revision and deletion
Consultants	The activities involved in appointing and managing consultants, including facilitators and guest speakers

Contracting Out	The activities involved in managing the quality of performance or services by an external contractor
Control	The activities involved with producing and using control mechanisms for information resources and systems
Copyright	The process involved in ensuring compliance to copyright laws
Courses	The activities associated with planning, organising, conducting and evaluating courses run either internally or externally to the Diocese
Development	The activities associated with managing the development of property, this includes, tracts of land, building and sub divisions
Diaries	Diaries detailing workday meetings, appointments and occurrences
Disposal	The process of deciding how to dispose of items belonging to the Diocese this includes property and information. Disposal can be by sale, destruction, transfer or termination of contract or lease
Donations	The process involved in managing donations
Enquiries	The process involved in receiving and responding to requests for information
Equipment	The activities involved in acquiring, supplying, maintaining, repairing and disposing of equipment
Evaluation	The process of determining the suitability of potential or existing programs and systems within the Diocese, includes system analysis and monitoring
Events	The activities associated with celebrations, festivals or any special event
Financial Statements	The process involved in compiling financial documents to show the budgeted and actual income and expenditure of the Diocese
Funding	The activities involved in funding programs associated with the Diocese
Grievances	The process associated with managing and resolving grievances form within the Diocese and from without
Implementation	The activities associated with implementing a system or project
Industrial Relations	The activities involved in managing industrial relations in the Diocese
Inquiries	The activities involved with receiving and responding to legally constituted investigations which include Ombudsman's and Parliamentary inquiries and Royal Commissions

Insurance	The process involved in protecting the Diocese from predetermined risks
Investments	The process of managing the funds of the Diocese includes both investments and loans
Leasing	Activities associated with the Diocese being a lease, this includes property and equipment
Legal Matters	The activities associated with addressing legal issues, such as; providing advice, drawing up agreements, litigation, copyright and complying with legal regulations
Levies	The process associated with imposing and collecting levies from Diocesan groups and organisations
Liaison	The activities associated with communicating with other individuals, groups or organisations
Maintenance	The activities associated with maintaining the condition and repair of property, this includes buildings and equipment
Meetings	The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself
Payroll	The process of managing the salaries of the personnel of the Diocese
Personnel File	Files on individuals associated with the Diocese
Planning	The process of determining how to achieve an objective
Policy	The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and their solutions
Positions	The process involved in deciding what the Diocese needs regarding staffing. This includes creating and disposing of positions, also employment conditions
Privacy	The activities involved in controlling the privacy of individuals, groups and the Diocese through its electronic systems
Procedures	Procedures used by the organisation for methods of operating regardless of origin
Programs	The process of managing activities, processes, requirements and assets in order to complete a specific task
Protocols	The activities associated with the principals and procedures that are used to deal with grievances, it includes codes of conduct, duty of care and professionalism
Publications	The activities involved with producing and receiving material intended for sale or distribution to the public or the Diocese



Public Relations	The activities associated in creating and maintaining a relationship with the public and media
Recruitment	The processes involved in filling a vacant position in the Diocese. This includes advertising, interviewing and processing of applications
Registers	Records of services performed by clergy of the Diocese, includes baptism, burial, marriage, services and confirmations
Reporting	The activities involved in preparing and presenting an investigated response to an issue or request
Research	The process of investigating a subject in order to ascertain the facts
Restructuring	The process that involves revaluating and reordering aspects of the Diocese, including organisational structure, personnel, office space and goals
Retreats	The process of organising and effectively running a retreat designed for clergy of the Diocese
Security	The activities associated with protecting people, assets and property from intentional or accidental damage
Superannuation	The process of managing the superannuation of the personnel of the Diocese
Tenancy Administration	The activities involved in managing the agreements on properties where the Diocese is the leaser
Vehicles	The process involved in supplying vehicles for the Diocese
Vocations	The process involved in encouraging and guiding the vocational journey of the clergy of the Diocese

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.01 Agreements**

**The process associated with the establishment, maintenance and review of agreements**

Disposal Ref #	Description of Records	Action
01.01.01	Records documenting any agreements made by the clergy in their capacity as a member of the clergy for the Anglican Church	Retain a minimum of 5 years after agreement ceases, then transfer to archives

### **01.02 Appointments**

**The process involved in selecting and appointing a person to a position or office**

Disposal Ref #	Description of Records	Action
01.02.01	Letters of appointment to positions	Retain a minimum of 5 years after term of office expires, then transfer to archives

### **01.03 Courses**

**The activities associated with planning, organising, conducting and evaluating courses run either internally or externally to the Diocese**

Disposal Ref #	Description of Records	Action
01.03.01	Records relating to any courses attended by clergy relating to their vocation	Retain a minimum of 7 years after last action, then destroy

### **01.04 Evaluation**

**The process of determining the suitability of potential or existing programs and systems within the Diocese includes system analysis and monitoring**

Disposal Ref #	Description of Records	Action
01.04.01	Records documenting the evaluation of programs and courses run for the clergy	Retain a minimum of 5 years after last action, then destroy

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.05 Events**

#### **The activities associated with celebrations, festivals or any special event**

Disposal Ref #	Description of Records	Action
01.05.01	Records documenting the attendance of the archbishop at events	Retain a minimum of 5 years after last action, then transfer to archives
01.05.02	Master lists documenting the attendance of clergy at events	Retain a minimum of 5 years after last action, then transfer to archives
01.05.03	Copies of records documenting the attendance of clergy at events	Retain a minimum of 2 years after last action, then destroy

### **01.06 Legal Matters**

#### **The activities associated with addressing legal issues, such as; providing advice, drawing up agreements, litigation, copyright and complying with legal regulations**

Disposal Ref #	Description of Records	Action
01.06.01	Records documenting any legal advice or assistance received by the clergy in their capacity as a member of the clergy for the Anglican Church	Retain a minimum of 5 years after last action, then transfer to archives

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.07 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
01.07.01	Records documenting communications between Anglican clergy – significant to the church	Retain a minimum of 5 years after last action, then transfer to archives
01.07.02	Other records documenting communications between Anglican clergy	Retain a minimum of 5 years after last action, then destroy
01.07.03	Records documenting significant liaising with external organisations	Retain a minimum of 5 years after last action, then transfer to archives
01.07.04	Records documenting routine liaising with external organisations	Retain a minimum of 5 years after last action, then destroy

### **01.08 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues, includes the taking of minutes, agendas and the organisation of the meeting itself**

Disposal Ref #	Description of Records	Action
01.08.01	Records documenting meetings between clergy for the purpose of church business	Retain a minimum of 5 years after last action, then transfer to archives
01.08.02	Records documenting meetings between clergy for non-church business	Retain a minimum of 5 years after last action, then destroy
01.08.03	Record documenting significant meetings between the clergy and external organisations	Retain a minimum of 5 years after last action, then transfer to archives
01.08.04	Record documenting routine meetings between the clergy and external organisations	Retain a minimum of 5 years after last action, then destroy

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.09 Personnel File**

#### **Files on individuals associated with the Diocese**

Disposal Ref #	Description of Records	Action
01.09.01	Personal records of clergy regarding their licences and progress as Clergy	Retain a minimum of 5 years after clergy have died, retired or left the Diocese, then transfer to archives

### **01.10 Planning**

#### **The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
01.10.01	Master versions of strategic plans connected with the clergy	Retain a minimum of 5 years after last action, then transfer to archives
01.10.02	Copies of plans concerning the clergy	Retain a minimum of 5 years after last action, then destroy

### **01.11 Policy**

#### **The process of formulating ways in which objectives can be achieved, includes the determination of services, needs and their solutions**

Disposal Ref #	Description of Records	Action
01.11.01	Master signed versions of policies concerning clergy	Retain a minimum of 1 year after policy superseded, then transfer to archives
01.11.02	Research material and drafts of policies concerning clergy	Retain a minimum of 1 year after policy superseded, then destroy

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.12 Procedures**

**Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
01.12.01	Master versions of manuals, handbooks, procedures and directives detailing procedures used by clergy	Retain a minimum of 2 years after procedure superseded, then destroy
01.12.02	Research material and drafts of procedures used by clergy	Destroy after procedure created

### **01.13 Programs**

**The process of managing activities, processes, requirements and assets to complete a specific task**

Disposal Ref #	Description of Records	Action
01.13.01	Records relating to programs developed and administered by a member of the Anglican clergy	Retain a minimum of 5 years after last action, then transfer to archives
01.13.02	Records relating to programs developed and administered by other bodies	Retain a minimum of 5 years after last action, then destroy

### **01.14 Retreats**

**The process of organising and effectively running a retreat designed for clergy of the Diocese**

Disposal Ref #	Description of Records	Action
01.14.01	Records documenting retreats for clergy organised to progress matters of the church	Retain a minimum of 5 years after last action, then transfer to archives
01.14.02	Records documenting retreats for clergy for purposes other than progressing church matters	Retain a minimum of 5 years after last action, then destroy
01.14.03	Records documenting the administration process of organising a clergy retreat such as booking and travel arrangements	Retain a minimum of 3 years after last action, then destroy

## 1. CLERGY

Description – The function of developing the spiritual life of a member of the Anglican clergy, it includes the processes and policies existing to further the spiritual growth of a member of the clergy. Personal information should be placed on the individual's personal file through the Human Resources Function.

