



The Australian Record Retention Manual is Australia's most complete and up-to-date directory on Retention Law for Business Records.

Companies from many varied industries and professions use the Australian Record Retention Manual and they all have specific record keeping needs. Users can be found in the industries and professions of mining and petroleum, insurance, legal, medical, retail, financial and accounting, storage and transport as well as public utilities. With such a track record it can certainly meet the needs of your company!

Legal Compliance and Quality Standards

Do you know what records to keep and how long to keep them?

Do you know how changes to overseas legislation such as the Sarbanes Oxley Act will impact on the way you keep your records?

If your business is listed on the US Securities & Exchange Commission, or your organisation is a Subsidiary of a Business that is, then not only will you have to comply with ALL Australian Record Keeping Legislation, you **MUST** also comply with US Record keeping legislation as well, as stated by the Sarbanes Oxley Act 2002.

The Sarbanes Oxley Act 2002 states that non-compliance with the rules applying to the maintenance of records is a federal crime in America and can result in a jail term of up to 20 years and large fines. The Act also governs accounting practices and specifies mandatory retention periods of five years for all audit and review work papers. Failure to keep records (in whatever format) for the specified term can result in jail terms of up to 10 years.

A requirement of quality accreditation and a component of a legal compliance programme is an unbiased and efficient **Record Retention System**. The Australian Record Retention Manual is **published every year** and provides a **comprehensive coverage of record retention law**. The extensive research that goes into providing this service is the foundation for the record retention procedures, which include the retention schedules. Retention periods specified in the schedules are determined through the legislation

Features:

- An introduction to records management and the components of a records management programme;
- Records management standards and benchmarks;
- A great deal of work has been, and is still being carried out by the records management industry worldwide in order to try and formalise good records management practices, in addition, research work being carried out in the library and information sectors and the archival institutions are producing results with regards to the preservation of material, especially electronic material. The manual highlights the most significant work currently being done in this area.
- The Record Retention Programme
- How to develop a Retention and Disposal Schedule for any type of organisation, including a number of sample schedules that you can use for the basis of your own R&D schedule, saving you time and money.
- The Legal Aspects of Record Keeping, including an introduction to the Laws of
- Evidence and Limitations of Actions; and
- The Laws Relating to Retention and Disposal of Records.
- The final section covers the changes to the laws since the last edition.

The following pages are just some of the reasons you need to buy a copy of the Australian Record Retention Manual.

The laws relating to record keeping are constantly changing, and with it an organisations legal requirements with regards to both retention and disposal of every record, document, file, project information and report created on a daily basis. If you are in the business of running a business or an organisation accountable to the public then you need to be aware of how these changes affect you and your accountability.

During 2005 we:

- Added 119 pieces of legislation to the list of laws section. This takes the total of individual laws that have an impact on record keeping to over 1920;
- Amended 205 pieces of legislation to comply with changes to the law; and
- Received notification that 57 laws were repealed during 2005.

We know that this new information alone will make the Australian Record Retention Manual a must read for every business in Australia. But that's not all the changes we've made to the Manual this year. Every year the team at Information Enterprises Australia look at how we can make the manual easier to use. There is a lot of valuable information contained in its pages, and to get the best out of this valuable tool, we have re-written entire sections, including the section dealing with Retention & Disposal of records.

If you would like to order a copy of the Australian Record Retention Manual, an order form is located at the end of the sample pages. Simply fax it back to us on 08 9335 2544. If you would like to speak to a company representative, then please call us on 08 9335 2533 or email your question to arrm@iea.com.au.

We look forward to hearing from you.



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THE AUSTRALIAN RECORD RETENTION MANUAL

2005 Edition

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FOREWORD

The purpose of the Australian Records Retention Manual (ARRM) is to assist Records Managers and Administrators understand the elements of a Record Retention System and proceed with the successful implementation and ongoing control of the system.

The ARRM is designed to assist organisations to develop their own retention and disposal schedules for all classes of records generated and received by an organisation in its day-to-day business activities.

