



DA 2013001/1

**Sector Disposal Authority for Land Development  
Authorities**

DA Type: Sector

## Sector Disposal Authority for Land Development Authorities

<b>Disposal Authority No</b>	2013001/1
<b>Disposal Authority Type</b>	Sector
<b>Organisation/s</b>	Metropolitan Redevelopment Authority; Western Australian Land Authority (LandCorp); Tamala Park Regional Council
<b>Disposal Authority Scope</b>	
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	13/12/2016

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## INTRODUCTION

### 1. ABOUT THIS DISPOSAL AUTHORITY

#### Important Note

This SDA will be used in combination with the State Records Office publication *General Disposal Authority for State Government Information* or the *General Disposal Authority for Local Government Records*, as appropriate, which covers records of activities / categories that are common across government.

The *SRO Guideline: Records Retention and Disposal* will be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis.

#### Records relevant to actual or alleged child sexual abuse and other records relating to children

The final report of the Commonwealth Royal Commission into Institutional Responses to Child Sexual Abuse, released on 15 December 2017, contains several recommendations concerning recordkeeping by government organizations undertaking child-related functions or activities.

Organizations must be mindful of records that document, or may otherwise be relevant to, actual or alleged incidents of child sexual abuse, and the care, supervision, education and treatment of children by government employees, contractors, volunteers and outsourced service providers in contact with children. Such records may be subject to specific retention instructions as issued by the State Records Office. Records Office.

#### 1.1 Background

##### The Metropolitan Redevelopment Authority (MRA)

MRA was established on 1st January 2012 as a result of the *Metropolitan Redevelopment Authority Act 2011* to undertake redevelopment projects in suitable areas within the Perth metropolitan area. MRA combines the responsibilities and projects formerly undertaken by the East Perth, Subiaco, Midland and Armadale Redevelopment Authorities and the Elizabeth Quay project. Under the Act, the MRA has the power to resume land, undertake environmental rehabilitation and plan, implement, promote and coordinate urban regeneration projects.

##### The Western Australian Land Authority, trading as LandCorp

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LandCorp is a government trading entity established under the provisions of the *Western Australian Land Authority Act 1992* (WALA). The Act merged the Industrial Lands Development Authority (ILDA), the Joondalup Development Corporation (JDC) and the residential land development arm of the Western Australian Development Corporation (WADC), creating LandCorp, which commenced operating on July 1, 1992 charged with the responsibility of ensuring the State's future land needs are met in a commercially responsible manner. The functions of LandCorp are to provide, or promote the provision of land, infrastructure, facilities and services for the social and economic needs of the State.

### Tamala Park Regional Council (TPRC)

Tamala Park Regional Council was established as a Regional Council on 3 February 2006, under section 3.61 of the *Local Government Act 1995*. The TPRC was established specifically to implement the urban development of 180 hectares of land situated in the City of Wanneroo. The land is jointly owned by seven local governments: Town of Cambridge; City of Joondalup; City of Perth; City of Stirling; Town of Victoria Park; City of Vincent; and City of Wanneroo. The TPRC undertakes the rezoning, subdivision, development, marketing and sale of the Tamala Park land.

## 1.2 Purpose of this Disposal Authority

This Retention and Disposal Schedule provides a management tool for identifying and determining the retention and disposal of functional records common to MRA, LandCorp and the TPRC. It contains valuable information and guidance to the organisation in respect to the major categories of records they create. It is therefore an important business tool and assists to guide compliance with legal obligations. This Retention and Disposal Schedule has been created to form part of the Recordkeeping Plans of MRA, LandCorp and the TPRC, as required under section 16(3)(a-c) of the *State Records Act 2000*.

The aims of the Disposal Authority are to:

- Identify records which are worth preserving permanently as State archives and which will be transferred to the State Records Office of Western Australia (SRO) for permanent storage;
- Prevent the premature destruction of records which need to be retained for a specific period to satisfy legal, financial and other requirements of public administration; and
- Authorise the destruction of those records not required for permanent retention.

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### 1.3 Scope of the Disposal Authority

This Retention and Disposal Schedule covers the functional records of:

- The Metropolitan Redevelopment Authority;
- LandCorp; and
- Tamala Park Regional Council.

This Schedule supersedes:

- East Perth Redevelopment Authority RD2002008;
- Subiaco Redevelopment Authority RD 1999003;
- Midland Redevelopment Authority RD 2002048;
- Armadale Redevelopment Authority RD 2003027; and
- LandCorp - RD 2004255.

The Schedule applies to records in all formats (See section 3 - Formats).