### **01.15 Vocations**

#### **The process involved in encouraging and guiding the vocational journey of the clergy of the Diocese**

Disposal Ref #	Description of Records	Action
01.15.01	Records concerning vocational progress of the clergy	Attach to clergy personal file
01.15.02	Records concerning investigations into progressing the vocational aspirations of clergy member	Retain a minimum of 5 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.01 Agreements**

**The process associated with the establishment, maintenance and review of agreements**

Disposal Ref #	Description of Records	Action
02.01.01	Master signed versions documenting agreements entered into by the Diocese	Retain a minimum of 5 years after agreement ends, then transfer to archives
02.01.02	Records documenting agreements not entered into	Retain a minimum of 5 years after last action, then destroy
02.01.03	Research into signed agreements	Retain a minimum of 5 years after agreement ends, then destroy
02.01.04	Research into agreements not completed	Retain a minimum of 2 years after last action, then destroy

### **02.02 Assistance**

**The activities involved with providing emotional or financial assistance to individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
02.02.01	Records documenting assistance given for projects within the Anglican Diocese of Perth	Retain a minimum of 5 years after last action, then transfer to archives
02.02.02	Records documenting assistance for significant projects given externally to the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.02.03	Records documenting assistance for routine projects given externally to the Diocese	Retain a minimum of 5 years after last action, then destroy



## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.03 Committees**

**The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee**

Disposal Ref #	Description of Records	Action
02.03.01	Records relating to Diocesan and external committees where the Diocese has significant involvement or in which a representative of the Diocese is the Committee Secretary	Retain a minimum of 5 years after last action, then transfer to archives
02.03.02	Records relating to external committees in which the Diocese has minor involvement and where no staff members is the Secretary	Retain a minimum of 5 years after last action, then destroy

### **02.04 Communications**

**The activities associated with disseminating information to individuals or groups in the organisation**

Disposal Ref #	Description of Records	Action
02.04.01	Circulars and Newsletters distributed to staff	Archive on publication (send a copy to the archivist who will store the newsletter)
02.04.02	Copies of Circulars and Newsletters distributed to staff	Retain a minimum of 1 year after last action, then destroy

### **02.05 Consultants**

**The activities involved in appointing and managing consultants, including facilitators and guest speakers**

Disposal Ref #	Description of Records	Action
02.05.01	Records relating to facilitators and consultants available to the Diocese	Retain a minimum of 5 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.06 Contracting Out**

**The activities involved in managing the quality of performance or services by an external contractor**

Disposal Ref #	Description of Records	Action
02.06.01	Records documenting the management of contracts including performance and evaluation reports	Retain a minimum of 7 years after termination of contract, then destroy

### **02.07 Copyright**

**The process involved in ensuring compliance to copyright laws**

Disposal Ref #	Description of Records	Action
02.07.01	Applications made by the Diocese to reproduce published material held under copyright by another organisation or individual, includes payment	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

### **02.08 Donations**

**The process involved in managing donations**

Disposal Ref #	Description of Records	Action
02.08.01	Records documenting the management of donations of money to and by the Diocese	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

### **02.09 Enquiries**

**The process involved in receiving and responding to requests for information**

Disposal Ref #	Description of Records	Action
02.09.01	Records relating to confidential enquiries for information made by individuals and organisations external to the Diocese	Retain in secure storage for a minimum of 7 years after last action, then destroy
02.09.02	Records relating to general enquiries for information made by individuals and organisations external to the Diocese	Retain a minimum of 5 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.10 Evaluation**

**The process of determining the suitability of potential or existing programs and systems within the Diocese, includes system analysis and monitoring**

Disposal Ref #	Description of Records	Action
02.10.01	Records relating to the evaluation and ongoing monitoring of programs and services relating to the administration of the Diocese	Retain a minimum of 5 years after last action, then destroy

### **02.11 Events**

**The activities associated with celebrations, festivals or any special event**

Disposal Ref #	Description of Records	Action
02.11.01	Records relating to significant events in the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.11.02	Records relating to routine events in the Diocese	Retain a minimum of 5 years after last action, then destroy

### **02.12 Inquiries**

**The activities involved with receiving and responding to legally constituted investigations which include Ombudsman's and Parliamentary inquiries and Royal Commissions**

Disposal Ref #	Description of Records	Action
02.12.01	Records relating to significant investigations or legal inquiries into the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.12.02	Records relating to routine investigations or inquiries into the Diocese	Retain a minimum of 7 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.13 Legal Matters**

**The activities associated with addressing legal issues, such as; providing advice, drawing up agreements, litigation, copyright and complying with legal regulations**

Disposal Ref #	Description of Records	Action
02.13.01	Records relating to legal advice received by the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.13.02	Records relating to infringement notices received by the organisation or individuals in the course of their duties	Retain a minimum of 2 years after last action, then destroy
02.13.03	Records relating to significant litigation and prosecution involving the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.13.04	Records relating to routine litigation and prosecution involving the Diocese	Retain a minimum of 7 years after last action, then destroy

### **02.14 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
02.14.01	Records relating to liaison between other Dioceses within the Province of Western Australia	Retain a minimum of 5 years after last action, then transfer to archives
02.14.02	Records relating to organisations or individuals external to the Anglican Church	Retain a minimum of 5 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.15 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
02.15.01	Records documenting significant meetings within the Diocese signed and official copies	Retain a minimum of 5 years after last action, then transfer to archives
02.15.02	Records documenting routine meetings within the Diocese	Retain a minimum of 5 years after last action, then destroy
02.15.03	Records documenting significant meetings between the Diocese and external bodies	Retain a minimum of 5 years after last action, then transfer to archives
02.15.04	Records documenting routine meetings between the Diocese and external bodies	Retain a minimum of 5 years after last action, then destroy

### **02.16 Planning**

**The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
02.16.01	Master versions of organisation wide strategic plans for the Diocese	Retain a minimum of 1 year after superseded, then transfer to archives
02.16.02	Copies of organisation strategic plans	Retain a minimum of 1 year after superseded, then destroy
02.16.03	Records relating to routine planning	Retain a minimum of 5 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.17 Policy**

**The process of formulating ways in which objectives can be achieved, includes the determination of services, needs and their solutions**

Disposal Ref #	Description of Records	Action
02.17.01	Master signed versions of Diocesan management policies	Retain a minimum of 1 year after superseded, then transfer to archives
02.17.02	Research material and drafts of Diocesan management policies	Retain a minimum of 1 year after superseded, then destroy

### **02.18 Procedures**

**Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
02.18.01	Master versions of manuals, handbooks, procedures and directives detailing Diocesan management procedures	Retain a minimum of 2 years after superseded, then destroy
02.18.02	Research material and drafts of Diocesan procedures	Destroy after procedure created

### **02.19 Publications**

**The activities involved with producing and receiving material intended for sale or distribution to the public or the Diocese**

Disposal Ref #	Description of Records	Action
02.19.01	Publications produced by the Diocese	Transfer 2 copies to the archives once produced
02.19.02	Copies of publications produced by the Diocese	Destroy when reference ceases
02.19.03	Records documenting producing publications for the Diocese	Retain a minimum of 5 years after last action, then destroy
02.19.04	Records relating to any subscriptions to journals or publications undertaken by the Diocese	Retain a minimum of 2 years after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.20 Public Relations**