The range of material covered in this edition continues to grow. There are now over 1900 individual pieces of legislation listed in the **List of Laws** section of the manual (**Section 20**). However, during the year several hundred changes were made to the existing laws contained in this edition of the manual. To see at a glance which laws have been affected please see **Section 21: Changes to Laws Since the Last Edition**. This section contains references to all new additions, laws that have been repealed or revoked and the laws that now replace them. This section also lists some of the more significant changes to legislation. This includes laws that have been renamed, or had sections relating to record keeping added to the legislation. Consequently the main indexes have also been amended.

The publishers would like to thank those people who have taken the time to make suggestions on the layout and content of the manual, and we look forward to hearing from many more of you this year. If you have any comments or suggestions for future editions please send an email to arrm@iea.com.au, we shall look forward to hearing from you.

HISTORY OF THE AUSTRALIAN RECORD RETENTION MANUAL

The **Australian Record Retention Manual** began life in 1980 as a set of suggested record retention schedules for the business sector. These were created by the Paperless Office Foundation, a Melbourne based non-profit organisation.

When the Paperless Office Foundation ceased operations in 1982, the project was continued by **Mike Leigh**. As the founder of the Records Management Association of Australia and its first State President, Mike Leigh was the ideal person to take the project forward and issued the Australian Record Retention Manual under the name Professional Archives. It was during this time that procedures and retention laws were added.

Interest was expressed during the following years by a wide variety of organisations from a number of different industries for the development of record retention manuals for 'specific industries.' Three were undertaken. The first was a 'Credit Union Edition', which was funded by Professional Archives with the support of twelve credit unions. The second was an 'Architects Edition' sponsored by the Royal Australian Institute of Architects. The third was a special edition for 'Local Government in Victoria.' The latter was soon superseded by a publication developed by the Victorian Public Records Office. All three are now out of print.

In 1987 the second full edition was issued.

At the end of 1989 the name 'Professional Archives' changed hands. Mike Leigh retained the manual's business and launched a new name, 'Records Management R and D', to further research and develop the manual. A third edition was issued in 1991.

By 1994 the number of laws pertaining to retention and disposal of records had exceeded 450, and this year saw the manual broken down into parts. Additional indexing was added in order to facilitate research by specific interest groups.

The December 1998 Update contained over 1,000 record retention laws and the manual was produced on CD ROM for the first time as an optional format.

Information Enterprises Australia Pty Ltd purchased **The Australian Record Retention Manual** from Mike Leigh in May 2000.

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Airports and Airlines

See Also Transportation

- Fed - Air Navigation Act 1920 (1582)
- Fed - Air Navigation Regulations 1947 (779)
- Fed - Airports (Control of On-Airport Activities) Regulations 1997 (1889)
- Fed - Airports Regulations 1997 (1379)
- Fed - Aviation Transport Security Regulations 2005 (1861)**
- Fed - Civil Aviation Regulations 1988 (783)
- Fed - Civil Aviation Regulations 1998 (1422)
- Fed - Civil Aviation Safety Regulations 19998 (1578)
- SA - Air Transport (Route Licensing – Passenger Services) Act 2002 (1429)

Alternative Energy Sources

See Also Gas

Petroleum

- Vic - Geothermal Energy Resources Act 2005 (1869)