Where appropriate the Schedule provides directions to the GDA (See 2.2 - General Disposal Authorities).

### 1.4 Revision of the Disposal Authority

The structure and use of this Schedule will be reviewed within five years of its approval. The revised Schedule will be submitted to the State Records Commission for approval prior to its implementation.

If any record categories are found, for example arising from a new function or new record type, and are not referred to in this Schedule, they **must not** be destroyed. In such a situation the SRO must be contacted with a request to amend the Schedule. No records in such a category

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are to be destroyed until approval is obtained from the State Records Commission to amend this Schedule. Any unauthorised destruction of records is an offence under s78 of the *State Records Act 2000*.

## 2. RECORDKEEPING ENVIRONMENT

### 2.1 Legislation

Relevant legislation and regulations include, but are not limited to:

- *Aboriginal Heritage Act 1972*
- *Auditor General Act 2006*
- *Building Bill 2010*
- *Commercial Tenancy (Retail Shops) Agreement Act 1985*
- *Competition and Consumer Act 2010*
- *Construction Contracts Act 2004*
- *Contaminated Sites Act 2003*
- *Corruption and Crime Commission Act 2003*
- *Criminal Code Act 1913*
- *Disability Services Act 1993*
- *Disability Discrimination Act 1993*
- *Duties Act 2008**Electoral Act 1907*

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- *Electronic Transactions Act 2003*
- *Environmental Protection Act 1986*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Equal Opportunity Act 1984*
- *Evidence Act 1906*
- *Fair Trading Act 2010*
- *Financial Management Act 2006*
- *Freedom of Information Act 1992*
- *Fringe Benefit Tax Assessment Act 1986*
- *Heritage of Western Australia Act 1990*
- *Income tax Assessment Act 1997*
- *Insurance Commission of WA Act 1986*
- *Industrial Relations Act 1979*
- *Jetties Act 1926*
- *Land Administration Act 1997*
- *Land Tax Assessment Act 2002*
- *Limitation Act 1935, 2005*
- *Local Government Act 1995*

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- *Local Government (Miscellaneous Provisions) Act 1960*
- *Main Roads Act 1930*
- *Minimum Conditions of Employment Act 1993*
- *Occupational Health and Safety Act 1984*
- *Planning and Development Act 2005*
- *Public Interest Disclosure Act 2003*
- *Public Sector Management Act 1994*
- *Public Transport Authority Act 2003*
- *Public Works Act 1902*
- *Salaries and Allowances Act 1975*
- *Stamp Act 1921*
- *State Administrative Tribunal Act 2004*
- *State Records Act 2000*
- *State Superannuation Act 2000*
- *State Supply Commission Act 1991*
- *Statutory Corporations (Liability of Directors) Act 1996*
- *Start Titles Act 1985*
- *Swan and Canning Rivers Management Act 2006*

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- *Taxation Administration Act 2003*
- *Transfer of Land Act 1893*
- *Treasurer's Instruction 804*
- *Western Australian Land Authority Act 1992*
- *Workers Compensation and Injury Management Act 1981*

### 2.2 General Disposal Authorities

The General Disposal Authority for State Government Information, produced by the State Records Office, will be used for the MRA's and Landcorp's non core-business records which aren't covered by this schedule.

The General Disposal Authority for Local Government Records, produced by the State Records Office, will be used for the Tamala Park Regional Council's non core-business records which aren't covered by this schedule.

The General Disposal Authority for Source Records produced by the State Records Office can also be used for disposal of records that have been digitised, in accordance with the requirements of this General Disposal Authority.

### 2.3 Freedom of Information

The *Freedom of Information Act 1992* (FOI Act) prescribes rights and procedures for access to documents held by Government organisations. If a request for access under the FOI Act has been lodged, all records relevant to the request must be identified and preserved until action on the request and on any subsequent reviews by the Information Commissioner or the relevant Court are completed. This applies regardless of whether the records in question are due for destruction.

FOI requests that have been identified as State archives must contain copies of the records that were the subject of the requests.

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### 2.4 Investigations and Inquiries

If an Investigation or Inquiry is in progress (or likely or imminent), all records relevant to the Investigation or Inquiry must be identified and preserved until the action and any subsequent actions are completed.

### 2.5 Publications Produced by the Organisation

Premier's Circular No. 2003/17, *Requirements for Western Australian Government Publications and Library Collections* requires that:

"Copies of all publications produced by public sector agencies and statutory authorities are to be deposited with the State Library of Western Australia and the National Library of Australia."