#### **The activities associated in creating and maintaining a relationship with the public and media**

Disposal Ref #	Description of Records	Action
02.20.01	Records relating to significant contact with the public or media regarding Diocesan interests	Retain a minimum of 5 years after last action, then transfer to archives
02.20.02	Records relating to routine contact with the public or media regarding Diocesan interests	Retain a minimum of 5 years after last action, then destroy
02.20.03	Master versions of advertisements placed by the Diocese	Retain a minimum of 7 years after last action, then destroy
02.20.04	Records relating to the creation of advertisements developed by the Diocese	Retain a minimum of 3 years after last action, then destroy
02.20.05	News cuttings of articles concerning the Diocesan interests	Retain a minimum of 5 years after last action, then transfer to archives

### **02.21 Reporting**

#### **The activities involved in preparing and presenting an investigated response to an issue or request**

Disposal Ref #	Description of Records	Action
02.21.01	Records concerning faculty forms sent in by parishes	Retain a minimum of 5 years after last action, then transfer to archives
02.21.02	Final version of reports to Synod regarding Diocesan Management	Retain a minimum of 5 years after last action, then destroy (should be within synod publication)
02.21.03	Routine internal reports regarding management practices within the Diocese	Retain a minimum of 3 years after last action, then destroy
02.21.04	Significant internal reports regarding management practices within the Diocese	Retain a minimum of 5 years after last action the transfer to archives
02.21.04	Working papers for creating reports concerning Diocesan Management	Retain a minimum of 1 year after last action, then destroy

## 2. DIOCESAN MANAGEMENT

Description – The function of administering the Anglican Diocese of Perth. Administering in both the broad and narrow sense are included in this description. Broad includes strategic and corporate planning, which supply the Diocese with future planning. A narrow sense includes the administration of activities that occur on a daily basis.

### **02.22 Research**

**The process of investigating a subject to ascertain the facts**

Disposal Ref #	Description of Records	Action
02.22.01	Records relating to research on significant projects relating to the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
02.22.02	Records relating to research on routine projects regarding the Diocese	Retain a minimum of 5 years after last action, then destroy

### **02.23 Restructuring**

**The process that involves reevaluating and reordering aspects of the Diocese, including organisational structure, personnel, office space and goals**

Disposal Ref #	Description of Records	Action
02.23.01	Records relating to reviewing and reassessing of a significant nature to the structure of the Diocese Office	Retain a minimum of 5 years after last action, then transfer to archives
02.23.02	Records relating to reviewing and reassessing of a minor nature to the structure of the Diocesan office	Retain a minimum of 5 years after last action, then destroy
02.23.03	Records relating to significant moves or relocations within the Diocese, such as the relocation of Diocesan Office	Retain a minimum of 5 years after last action, then transfer to archives
02.23.04	Records relating to routine moves or relocations within the Diocese, such as the movements of staff from offices	Retain a minimum of 7 years after last action, then destroy



### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.01 Accounting**

**The process of organising and managing the Diocese financial matters, includes collecting, analysing and summarising the Diocese financial position**

Disposal Ref #	Description of Records	Action
03.01.01	Annual financial returns parishes sent to Church Office	Retain a minimum of 5 years after last action, then transfer to archives
03.01.02	Principal accounting records associated with managing the Diocese revenue and expenditure. Includes items such as journals, ledgers, petty cash, credit notes, creditor and debtor lists	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.03	Records concerning taxation matters, includes assessments, tax invoices Business Activity Statements etc...	Retain a minimum of 10 years after the end of financial year the records belong to, then destroy
03.01.04	Records regarding the establishment and closure of bank accounts	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.05	Records documenting activities within bank accounts such as, deposits, withdrawals, statements etc...	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.06	Records documenting the management of debt recovery. Includes correspondence and notices issued to debtors, negotiations, write offs and waivers	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.07	Records regarding the management of incidental benefits received by Diocesan staff through the use of their credit cards or from loyalty cards used during the course of their duties	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.08	Records concerning cash handling such as till rolls	Retain a minimum of 2 years after the end of financial year the records belong to, then destroy
03.01.09	Original receipts and invoices	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.01.10	Copies of receipts, invoices and other accounting records processed at Church Office that document expenditure	Retain a minimum of 2 years after the end of financial year the records belong to, then destroy
03.01.11	Records documenting the management of obsolete finance forms	Retain a minimum of 2 years after the form is superseded, then destroy

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.02 Acquisition**

**The process of acquiring ownership. Includes research, ordering and requisitions**

Disposal Ref #	Description of Records	Action
03.02.02	Records documenting the financial aspect of acquiring items, includes requisitions and order forms	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

#### **03.03 Asset Register**

**The activities involved in recording all the fixed assets of the Diocese**

Disposal Ref #	Description of Records	Action
03.03.01	Asset Registers	Retain a minimum of 7 years after the disposal of the assets contained therein or 7 years after the register has been updated, then destroy
03.03.02	Records documenting asset valuations and depreciations	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.03.03	Records documenting the asset management process	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

#### **03.04 Audit**

**The process by which the varied operational groups and systems in the Diocese are reviewed to ensure that they are working correctly and applying relevant legislation. Includes financial audits, hardware audits, operational audits...**

Disposal Ref #	Description of Records	Action
03.04.01	Final report of an internal or external audit where there are major changes to financial management practices	Retain a minimum of 2 years after last action, then transfer to archives
03.04.02	Final report of an internal or external audit where there are minor or no changes to financial management practices	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.04.03	Records documenting the planning and conduct of an internal or external audit	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.05 Authorisation**

**The process of delegating authority to complete a process or action**

Disposal Ref #	Description of Records	Action
03.05.01	Records documenting the delegation of power, for staff members in relation to giving authority to other staff members to act in financial matters, for example giving a staff member the right to use credit cards belonging to the Diocese	Retain a minimum of 7 years after the delegation has been dissolved, then destroy

#### **03.06 Budgeting**

**The process of planning the use of expected income and expenditure over a defined period of time**

Disposal Ref #	Description of Records	Action
03.06.01	Budget estimates and associated records prepared for approval from governing bodies such as Synod or Diocesan Trustees Committee	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.06.02	Budget estimates produced for internal use and production of department budgets also includes working papers	Retain a minimum of 3 years after the end of financial year the records belong to, then destroy
03.06.03	Records documenting the progress of income and expenditure according to budget estimations	Retain a minimum of 2 years after the end of financial year the records belong to, then destroy

#### **03.07 Compliance**

**The process of complying with mandatory regulations or procedures for a prescribed action. This includes accountability of actions and legal regulations**

Disposal Ref #	Description of Records	Action
03.07.01	Records documenting the Diocese's compliance with compulsory financial management obligations, such as the registration of the Australian Business Number (ABN)	Retain a minimum of 7 years after registration has lapsed, then destroy

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.08 Contracting Out**

**The activities involved in managing the quality of performance or services by an external contractor**

Disposal Ref #	Description of Records	Action
03.08.01	Records documenting the management of contracts including performance and evaluation reports	Retain a minimum of 7 years after termination of contract, then destroy

#### **03.09 Donations**

**The process involved in managing donations**

Disposal Ref #	Description of Records	Action
03.09.01	Records documenting the management of major donations of money to and by the Diocese	Retain a minimum of 5 years after the end of financial year the records belong to, then transfer to archives
03.09.02	Records documenting the management of minor donations of money to and be the Diocese	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

#### **03.10 Financial Statements**

**The process involved in compiling financial documents to show the budgeted and actual income and expenditure of the Diocese**

Disposal Ref #	Description of Records	Action
03.10.01	Original signed reports of annual financial statements	Retain a minimum of 5 years after the end of financial year the records belong to, then transfer to archives
03.10.02	Copies of annual financial statements and background documentation such as balance sheets and operating statements	Retain a minimum of 2 years after the end of financial year the records belong to, then destroy

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **3.11 Insurance**

**The process involved in protecting the Diocese from predetermined risks**

Disposal Ref #	Description of Records	Action
03.11.01	Records documenting annual renewals and management of premium payments for insurance	Retain a minimum of 5 years after the end of financial year the records belong to, then transfer to archives
03.11.02	Records documenting insurance claims that are significant in nature	Retain a minimum of 5 years after the end of financial year the records belong to, then transfer to archives
03.11.03	Records documenting insurance claims that are routine in nature	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy
03.11.04	Records relating to research into insurance providers and policies	Retain a minimum of 7 years after last action, then destroy