Anatomy

See Health Laws

See Also Hospitals

Medical Research

Animal Research and Welfare

See Also Artificial Breeding of Stock

Boarding Kennels

Primary Industries

Veterinary

Wildlife

- ACT - Animal Diseases Act 1993 (934)
- ACT - Animal Welfare Act 1992 (1748)
- ACT - Animal Welfare Regulation 1993 (424) – the Animal Welfare Regulation were repealed by the Animal Welfare Regulation 2001. These regulations no longer contain provisions relevant to record keeping.
- ACT - Domestic Animals Act 2000 (1371)
- NSW - Animal Research Act 1985 (255) – see also Supplementary Code of Practice (879)
- NSW - Animal Research Act 1985 – Supplementary Code of Practice (879)
- NSW - Animal Research Regulation 1995 (878)
- NSW - Game and Feral Animal Control Act 2002 (1235)
- NSW - Stock Diseases Act 1923 (518) - Section 19Q was repealed by Stock Diseases Amendment Act 1999. This Act no longer contains provisions relevant to record keeping. The remainder of the act remains in force.
- NT - Animal Welfare Act (1725)
- Qld - Animal Care and Protection Act 2001 (1334)
- SA - Dog and Cat Management Act 1995 (1133)
- SA - Prevention of Cruelty to Animals Act 1985 (1790)
- Tas - Animal Health Act 1995 (687)
- Tas - Animal Health Regulations 1996 (1535)
- Tas - Animal Welfare Act 1993 (1510)
- Tas - Animal Farming (Registration) Regulations 1995 (867)

1688 (Fed) AVIATION TRANSPORT SECURITY REGULATIONS 2005, Sections 2.01, 2.12, 2.30, 2.47, 2.50, 2.53, 2.62, 2.67, 2.74-2.75, 4.14, 4.21, 4.48, 6.01, 6.23-6.25

- (a) (A) & (F) Airport operators; (B), (C) & (J) Regulated air cargo agents; (D) Airside facility operators; (E) Airservices Australia; (G) & (H) Aircraft operators; (K), (L), (M) & (N) Issuing bodies (a person or agency authorised to issued aviation security identification cards (ASICs) and visitor identification cards (VICs)
- (b) (A), (B), (D) & (E) A transport security program (TSP) must be established which sets out quality control procedures including that the records of an audit be kept for 7 years and the records of a review be kept for 3 years (s.2.12, s.2.30, s.2.53, s.2.67, s.2.80); (C) A TSP must be established which sets out the keeping of accurate records of the cargo and the security measures adopted in relation to it (s.2.50); (F) If an airside facility operator seeks to join the airline operators TSP they must keep a record of all parts of its TSP they have given to the airside facility operator (s.2.74); (G) Records of the provider of each item of stores loaded onto an aircraft that operates a screened air service (s.4.14); (H) Before the start of the flight, a record must be created for each item that is carried on board the aircraft. The record must identify the passenger who checked in the item; record the number of the flight for which the passenger was checked in; and connect the item to a passenger on board the aircraft, or specify the circumstances of its passage if the person who checked it in is not on board the aircraft when it departs (s.4.21); (J) If details are disclosed about the airline or flight on which particular cargo is to be carried in accordance with their TSP, they must maintain a record of persons to whom airline or flight information has been given (s.4.48); (K) Register of ASICs including the name of the person to whom the ASIC was issued; that persons residential address (unless they are a law enforcement officer, an officer or employee of ASIO or an Australian Public Service employee); the general reason that he or she has an operational requirement to hold an ASIC; the date of the beginning of the current period during which he or she has continuously held an ASIC; whether the card is red, grey, permanent, temporary, Australia wide or airport specific; the unique number of the ASIC; its date of issue; its date of expiry; if applicable, the date on which it was cancelled; and if applicable, the date on which it was reported lost, stolen or destroyed (s.6.23); (L) Register of VICs including the name of the person to whom the VIC was issued; the general reason that he or she has an operational requirement to hold a VIC; the unique number of the VIC; its date of issue; whether the card is Australia wide or airport specific; its date of expiry; if applicable, the date on which it was cancelled; and if applicable, the date on which it was reported lost, stolen or destroyed (s.6.23); (M) Records that are sufficient to demonstrate that it has complied with its ASIC program (s.6.24); (N) Annual reports are to be provided to the Secretary within 1 month after the end of each financial year. The must report on the total number of ASICs issued by the body that have not expired and have not been cancelled and the total number of ASICs issued by the body that have expired or been cancelled but have not been returned to the body (s.6.25)
- (c) (A), (B), (D) & (E) Not relevant; (C), (F), (M) & (N) Not indicated; (G) Until the end of the air service; (H) At least 2 days after the end of the flight; (J) 3 years; (K) & (L) At least 6 months after the creation of the record or until the expiry of the ASIC or VIC, whichever is the later
- (d) (A), (B), (C), (D), (E), (K) & (L) Not indicated; (F), (J) & (N) 20 PU; (G) 100 PU; (H) 50 PU

Explanatory notes for section 20: List of Laws

(a) Businesses affected. This entry includes corporations, individuals and other organisations.