#### **03.12 Investments**

**The process of managing the funds of the Diocese includes both investments and loans**

Disposal Ref #	Description of Records	Action
03.12.01	Records detailing investments or loans undertaken by the Diocese	Retain a minimum of 7 years after loan is discharged or investment matures, then destroy

#### **03.13 Levies**

**The process associated with imposing and collecting levies from Diocesan groups and organisations**

Disposal Ref #	Description of Records	Action
03.13.01	Records documenting the rationale for raising levies and setting rates	Retain a minimum of 5 years after last action, then transfer to archives

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.14 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
03.14.01	Records documenting the meetings of Financial committee for the Diocese signed and official copies	Retain a minimum of 5 years after last action, then transfer to archives
03.14.02	Copies of official meeting minutes for the Financial committee	Retain a minimum of 7 years after last action, then destroy

#### **03.15 Payroll**

**The process of managing the salaries of the personnel of the Diocese**

Disposal Ref #	Description of Records	Action
03.15.01	Records documenting the process involved in paying wages of Diocese staff includes working documents, including group certificate, pay sheets, computer generated reports, attendance records, salary packaging etc...	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

#### **03.16 Policy**

**The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and their solutions**

Disposal Ref #	Description of Records	Action
03.16.01	Master signed versions of financial management policies	Retain a minimum of 1 year after policy superseded, then transfer to archives
03.16.02	Research material and drafts of financial management policies	Retain a minimum of 1 year after policy superseded, then destroy

### 3. FINANCIAL MANAGEMENT

Description – The function of managing financial and accounting information within the Diocese. This includes investments, budgeting and any other action that is considered to be managing funds belonging to the Diocese of Perth.

#### **03.17 Procedures**

##### **Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
03.17.01	Master versions of manuals, handbooks, procedures and directives detailing financial management procedures	Retain a minimum of 1 year after superseded, then destroy
03.17.02	Research material and drafts of finance procedures	Destroy after procedure created

#### **03.18 Reporting**

##### **The activities involved in preparing and presenting an investigated response to an issue or request**

Disposal Ref #	Description of Records	Action
03.18.01	Regular finance reports such as cash flow reports, statements of financial position	Retain a minimum of 7 years after last action, then destroy
03.18.02	Final version of reports to Synod regarding Diocesan Financial Management	Retain a minimum of 5 years after last action, then destroy (should be within synod publication)
03.18.03	Internal reports regarding financial management practices within the Diocese	Retain a minimum of 5 years after last action, then destroy
03.18.04	Working papers for creating reports concerning financial management	Retain a minimum of 1 year after last action, then destroy

#### **03.19 Superannuation**

##### **The process of managing the superannuation of the personnel of the Diocese**

Disposal Ref #	Description of Records	Action
03.19.01	Records documenting superannuation funds and their interactions with the Diocese Office	Retain a minimum of 5 years after last action, then destroy

## 4. GENERAL SYNOD & OTHER RELIGIOUS GROUPS

Description – The function of administering the Diocese of Perth's relationships with other Anglican Dioceses, including the primate and religious denominations or orders.

### **04.01 Committees**

**The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee**

Disposal Ref #	Description of Records	Action
04.01.01	Records relating to committees where personnel from the Diocese of Perth have significant involvement or in which they are the Committee Secretary	Retain a minimum of 5 years after last action, then transfer to the archives
04.01.02	Records relating to committees in which the Diocese of Perth has minor involvement and where no staff member is the Secretary	Retain a minimum of 5 years after last action, then destroy

### **04.02 Events**

**The activities associated with celebrations, festivals or any special event**

Disposal Ref #	Description of Records	Action
04.02.01	Records relating to significant events where the Anglican Diocese of Perth has had a moderate to high level of involvement	Retain a minimum of 5 years after last action, then transfer to the archives
04.02.02	Records relating to events in which the Diocese of Perth has had little or no contribution	Retain a minimum of 5 years after last action, then destroy

### **04.03 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
04.03.01	Records relating to significant communications with members of religious groups such as the Catholic Church etc...	Retain a minimum of 5 years after last action, then transfer to the archives
04.03.01	Records relating to routine communications with members or other religious groups	Retain a minimum of 5 years after last action, then destroy



## GENERAL SYNOD & OTHER RELIGIOUS GROUPS

Description – The function of administering the Diocese of Perth's relationships with other Anglican Dioceses, including the primate and religious denominations or orders.

### **04.04 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
04.04.01	Records documenting significant meetings between the Diocese of Perth and external bodies	Retain a minimum of 5 years after last action, then transfer to the archives
04.04.02	Records documenting routine meetings between the Diocese of Perth and external bodies	Retain a minimum of 5 years after last action, then destroy

## 5. HUMAN RESOURCES

Description – The function of managing all individuals who work for the Diocese; employees, students, volunteers and clergy.

### **05.01 Agreements**

**The process associated with the establishment, maintenance and review of agreements**

Disposal Ref #	Description of Records	Action
05.01.01	Records relating to award agreements	Retain a minimum of 7 years after last action, then destroy

### **05.02 Claims**

**Claims and associated provision of compensation to employees and volunteers for accidents, injury or disease arising out of, or in the course of their employment**

Disposal Ref #	Description of Records	Action
05.02.01	Records relating to significant claims, including professional indemnity liability insurance claims and compensation claims	Retain a minimum of 5 years after last action, then transfer to archives
05.02.02	Records relating to routing claims not mentioned in 05.02.01	Retain for a minimum of 7 years after the claimant reaches 18 years of age or 7 years after last action whichever is later, then destroy

### **05.03 Grievances**

**The process associated with managing and resolving grievances form within the Diocese and from without**

Disposal Ref#	Description of Records	Action
05.03.01	Records of formal grievances connected to employees, including discrimination or harassment, that result in formal proceedings. Includes complaints, investigation records, final decisions and actions	Retain a minimum of 7 years after grievance resolved, then destroy
05.03.02	Records of informal or other grievances connected to employees, including discrimination or harassment, that do not result in formal proceedings. Includes complaints, investigation records, final decisions and actions	Retain a minimum of 2 years after last action, then destroy
05.03.03	Records relating to complaints about occupational health and safety matters including undertaking hazardous duties and environmental hazards in the workplace	Retain a minimum of 30 years after last action, then destroy
05.03.04	Records relating to complaints about occupational health and safety matters not covered in 05.03.03	Retain a minimum of 7 years after last action, then destroy

## 5. HUMAN RESOURCES

Description – The function of managing all individuals who work for the Diocese; employees, students, volunteers and clergy.

### **05.04 Industrial Relations**

#### **The activities involved in managing industrial relations in the Diocese**

Disposal Ref #	Description of Records	Action
05.04.01	Records relating to significant industrial relation matters	Retain a minimum of 5 years after last action, then transfer to archives
05.04.02	Records relating to routine industrial relation matters	Retain a minimum of 5 years after last action, then destroy

### **05.05 Personnel File**

#### **Files on individuals associated with the Diocese**

Disposal Ref #	Description of Records	Action
05.05.01	Records relating to appointment, classification, leave, superannuation, award coverage, qualifications, performance appraisals etc... of Staff within the Diocese	Retain a minimum 75 years after their date of birth or 7 years after retirement (whichever date is later), then destroy
05.05.02	Records relating to appointment, classification, leave, superannuation, award coverage, qualifications, performance appraisals etc... of Clergy within the Diocese	Retain a minimum 75 years after their date of birth or 7 years after retirement (whichever date is later), then Transfer to archives
05.05.03	Records relating to appointment, classification, leave, superannuation, award coverage, qualifications, performance appraisals etc... of Directors within the Diocese	Retain a minimum of 5 years after last action, then transfer to archives

## 5. HUMAN RESOURCES

Description – The function of managing all individuals who work for the Diocese; employees, students, volunteers and clergy.