(b) Records affected. Record descriptions are summarised. Capitals (A) (B) and (C) etc. are used to separate different records mentioned in the law. These same capitals are also used in the remaining entries to differentiate between other characteristics of those records.

(c) Retention period. This entry identifies, first, the minimum retention period specified by the law. Often, however, the law does not mention a retention period and sometimes a given retention period can be overlapped by a longer retention period dictated by another law or by the prudent application of limitations of actions laws. The authors have included a suggested retention period where deemed appropriate.

(d) Penalty. The final entry may be expressed in Australian dollars, penalty units or terms of imprisonment. In some cases the penalty may be subject to the decision of a court or tribunal. A penalty unit may vary in value from time to time. Up-to-date information can be obtained from the Attorney General's Department. This information is also listed in the glossary.

PENALTY UNITS (PU)

In law a penalty for an offence may be expressed in a dollar value or as a number of penalty units. If a penalty for an offence is expressed as a number of penalty units the penalty is a fine of that number of penalty units. For example: The value of the penalty unit for the offence is \$100 and the penalty unit is 10 PU. The fine is therefore \$1,000 (\$100 x 10).

The following table shows the value of the penalty unit for each jurisdiction as well as the name of the legislation that provides for that value. It is important to note that the value does differ from jurisdiction to jurisdiction:

JURISDICTION	NAME OF LEGISLATION	VALUE (AS AT 25/09/05)
Fed	Crimes Act 1914	\$110
ACT	Legislation Act 2001	\$500 (Corporations); \$100 (Individuals)
NSW	Crimes (Sentencing Procedure) Act 1999	\$110
NT	Penalty Units Act	\$110
Qld	Penalties and Sentences Act 1992	\$100 under the Cooperatives Act 1997, otherwise \$75
SA	Do not use penalty units, use dollar value instead	
Tas	Penalty Units and Other Penalties Act 1987	\$100
Vic	Sentencing Act 1991	\$100
WA	Do not use penalty units, use dollar value instead	

Laws are also listed alphabetically by state: These can be found in Section 19. And is a useful cross check for your organisation to ensure compliance across all states. This is important if you have offices in more than one state, as not all laws have the same retention requirements.