### **05.06 Positions**

**The process involved in deciding what the Diocese needs regarding staffing. This includes creating and disposing of positions, also employment conditions**

Disposal Ref #	Description of Records	Action
05.06.01	Records documenting the creation, variation and abolition of significant positions	Retain a minimum of 5 years after last action, then transfer to archives
05.06.02	Records documenting the creation, variation and abolition of routine positions	Retain 5 years after the position or duties have been abolished, then destroy
05.06.03	Position Descriptions	Retain a minimum of 2 years after position abolished, then transfer to archives
05.06.04	Advertising for vacant positions in the Diocese	Retain a minimum of 2 years after position filled, then destroy
05.06.05	Records relating to employee clothing, including uniforms, badges and protective clothing	Retain a minimum of 7 years after last action, then destroy
05.06.06	Records relating to staff rosters	Retain for a minimum of 1 year after last action, then destroy

### **05.07 Recruitment**

**The processes involved in filling a vacant position in the Diocese. This includes advertising, interviewing and processing of applications**

Disposal Ref #	Description of Records	Action
05.07.01	Records documenting the management of significant role - staffing vacancies, includes advertising and interview notes	Retain a minimum of 5 years after last action, then transfer to archives
05.07.02	Records documenting the management of routine role - staffing vacancies, includes advertising and interview notes	Retain a minimum of 5 years after last action, then destroy

## 5. HUMAN RESOURCES

Description – The function of managing all individuals who work for the Diocese; employees, students, volunteers and clergy.

### **05.08 Superannuation**

#### **The process of managing the superannuation of the personnel of the Diocese**

Disposal Ref #	Description of Records	Action
05.08.01	Routine correspondence with staff regarding their superannuation (when not placed on personal file)	Retain a minimum of 5 years after last action, then destroy

## 6. INFORMATION MANAGEMENT

Description – The function of organising the Diocese’s information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

### **06.01 Acquisition**

**The process of acquiring ownership. Includes research, ordering and requisitions**

Disposal Ref #	Description of Records	Action
06.01.01	Records documenting the acquisition of materials such as books and records or services	Retain a minimum of 7 years after last action, then destroy

### **06.02 Audit**

**The process by which the varied operational groups and systems in the Diocese are reviewed to ensure that they are working correctly and applying relevant legislation. Includes financial audits, hardware audits, operational audits...**

Disposal Ref #	Description of Records	Action
06.02.01	Records documenting recordkeeping audits – working papers	Retain a minimum of 1 year after last action, then destroy
06.02.02	Records documenting the results of recordkeeping audits	Retain a minimum of 10 years after last action, then destroy

### **06.03 Conservation**

**The activities involved in dealing with the preservation of a property and information resource, includes; maintenance, restoration and enhancement**

Disposal Ref #	Description of Records	Action
06.03.01	Records documenting the management of significant projects for the preservation of Diocese records	Retain a minimum of 5 years after last action, then transfer to archives
06.03.02	Records documenting the management of routine projects for the preservation of Diocese records	Retain a minimum of 7 years after last action, then destroy
06.03.03	Records documenting significant preservation activities such as system upgrades	Retain a minimum of 5 years after last action, then transfer to archives
06.03.04	Records documenting routine preservation activities such as repairs	Retain a minimum of 7 years after last action, then destroy

## 6. INFORMATION MANAGEMENT

Description – The function of organising the Diocese’s information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

### **06.04 Control**

**The activities involved with producing and using control mechanisms for information resources and systems**

Disposal Ref #	Description of Records	Action
06.04.01	Control records for record keeping systems that are not Master versions	Retain a minimum of 1 year after reference ceases, then destroy
06.04.02	Master copy of file and business classification schemes used by the Diocese	A Retain a minimum of 5 years after reference ceases, then transfer to archives
06.04.03	Records documenting the creation and development of file and business classification schemes used by the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
06.04.04	Records documenting the receipt and dispatch of the Archbishops Mail	Retain a minimum of 5 years after last action, then transfer to archives
06.04.05	Records documenting the receipt and dispatch of General Diocesan Mail	Retain a minimum of 3 years after last action, then destroy

### **06.05 Disposal**

**The process of deciding how to dispose of items belonging to the Diocese this includes property and information.  
Disposal can be by sale, destruction, transfer or termination of contract or lease**

Disposal Ref #	Description of Records	Action
06.05.01	Records documenting the destruction of Diocese records according to the Diocesan Disposal Authority – Master Copy retained by archivist	Retain a minimum of 1 year after last action, then transfer to archives
06.05.02	Records documenting the destruction of Diocese records according to the Diocesan Disposal Authority – reference copy kept by Diocesan staff	Retain until reference ceases, then destroy

## 6. INFORMATION MANAGEMENT

Description – The function of organising the Diocese’s information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

### **06.06 Donations**

#### **The process involved in managing donations**

Disposal Ref #	Description of Records	Action
DA06.06.01	Records documenting the donation of library material such as books	Retain a minimum of 5 years after item is disposed of, then destroy
DA06.06.02	Records documenting the transfer or donation of items to the Diocesan Archives	Retain a minimum of 5 years after item is disposed of, then destroy

### **06.07 Evaluation**

#### **The process of determining the suitability of potential or existing programs and systems within the Diocese, includes system analysis and monitoring**

Disposal Ref #	Description of Records	Action
06.07.01	Records documenting investigations into records system, successfully purchased and put into place	Retain a minimum of 10 years after system no longer in use, then destroy
06.07.02	Records documenting investigations into records systems, unsuccessful	Retain a minimum of 3 years after last action, then destroy

### **06.08 Implementation**

#### **The activities associated with implementing a system or project**

Disposal Ref #	Description of Records	Action
06.08.01	Records documenting the implementation of a recordkeeping system	Retain a minimum of 5 years after use of system discontinued, then destroy
06.08.02	Final versions of records documenting vital records plans or disaster recovery plans	Retain until completed, then transfer to archives
06.08.03	Working papers of records documenting vital records plans or disaster recovery plans	Retain until reference to plan ceases, then destroy



## 6. INFORMATION MANAGEMENT

Description – The function of organising the Diocese’s information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

### **06.09 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
06.09.01	Records documenting meeting of Archives Committee	Retain a minimum of 5 years after last action, then transfer to archives

### **06.10 Planning**

**The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
06.10.01	Master versions of organisation wide information management plans such as Disaster Recovery	Retain a minimum of 1 year after superseded, then transfer to archives
06.10.02	Copies of organisation wide information management plans such as Disaster Recovery	Retain a minimum of 1 year after superseded, then destroy

### **06.11 Policy**

**The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and their solutions**

Disposal Ref #	Description of Records	Action
06.11.01	Master signed versions of information management policies	Retain a minimum of 1 year after superseded, then transfer to archives
06.11.02	Research material and drafts of information policies	Retain a minimum of 1 year after superseded, then destroy

## 6. INFORMATION MANAGEMENT

Description – The function of organising the Diocese’s information resources. This includes the records management processes, software and hardware that the staff in the Diocese use to manage, store and access their information.

### **06.12 Privacy**

**The activities involved in controlling the privacy of individuals, groups and the Diocese through its electronic systems**

Disposal Ref #	Description of Records	Action
06.12.01	Records regarding developing access restrictions to records considered as private information	Retain a minimum of 5 years after last action, then destroy

### **06.13 Procedures**

**Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
06.13.01	Master versions of manuals, handbooks, procedures and directives detailing information management procedures	Retain a minimum of 2 years after superseded, then destroy
06.13.02	Research material and drafts of information procedures	Destroy after procedure created

### **06.14 Reporting**

**The activities involved in preparing and presenting an investigated response to an issue or request**

Disposal Ref #	Description of Records	Action
06.14.01	Final version of reports to Synod regarding Diocesan Information Management	Retain a minimum of 5 years after last action (should be within synod publication), then destroy
06.14.02	Internal reports regarding information management practices within the Diocese	Retain a minimum of 5 years after last action, then destroy
06.14.03	Working papers for creating reports concerning information management	Retain a minimum of 1 year after last action, then destroy

## 7. OFFICE MANAGEMENT

Description – The function of ensuring efficient and effective operational control of administrative offices under the Diocese of Perth. It includes staff amenities, equipment and supplies.

### **07.01 Acquisition**

**The process of acquiring ownership. Includes research, ordering and requisitions**

Disposal Ref #	Description of Records	Action
07.01.01	Records documenting the acquisition of items for Diocesan Offices	Retain a minimum of 5 years after last action, then destroy

### **07.02 Communications**

**The activities associated with disseminating information to individuals or groups in the organisation**

Disposal Ref #	Description of Records	Action
07.02.01	Circulars and Newsletters distributed to staff	Archive on publication (send a copy to the archivist who will store the newsletter)
07.02.02	Copies of Circulars and Newsletters distributed to staff	Retain a minimum of 1 year after last action, then destroy

### **07.03 Diaries**

**Diaries detailing workday meetings, appointments and occurrences**

Disposal Ref #	Description of Records	Action
07.03.01	Diaries relating to significant staff members such as the Archbishop	Retain for a minimum of 5 years after last action, then transfer to archives
07.03.02	Diaries relating to other staff members	Retain for a minimum of 5 years after last action, then destroy

## 7. OFFICE MANAGEMENT

Description – The function of ensuring efficient and effective operational control of administrative offices under the Diocese of Perth. It includes staff amenities, equipment and supplies.