- Qld - Public Health (Infection Control for Personal Appearance Services) Act 2003 (1911)
- Qld - Racing Act 2002 (1632)
- Qld - Racing and Betting Act 1980 (552) – repealed by Racing Act 2002 (1632)
- Qld - Radiation Safety Act 1999 (1194)
- Qld - Radiation Safety Regulation 1999 (1195)
- Qld - Radioactive Substances Act 1958 (553) – repealed by Radiation Safety Act 1999 (1194)
- Qld - Radioactive Substances Regulation 1961 (1132) – repealed by Radiation Safety Regulations 1999 (1195)
- Qld - Research Involving Human Embryos and Prohibition of Cloning Act 2003 (1565)
- Qld - Residential Services (Accommodation) Act 2002 (1603)
- Qld - Residential Services (Accreditation) Act 2002 (1743)
- Qld - Residential Services (Accreditation) Regulation 2002 (1744)
- Qld - Residential Tenancies Act 1994 (1029)
- Qld - Retirement Villages Act 1988 (555) – repealed by Retirement Villages Act 1999 (1196)
- Qld - Retirement Villages Act 1999 (1196)
- Qld - Second-hand Dealers and Collectors Act 1984 (556) – repealed by Second-hand Dealers and Pawnbrokers Act 2003 (1693)
- Qld - Second-hand Dealers and Pawnbrokers Act 2003 (1693)
- Qld - Security Providers Act 1993 (557)
- Qld - Security Providers Regulation 1995 (1305)
- Qld - Speech Pathologists Registration Act 2001 (1649)
- Qld - Stamp Act 1894 (39) – repealed by Duties Act 2001. This act no longer contains provisions relevant to record keeping.
- Qld - Standard Building Regulation 1993 (1464)
- Qld - State Penalties Enforcement Act 1999 (1197)
- Qld - Stock Act 1915 (558)
- Qld - Stock Regulation 1988 (1866)
- Qld - Stock Identification Regulation 1985 (1458)
- Qld - Sugar Industry Act 1991 (559) – repealed by Sugar Industry Act 1999 (1198)
- Qld - Sugar Industry Act 1999 (1198)
- Qld - Survey and Mapping Infrastructure Regulation 2004 (1794)
- Qld - Surveyors Act 1977 (560) – repealed by Surveyors Act 2003 (1694)
- Qld - Surveyors Act 2003 (1694)
- Qld - Surveyors Regulation 1992 (1604) – repealed by Surveyors Act 2003 (1694)
- Qld - Taxation Administration Act 2001 (1320)
- Qld - Tourism Services Act 2003 (1706)
- Qld - Tourism Services Regulation 2003 (1707)
- Qld - Tow Truck Act 1973 (1407)
- Qld - Tow Truck Regulation 1999 (1425)
- Qld - Training and Employment Act 2000 (1199) – Name change revision. Please see – Vocational Education, Training and Employment Act 2000 (1199)
- Qld - Training and Employment Regulation 2000 (1398)
- Qld - Transplantation and Anatomy Regulation 1994 (1427) – repealed by Transplantation and Anatomy Regulation 2004 (1802)
- Qld - Transplantation and Anatomy Regulation 2004 (1802)
- Qld - Transport Infrastructure Act 1994 (1696)
- Qld - Transport Operations (Marine Pollution) Act 1995 (757)
- Qld - Transport Operations (Marine Pollution) Regulation 1995 (1156)
- Qld - Transport Operations (Marine Safety) Act 1994 (1824)
- Qld - Transport Operations (Marine Safety) Regulation 1995 (1408) – repealed by Transport Operations (Marine Safety) Regulation 2004 (1800)

Most records can be arranged into groups for easier handling and disposal, called Retention Schedules, these listings can make retention and disposal of your records as easy as filing last years tax return.

PART 3: HOW TO DEVELOP A RETENTION AND DISPOSAL SCHEDULE FOR ANY TYPE OF ORGANISATION

A records retention schedule is a list of the record series that have been determined by an organisation, with directions on how the records are to be disposed of after their creation and initial use has expired. The retention and disposal schedule should outline how long the record series are to be retained. This includes those record series that are to be retained indefinitely. In addition to this information, a retention and disposal schedule may also include directions on when records are to be transferred to secondary storage or archives.

Please note that the term disposal does not just refer to the physical destruction of records, but also to any other action that involves records being transferred from active storage, or semi-active storage to the next stage in their "life cycle."

Whilst it is recognised that no two organisations are entirely alike, there are some record series that pertain to every organisation, regardless of size, location and type of business being conducted. **Section 12** is the **master index** and is an alphabetical listing of the record series for which a retention and disposal schedule has been determined by the authors. The master index directs readers to the relevant sections within the **retention and disposal schedules** themselves (**Section 13**) that is listed alphabetically by function, and to the **Specific Records Groups (Section 14)** if further clarification is needed as to the type of record contained within the series.

However, it should be noted that this list by itself is not exhaustive and should be used in conjunction with the relevant legislation pertaining to each individual organisation. These indexes can be located in **PART 5: LAWS RELATING TO RETENTION AND DISPOSAL OF RECORDS**, and covers the:

- Index of Business Groups and Law Groups (**Section 18**);
- Index of Laws by State (**Section 19**); And
- List of Laws (**Section 20**); listed in numerical order as researched.