### **07.04 Equipment**

**The activities involved in acquiring, supplying, maintaining, repairing and disposing of equipment**

Disposal Ref #	Description of Records	Action
07.04.01	Records relating to office equipment	Retain a minimum of 10 years after last action or 2 years after item disposed of, then destroy
07.04.02	Records relating to telephone and fax operations	Retain a minimum of 10 years after last action or 2 years after item disposed of, then destroy

### **07.05 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues. Includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
07.05.01	Records documenting meeting of groups to discuss office operations	Retain a minimum of 5 years after last action, then destroy

### **07.06 Planning**

**The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
07.06.01	Master versions of organisation wide management plans	Retain a minimum of 1 year after last action, then transfer to archives
07.06.02	Copies of organisation wide management plans	Retain a minimum of 1 year after superseded, then destroy
07.06.03	Minor management plans	Retain a minimum of 5 years after plan completed, then destroy

## 7. OFFICE MANAGEMENT

Description – The function of ensuring efficient and effective operational control of administrative offices under the Diocese of Perth. It includes staff amenities, equipment and supplies.

### **07.07 Procedures**

**Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
07.07.01	Master versions of manuals, handbooks, procedures and directives detailing office management procedures	Retain a minimum of 2 years after superseded, then destroy
07.07.02	Research material and drafts of office procedures	Destroy after procedure created

### **07.08 Security**

**The activities associated with protecting people, assets and property from intentional or accidental damage**

Disposal Ref #	Description of Records	Action
07.08.01	Records relating to security arrangements for the office and equipment	Retain a minimum of 5 years after security measures superseded, then destroy
07.08.02	Records relating to significant inspections regarding occupational health and safety	Retain a minimum of 5 years after last action, then transfer to archives
07.08.03	Records relating to routine inspections regarding occupational health and safety	Retain a minimum of 7 years after last action, then destroy

## 8. PARISH MANAGEMENT

Description – The function of managing a parish within the Diocese. It includes the day to day running of a parish interacting with parishioners and other organisations.

### **08.01 Assistance**

**The activities involved with providing emotional or financial assistance to individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
08.01.01	Records documenting any financial assistance received by the Parish	Retain a minimum of 7 years after the financial year they belong to, then destroy
08.10.02	Records documenting any financial assistance given by the Parish to a group	Retain a minimum of 7 years after the financial year they belong to, then destroy

### **08.02 Committees**

**The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee**

Disposal Ref #	Description of Records	Action
08.02.01	Records relating to Parish Council	Retain for a minimum of 5 years after last action, then transfer to archives
08.02.02	Records relating to significant groups within the parish such as Mothers Union, CEGS, CEBS, GFS...	Retain for a minimum of 5 years after last action, then transfer to archives
08.02.03	Records relating to other Parish committees	Retain for a minimum of 5 years after last action, then destroy

## 8. PARISH MANAGEMENT

Description – The function of managing a parish within the Diocese. It includes the day to day running of a parish interacting with parishioners and other organisations.

### **08.03 Communications**

**The activities associated with disseminating information to individuals or groups in the organisation**

Disposal Ref #	Description of Records	Action
08.03.01	Master versions of Pew Sheets	Retain for a minimum of 5 years after last action, then transfer to archives
08.03.02	Copies of Pew Sheets	Destroy when reference ceases
08.03.03	Records concerning drafting pew sheets	Dispose when reference ceases
08.03.04	Significant communications from Parish to Parishioners	Retain for a minimum of 5 years after last action, then transfer to archives
08.03.05	Other communications from Parish to Parishioners	Retain for a minimum of 5 years after last action, then destroy

### **08.04 Evaluation**

**The process of determining the suitability of potential or existing programs and systems within the Diocese includes system analysis and monitoring**

Disposal Ref #	Description of Records	Action
08.04.01	Records documenting programs that are the responsibility of the Parish, includes development and evaluations	Retain for a minimum of 5 years after last action, then transfer to archives
08.04.02	Records documenting programs that are the responsibility of other organisations	Retain for a minimum of 5 years after last action, then destroy

### **08.05 Events**

**The activities associated with celebrations, festivals or any special event**

Disposal Ref #	Description of Records	Action
08.05.01	Records documenting an event or celebration organised by the parish	Retain for a minimum of 5 years after last action, then transfer to archives
08.05.02	Records documenting an event or celebration held or organised externally to the parish	Destroy after reference ceases

## 8. PARISH MANAGEMENT

Description – The function of managing a parish within the Diocese. It includes the day to day running of a parish interacting with parishioners and other organisations.

### **08.06 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
08.06.01	Records documenting significant liaisons between Anglican Parishes in the Diocese of Perth	Retain for a minimum of 5 years after last action, then transfer to archives
08.06.02	Records documenting routine liaisons between Anglican Parishes in the Diocese of Perth	Retain for a minimum of 5 years after last action, then destroy
08.06.03	Records documenting significant liaisons between Parish and Anglican organisations such as Mothers Union	Retain for a minimum of 5 years after last action, then transfer to archives
08.06.04	Records documenting routine liaisons between Parish and Anglican organisations such as Mothers Union	Retain for a minimum of 5 years after last action, then destroy
08.06.05	Records documenting liaisons between Parish and external organisations	Retain for a minimum of 5 years after last action, then destroy

### **08.07 Registers**

**Records of services performed by clergy of the Diocese, includes baptism, burial, marriage, services and confirmations**

Disposal Ref #	Description of Records	Action
08.07.01	Registers of Services includes baptism, marriage and burial	Retain for a minimum of 5 years after last action, then transfer to archives

NOTE: Parish records should be archived with the Diocesan Archives only.



## 9. PROFESSIONAL STANDARDS

Description – The function of managing the professional standards within the Diocese. It includes the conduct of all staff and clergy in dealing with both other members of the Diocese and the public, in particular any dealings with minors or vulnerable individuals.

### **09.01 Committees**

**The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee**

Disposal Ref #	Description of Records	Action
09.01.01	Records relating to Diocesan committees and external committees where the Diocese has significant involvement or in which a representative of the Diocese is the Committee Secretary	Retain a minimum of 5 years after last action, then transfer to archives
09.01.02	Records relating to external committees in which the Diocese has minor involvement and where no staff members is the Secretary	Retain a minimum of 5 years after last action, then destroy

### **09.02 Consultants**

**The activities involved in appointing and managing consultants, including facilitators and guest speakers**

Disposal Ref #	Description of Records	Action
09.02.01	Records relating to facilitators and consultants available to the Diocese	Retain a minimum of 5 years after last action, then destroy

### **09.03 Grievances**

**The process associated with managing and resolving grievances from within the Diocese and from without**

Disposal Ref #	Description of Records	Action
09.03.01	Master list of grievances undertaken by Professional Standards each year	Retain a minimum of 5 years after last action, then transfer to archives
09.03.02	Records documenting grievances where the grievance is upheld	Retain a minimum of 5 years after last action, then transfer to archives
09.03.03	Records documenting grievances where the grievance is resolved	Retain a minimum of 7 years after last action, then destroy

## 9. PROFESSIONAL STANDARDS

Description – The function of managing the professional standards within the Diocese. It includes the conduct of all staff and clergy in dealing with both other members of the Diocese and the public, in particular any dealings with minors or vulnerable individuals.

### **09.04 Legal Matters**

**The activities associated with addressing legal issues, such as; providing advice, drawing up agreements, litigation, copyright and complying with legal regulations**

Disposal Ref #	Description of Records	Action
09.04.01	Records documenting legal matters of significance or where a legal precedent is made	Retain a minimum of 5 years after last action, then transfer to archives
09.04.02	Records documenting legal matters where no precedent is set	Retain a minimum of 5 years after last action, then destroy

### **09.05 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
09.05.01	Records documenting contact with ex-residents including former child migrants	Retain a minimum of 110 years after the date of birth of ex-resident, then destroy
09.05.02	Records documenting communications with individuals or organisations	Retain a minimum of 5 years after last action, then destroy

### **09.06 Policy**

**The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and their solutions**

Disposal Ref #	Description of Records	Action
09.06.01	Master signed versions of professional standards policies	Retain a minimum of 1 year after superseded, then transfer to the archives
09.06.02	Research material and drafts of professional standards policies	Retain a minimum of 1 year after superseded, then destroy

## 9. PROFESSIONAL STANDARDS

Description – The function of managing the professional standards within the Diocese. It includes the conduct of all staff and clergy in dealing with both other members of the Diocese and the public, in particular any dealings with minors or vulnerable individuals.