Previous readers of the manual will also find **Section 21** useful as this contains the **Changes to Laws since the last edition**.

SECTION 12: MASTER INDEX

Master Index	Section Nos	Record Series No(s) (Section 13)	SRG No(s) (Section 14)
A/P - accounts payable	13	FAP	
A/R - accounts receivable	13	FAR	
Abandoned project records	13	PRD.01.2	
Absentee records	13, 14	FPA.05, FPA.07	5, 11, 27
Accident insurance records	13, 14	FGA.10	14, 18
Accident procedures	13, 14	ADM.07	14, 29
Accident records and reports	13, 14	HSE.01, PER.01	11, 14, 14.1
Accountable document registers	13, 14	ADM.90, FGA.90	6
Accounting procedures	13, 14	ADM.07	29
Accounts payable records	13	FAP	
Accounts receivable records	13	FAR	
Acquisitions - take-overs	13, 14	COR.16, LEG.01, LEG.02	6, 26
Acts of parliament	13, 14	- .99 (all schedules)	16
Actual vs. Budget records	13, 14	FGA.01	
Actual vs. Capacity records	13, 14	FGA.01	
Ad Hoc Committee Records	13, 14	ADM.04	2, 23, 34
Ad Hoc non-routine payroll reports	13, 14	FPA.06	5, 11, 27
Address – Change of	13, 14	COR.52	11
Addresses – employee lists	13, 14	PER.03	11
Administrative records	13	ADM	
Admittance Records	13, 14	ADM.25.4	
Advances - loans records	13, 14	FGA.13, LEG.01, LEG.02	24
Advertising material – vendor	13, 14	PUR.99	16
Advertising records – own	13, 14	MAR.11	25
Affiliations – employee lists	13, 14	PER.01	11, 23
Aged trial balances	13, 14	FAR.05	3
Agendas	13	ADM.04, ADM.15, ADM.25, BLD, COR.06, COR.07, COR.08, COR.16	2, 23, 34
Agents' commission paid records	13	FAP.01	
Agreements	13, 14	BLD.03.2, LEG.01, LEG.02, PER.08	6, 19, 24, 30, 31
Alerts (Including staff awareness programmes)	13, 14	ADM.11	
Analytical - testing records	13, 14	QUA.01, QUA.04, SCI.08	13
Annual general meetings	13, 14	COR.06	2, 23, 34
Annual leave records	13, 14	FPA.02, FPA.05, FPA.07	5, 11, 27
Annual reports	13	COR.03, COR.06	
Annual returns	13	COR.01, COR.03	
Annual statements to personnel	13, 14	FPA.08.2	5, 11, 27
Application copies – building projects	13, 14	BLD.03.2	19
Applications for employment	13, 14	PER.01, PER.02	11

SECTION 13: RECORD RETENTION SCHEDULES

13.1 INTRODUCTION

A **Record Retention Schedule** or set of schedules is a list of the different record groups created or filed by the organisation, indicating the series no. allocated to each record group, a standard description and a prescribed retention period. Readers may find it useful to assign **two** retention periods to each group, one for the period of retention in the office and the other for the **total** retention period if it is a longer period.

Record Retention Schedules form an integral part of record retention policy. They should be included in a **Record Retention Manual**, and are essential to the success of a **Record Retention Programme**.

A set of **Record Retention Schedules by Function** lists all of the records generated and filed according to function and their series numbers are generated by function. It facilitates a review of all records and their retention periods by function. It is also more stable than if the records were catalogued only by work unit. Organisational structures tend to change with the fashion. The full set of Schedules can be prepared as a policy document and issued either in the company **Record Retention Manual** or as a separate, controlled document.

It is recommended that when an organisation first develops its retention schedules, work units should gather the information. Only then should it be rationalised **by function** for the record retention manual.

Please note: How retention schedules are developed, step-by-step, is addressed in Section 8: Implementing a Record Retention Programme.