### **09.07 Procedures**

**Procedures used by the organisation for methods of operating regardless of origin**

Disposal Ref #	Description of Records	Action
09.07.01	Master versions of manuals, handbooks, procedures and directives detailing professional standards procedures	Retain a minimum of 2 year after superseded, then destroy
09.07.02	Research material and drafts of professional standards procedures	Destroy after procedure created

### **09.08 Programs**

**The process of managing activities, processes, requirements and assets to complete a specific task**

Disposal Ref #	Description of Records	Action
09.08.01	Records relating to programs developed and administered by the Diocese or one of its associated organisations	Retain a minimum of 5 years after last action, then transfer to archives
09.08.02	Records relating to programs developed and administered by other bodies	Retain a minimum of 5 years after last action, then destroy

### **09.09 Protocols**

**The activities associated with the principals and procedures that are used to deal with grievances, it includes codes of conduct, due care and professionalism**

Disposal Ref #	Description of Records	Action
09.09.01	Records documenting policies and protocols regarding accountability and codes of conduct	Retain a minimum of 5 years after last action, then transfer to archives

## 9. PROFESSIONAL STANDARDS

Description – The function of managing the professional standards within the Diocese. It includes the conduct of all staff and clergy in dealing with both other members of the Diocese and the public, in particular any dealings with minors or vulnerable individuals.

### **09.10 Publications**

**The activities involved with producing and receiving material intended for sale or distribution to the public or the Diocese**

Disposal Ref #	Description of Records	Action
09.10.01	Publications produced by the Diocese or containing considerable content from a member of the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
09.10.02	Records documenting producing publications for the Diocese	Retain a minimum of 5 years after last action, then destroy
09.10.03	Records relating to any subscriptions to journals or publications undertaken by the Diocese	Retain a minimum of 2 years after last action, then destroy

### **09.11 Public Relations**

**The activities associated in creating and maintaining a relationship with the public and media**

Disposal Ref #	Description of Records	Action
09.11.01	Records relating to contact with the public or media regarding Diocesan interests	Retain a minimum of 5 years after last action, then transfer to archives

### **09.12 Research**

**The process of investigating a subject to ascertain the facts**

Disposal Ref #	Description of Records	Action
09.12.01	Records relating to research on significant projects relating to the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
09.12.02	Records relating to research on routine projects regarding the Diocese	Retain a minimum of 5 years after last action, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.01 Acquisition**

**The process of acquiring ownership. Includes research, ordering and requisitions**

Disposal Ref #	Description of Records	Action
10.01.01	Certificates of Title for properties owned by the Diocese	Retain in secure storage until the property is disposed of, then title deeds should be transferred to the new owner
10.01.02	Records documenting the acquisition of properties of significance, includes cost benefit analysis, investigations etc...	Retain a minimum of 5 years after last action, then transfer to archives
10.01.03	Records documenting the acquisition of properties without significance	Retain a minimum of 5 years after last action, then destroy

### **10.02 Agreements**

**The process associated with the establishment, maintenance and review of agreements**

Disposal Ref #	Description of Records	Action
10.02.01	Records documenting negotiations, establishment, maintenance, review of leases and occupancy agreements of Diocesan property	Retain a minimum of 7 years after termination of agreement, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.03 Conservation**

**The activities involved in dealing with the preservation of a property and information resource, includes; maintenance, restoration and enhancement**

Disposal Ref #	Description of Records	Action
10.03.01	Records of significant properties, includes preservation, protection, maintenance, restoration and enhancement records	Retain a minimum of 5 years after last action, then transfer to archives
10.03.02	Records of non-significant properties, includes preservation, protection, maintenance, restoration and enhancement records	Retain a minimum of 5 years after last action, then destroy
10.03.03	Correspondence regarding grant funding for conservation purposes	Retain a minimum of 5 years after last action, then transfer to archives
10.03.04	Records regarding grant funding for conservation purposes	Retain a minimum of 5 years after last action, then destroy

### **10.04 Development**

**The activities associated with managing the development of property, this includes, tracts of land, building and subdivisions**

Disposal Ref #	Description of Records	Action
10.04.01	Records concerning significant development and construction of Diocesan land includes, plans, approvals etc...	Retain a minimum of 5 years after last action, then transfer to archives
10.04.02	Records concerning non-significant development and construction of Diocesan land includes, plans, approvals etc...	Retain a minimum of 7 years after disposal of land, then destroy
10.04.03	Records concerning proposals for the development of Diocesan land that do not proceed	Retain a minimum of 5 years after last action, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.05 Disposal**

**The process of deciding how to dispose of items belonging to the Diocese this includes property and information.  
Disposal can be by sale, destruction, transfer or termination of contract or lease**

Disposal Ref #	Description of Records	Action
10.05.01	Records documenting the disposal of historically significant or important properties by sale, transfer or destruction.	Retain a minimum of 5 years after last action, then transfer to archives
10.05.02	Records documenting the disposal of non-significant properties by sale, transfer or destruction.	Retain a minimum of 7 years after last action, then destroy

### **10.06 Insurance**

**The process involved in protecting the Diocese from predetermined risks**

Disposal Ref #	Description of Records	Action
10.06.01	Records documenting annual renewals and the management of premium payments	Retain a minimum of 5 years after expiration of policy, then transfer to archives
10.06.02	Records documenting insurance claims on significant properties	Retain a minimum of 5 years after claim settled, then transfer to archives
10.06.03	Records documenting insurance claims on non-significant properties	Retain a minimum of 7 years after claim settled, then destroy
10.06.04	Records documenting research into insurance providers	Retain a minimum of 5 years after last action, then destroy
10.07.04	Records relating to insurance claims for motor vehicles, fire or other assets not covered in 10.06.02 or 10.06.03	Retain a minimum of 7 years after claim is finalised, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.07 Investments**

**The process of managing the funds of the Diocese, includes both investments and loans**

Disposal Ref #	Description of Records	Action
10.07.01	Records documenting loans or investments by the Diocese	Retain a minimum of 7 years after loan is repaid or investment matures, then destroy

### **10.08 Leasing**

**Activities associated with the Diocese being a lease, this includes property, and equipment**

Disposal Ref #	Description of Records	Action
10.08.01	Records documenting the leasing of property and buildings from other organisations	Retain a minimum of 7 years after lease is completed, then destroy

### **10.09 Legal Matters**

**The activities associated with addressing legal issues, such as; providing advice, drawing up agreements, litigation, copyright and complying with legal regulations**

Disposal Ref #	Description of Records	Action
10.09.01	Records documenting significant legal matters or where a legal precedent is made	Retain a minimum of 5 years after last action, then transfer to archives
10.09.02	Records documenting routine legal matters where no precedent is set	Retain a minimum of 5 years after last action, then destroy



## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.10 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
10.10.01	Records documenting liaison with property managers	Retain a minimum of 5 years after last action, then destroy

### **10.11 Maintenance**

**The activities associated with maintaining the condition and repair of property, this includes buildings and equipment**

Disposal Ref #	Description of Records	Action
10.11.01	Records documenting repairs made to significant buildings	Retain a minimum of 5 years after last action, then transfer to archives
10.11.02	Records documenting routine maintenance to buildings	Retain a minimum of 7 years after last action, then destroy
10.11.03	Records of major maintenance work carried out over the life of a building	Retain for the life of the property and transfer to new owner upon sale of property
10.11.04	Records documenting the installation of equipment in properties such as heating, cabling etc...	Retain a minimum of 7 years after the disposal of the property or equipment, then destroy
10.11.05	Records detailing the cleanup of hazardous materials such as asbestos	Retain a minimum of 75 years after last action, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.12 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues, includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
10.12.01	Records documenting high level meetings property management group	Retain a minimum of 5 years after last action, then transfer to archives
10.12.02	Records documenting other meetings of groups to discuss property management	Retain a minimum of 5 years after last action, then destroy