The schedules are listed as follows:

RECORD SERIES		Suggested on site retention	Suggested off site retention	Total retention period
NAME OF RECORD SERIES				
Series Number	Description of contents – This reflects the best or most preferred way of describing the records falling under any one series. Where the series number embraces several records they can be listed under the general description.	Period given in years	Period given in years	Total length of time the record series should be retained. Period given in years.

Finding a Record Series in the Schedule:

To find a record in the schedule you can use the **Master Index (Section 12)**, this will give you its Series Number. Additional management notes regarding the record are given in **Section 14: Specific Records Groups**. Please note: These schedules only cover those records of an administrative nature that are common to most organisations. Your organisation will use records that are not listed.

For example, if you are in Merchandising, Banking, Building, Trade Unions etc., you will find that the records which you associate with these functions are included only from the administrative viewpoint. You will need to add schedules to cover the more substantive interests of your company. This can be achieved with the use of the **Part 5: Laws Relating To Retention And Disposal of Records**. Please also see **Section 8.5** for advice on how to develop schedules for your organisation.

An example of a retention schedule is given for administrative records

RECORD SERIES		Suggested On-site Retention	Suggested Off-site Retention	Total Retention Period
ADM – Administrative and Management (cont)				
ADM.08	<p>Stationery and Forms Samples Blank forms and stationery samples, created as a result of systems development, can be used to illustrate derivation and changes in procedure. (continued over page). There may be archival interest in blank forms and stationery, particularly those that 'represent' the organisation to its customers, suppliers, shareholders etc. Whenever a new form is introduced, (including letterheads, but excluding forms for internal use only), the person responsible for introducing it could take one or two samples, date them on the back and drop them into a folder for transfer direct to the person responsible for Archives (see Section 7.5). Whenever a form becomes superseded or obsolete users should be advised to destroy or recycle their stocks to prevent their further use.</p>			
ADM.08.1	<p>Official copy/sample in responsible office. When assigning this series number use the superseded date to calculate disposal. Ensure that the records are reviewed prior to destruction.</p>	1 year	6 years	7 years
ADM.08.2	<p>Archival copy of 'image' stationery. Ensure that an Archivist reviews these records on a regular basis.</p>			Permanent
ADM.08.9	<p>Duplicate records Keep as long as they are useful.</p>			

SECTION 14: SPECIFIC RECORDS GROUPS (SRG)

This section examines several groups of records that have unique characteristics. Its purpose is to help the user rationalise an approach to the application, management and disposal scheduling of each record. (For an alphabetical listing see the **Master Index – Section 12**).

An example of a Specific Record Group is as follows:

SRG.29 MANUALS AND DIRECTIVES

As there are usually several copies issued of a manual or directive, it is necessary to identify which copy is the 'official' copy from the point of view of record retention. Generally, the issuing office is the place where an official copy is conveniently generated.

The issuing office carries the responsibility to distribute copies and updates, maintain the masters and advise users regarding the disposal of superseded or obsolete material.

At the time of issue of a manual or directive, it is good practice to include an Archival copy on the distribution list, except perhaps where the issuance specifically concerns operating procedures for equipment or machinery.

The issuing office should retain at least two copies, not counting any artwork or typing masters. One copy should be updated in the same way that it would if the issuing office were a user. This copy would be kept until finally superseded, plus a minimum of seven years (see ADM.07). Also, the issuing office should retain superseded sections removed from this copy of the manual for at least seven years.

The other copy remains a working copy on which to make notes for future updates.

The distributed copies, with the exception of the Archives copy, should be kept updated as advised. As a rule superseded pages may be destroyed by the user unless otherwise instructed.

The Archival copy should remain intact in the form of its original issue. Superseded sections should not be removed. New sections should not be inserted but deemed to be separate documents by date of issue. The Archives index should indicate the relationship of the updates to the manual and include the date of issue.

An additional security copy of a manual, kept in alternative premises, may be useful in some cases.



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