### **10.13 Planning**

**The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
10.13.01	Records determining major projects for the Diocese to proceed with	Retain a minimum of 5 years after last action, then transfer to archives
10.13.02	Records documenting feasibility studies and plans for major projects that proceed	Retain a minimum of 5 years after last action, then transfer to archives
10.13.03	Records documenting feasibility studies and plans for major projects do not proceed	Retain a minimum of 5 years after last action, then destroy
10.13.04	Record documenting negotiations with authorities regarding the resumption of land	Retain a minimum of 5 years after last action, then transfer to archives
10.13.05	Development plans by external authorities	Retain a minimum of 5 years after last action, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.14 Reporting**

**The activities involved in preparing and presenting an investigated response to an issue or request**

Disposal Ref #	Description of Records	Action
10.14.01	Property Manager Reports – Significant properties	Retain a minimum of 5 years after last action, then transfer to archives
10.14.02	Property Managers Report – Non-Significant properties	Retain a minimum of 7 years after disposal of building, then destroy
10.14.03	Property Registers	Retain a minimum of 7 years after disposal of building, then destroy
10.14.04	Records relating to inspection reports for significant properties	Retain a minimum of 5 years after last action, then transfer to archives
10.14.05	Records relating to inspection reports for non-significant properties	Retain a minimum of 5 years after last action, then destroy

### **10.15 Tenancy Administration**

**The activities involved in managing the agreements on properties where the Diocese is the lessor**

Disposal Ref #	Description of Records	Action
10.15.01	Records documenting leasing out arrangement, including commercial and residential leases	Retain a minimum of 7 years after lease expires, then destroy
10.15.02	Working papers documenting the ongoing management of leases where the Diocese is the leaser	Retain a minimum of 7 years after lease expires, then destroy

## 10. PROPERTY MANAGEMENT

Description – The function of managing property associated with the Diocese. It includes land, buildings or premises that are either owned, rented or leased by the Diocese.

### **10.16 Vehicles**

#### **The process involved in supplying vehicles for the Diocese**

Disposal Ref #	Description of Records	Action
10.16.01	Vehicle registers includes mileage and maintenance	Retain a minimum of 7 years after disposal of vehicle, then destroy
10.16.02	Records documenting the administration of leased vehicles	Retain a minimum of 7 years after lease expires, then destroy

## 11.SYNOD

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

### **11.01 Committees**

**The activities associated with the management of committees both internal and external to the Diocese. Includes records connected with establishment, members, terms of reference, proceedings, minutes, agendas, reports and so on connected with the committee**

Disposal Ref #	Description of Records	Action
11.01.01	Records relating to Synod committees of a significant nature	Retain a minimum of 5 years after last action, then transfer to archives
11.01.02	Records relating to Synod committees of a minor nature	Retain a minimum of 5 years after last action, then destroy

### **11.02 Communications**

**The activities associated with disseminating information to individuals or groups in the organisation**

Disposal Ref #	Description of Records	Action
11.02.01	Circulars and Newsletters distributed by Synod	Archive on publication (send a copy to the archivist who will store the newsletter)
11.02.02	Copies of Circulars and Newsletters distributed by Synod	Retain a minimum of 1 year after last action, then destroy

### **11.03 Constitution**

**The activities involved in developing and establishing Constitutions and Statutes, including their creation, revision and deletion**

Disposal Ref #	Description of Records	Action
11.03.01	Official signed copies of constitutions and statutes	Retain a minimum of 5 years after last action, then transfer to archives
11.03.02	Drafting and copies of constitution and statutes	Retain a minimum of 5 years after last action, then destroy

## 11.SYNOD

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

### **11.04 Events**

#### **The activities associated with celebrations, festivals or any special event**

Disposal Ref #	Description of Records	Action
11.04.01	Records relating to significant events in Synod	Retain a minimum of 5 years after last action, then transfer to archives
11.04.02	Records relating to routine events in Synod	Retain a minimum of 5 years after last action, then destroy

### **11.05 Funding**

#### **The activities involved in funding programs associated with the Diocese**

Disposal Ref #	Description of Records	Action
11.05.01	Records documenting funding for significant initiatives managed by Synod	Retain a minimum of 5 years after last action, then transfer to archives
11.05.02	Records documenting funding for routine initiatives managed by Synod	Retain a minimum of 7 years after the end of financial year the records belong to, then destroy

## 11.SYNOD

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

### **11.06 Liaison**

**The activities associated with communicating with other individuals, groups or organisations**

Disposal Ref #	Description of Records	Action
11.06.01	Records relating to significant liaison between other Dioceses within the Anglican Church	Retain a minimum of 5 years after last action, then transfer to archives
11.06.02	Records relating to routine liaison between other Dioceses within the Anglican Church	Retain a minimum of 5 years after last action, then destroy
11.06.03	Records relating to significant organisations or individuals external the Anglican Church	Retain a minimum of 5 years after last action, then transfer to archives
11.06.04	Records relating to regular organisations or individuals external the Anglican Church	Retain a minimum of 5 years after last action, then destroy

### **11.07 Meetings**

**The activities associated with meetings held by groups within the Diocese internally or externally with the aim to formulate, discuss, update or resolve issues, includes taking of minutes, agendas and organisation of meeting itself**

Disposal Ref #	Description of Records	Action
11.07.01	Records documenting significant meetings within Synod signed and official copies	Retain a minimum of 5 years after last action, then transfer to archives
11.07.02	Records documenting routine meetings within Synod	Retain a minimum of 5 years after last action, then destroy
11.07.03	Records documenting significant meetings between Synod and external bodies	Retain a minimum of 5 years after last action, then transfer to archives
11.07.04	Records documenting routine meetings between Synod and external bodies	Retain a minimum of 5 years after last action, then destroy

## 11.SYNOD

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

### **11.08 Planning**

#### **The process of determining how to achieve an objective**

Disposal Ref #	Description of Records	Action
11.08.01	Master versions of significant Synod strategic plans for the Diocese	Retain a minimum of 1 year after superseded, then transfer to archives
11.08.02	Copies of Synod strategic plans	Retain a minimum of 1 year after superseded, then destroy
11.08.03	Records relating to routine planning	Retain a minimum of 5 years after last action, then destroy

### **11.09 Publications**

#### **The activities involved with producing and receiving material intended for sale or distribution to the public or the Diocese**

Disposal Ref #	Description of Records	Action
11.09.01	Publications produced by Synod	Transfer 2 copies to the archives once produced
11.09.02	Copies of publications produced by Synod	Destroy when reference ceases
11.09.03	Records documenting producing publications for the Synod	Retain a minimum of 5 years after last action, then destroy

### **11.10 Public Relations**

#### **The activities associated in creating and maintaining a relationship with the public and media**

Disposal Ref #	Description of Records	Action
11.10.01	Records relating to contact with the public or media regarding Synod	Retain a minimum of 5 years after last action, then destroy



## 11.SYNOD

Description – The function of managing the Synod and Provincial Council gatherings for the Diocese of Perth. It includes preparation for the event and items that are a result of the synod meeting.

### **11.11 Reporting**

**The activities involved in preparing and presenting an investigated response to an issue or request**

Disposal Ref #	Description of Records	Action
11.11.01	Records relating to Diocesan reports to Synod regarding Diocesan Management	Retain a minimum of 5 years after last action, then destroy (should be within synod publication)
11.11.02	Records relating to unpublished Diocesan reports to Synod regarding Diocesan Management	Retain a minimum of 5 years after last action, then transfer to archives

### **11.12 Research**

**The process of investigating a subject in order to ascertain the facts**

Disposal Ref #	Description of Records	Action
11.12.01	Records relating to research on significant projects relating to the Diocese	Retain a minimum of 5 years after last action, then transfer to archives
11.12.02	Records relating to research on routine projects regarding the Diocese	Retain a minimum of 5 years after last action, then destroy

### **11.13 Restructuring**

**The process that involves re-evaluating and reordering aspects of the Diocese, including organisational structure, personal, office space and goals**

Disposal Ref #	Description of Records	Action
11.13.01	Records relating to reviewing and reassessing of a significant nature to the structure of the Synod	Retain a minimum of 5 years after last action, then transfer to archives
11.13.02	Records relating to reviewing and reassessing of a minor nature to the structure of the Synod	Retain a minimum of 5 years after last action, then destroy