The required number of copies of MRA, LandCorp and TPRC publications are to be sent to the State Library of Western Australia and to the National Library of Australia in accordance with Premier's Circular 2003/17, or legal deposit regulations that supersede Premier's Circular 2003/17.

## 3. ORGANISATION'S RECORDS

### 3.1 Formats - Electronic Records

Electronic records are subject to the provisions of this Schedule in the same way as hard copy records. Where they are not printed and attached to a hard copy file they will be managed in electronic form to remain accessible for as long as they are required in accordance with this Schedule and SRC Standard 8, Digital Recordkeeping. Electronic records which are of continuing value will be migrated through successive upgrades of hardware and software for the required retention period, in accordance with State Records Policy Number 8, *Policy for the Ongoing Management of Electronic Records Designated as Having Archival Value*.

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### 3.2 Formats - Databases

See sections 47 and 49 in the body of this schedule for databases maintained by the Metropolitan Redevelopment Authority and LandCorp as well as the retention and disposal for the information in these systems.

### 3.3 Formats - Websites

Electronic records held on the website will be managed in accordance with the *Guidelines for State Government Websites*, currently maintained by the Department of Finance as part of the Website Governance Framework, State Records Office Policy No 8 *Policy for the Ongoing Management of Electronic Records Designated as Having Archival Value* and SRC Standard 8, *Digital Recordkeeping*.

#### **The Metropolitan Redevelopment Authority**

The MRA maintains a number of websites (see the following listed) for information purposes, and they are not transactional sites. The content of the website is stored on an external server hosted by an external company and co-located with the website Content Management System. Some content that appears on the website may reside in the MRA electronic document and records management system (Objective). Content that appears on the website in most cases will go through an approval process before it is uploaded. Snapshots of the website are taken every 6 months or following a major change to the site and are stored on backup tapes. There is some version control available through the website Content Management System.

- Corporate website - [www.mra.wa.gov.au](http://www.mra.wa.gov.au)
- Perth Cultural Centre website - [www.perthculturalcentre.com.au](http://www.perthculturalcentre.com.au)
- Perth City Link website - [www.perthcitylink.wa.gov.au](http://www.perthcitylink.wa.gov.au)

#### **LandCorp**

LandCorp maintains a website ([www.landcorp.com.au](http://www.landcorp.com.au)) for information purposes, and it is not a transactional site. The content of the website is stored on an external server (external host), and co-located with the website Content Management System. Some content that appears on the website may reside in the central Records Management system (Objective). Content that appears on the website in most cases will go through

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an approval process before it is uploaded. Snapshots of the website are taken every 6 months or following a major change to the site and are stored on backup tapes. There is some version control available through the website Content Management System.

Refer to sections 48 and 50 for retention periods for the website/s.

### 3.4 Formats - Photographs and Audiovisual

Audiovisual records (including photographs, videotapes, films and audiotapes) are to be treated in the same manner as any other record format, and are to be sentenced in accordance with the subject matter to which they relate.

The content of photographs must be identifiable, that is, the people, places, events and dates depicted in them must be identified. If the content cannot be identified, MRA or LandCorp will consult with the State Records Office.

The sentencing of audiovisual records must be considered in relation to:

- Their subject matter; and
- Documentary material that relates to their creation and use.

A photograph, cassette tape or other audiovisual record should be viewed as part of a larger set of records, that is, those records that document why it was taken and how it was used. Disposition of audiovisual material must be consistent with these records.

### 3.5 Formats - Duplicates or Copies of State Records

Duplicates or copies of records are defined as exact copies of original records, that is, where no annotations have been made and where the original record forms part of the agency's recordkeeping system. Such records may be destroyed once the originals have been captured into the recordkeeping system and when they are no longer needed for reference purposes.

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### 3.6 Restricted Access Archives

A restricted access archive is "a State Archive that is a government record and to which access is restricted until it is of a certain age". (*State Records Act 2000* s.3). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

MRA, LandCorp and TPRC do not have any State archives that will require restrictions on access.

### 3.7 Archives Not Transferred to the SRO

#### The Metropolitan Redevelopment Authority

MRA's project files will not be transferred to the SRO until the project has closed, which in some cases may equate to longer than 25 years from creation. State archives remaining in the custody of the MRA will be kept in accordance with the SRC Standard 7: *Storage of State Archives retained by Organizations through an approved Recordkeeping Plan*.

#### LandCorp

Landcorp has no intention to withhold any records from the State archives collection. Once space becomes available all prepared records will be transferred. Any State archives remaining in the custody of LandCorp will be kept in accordance with the SRC Standard 7: *Storage of State Archives retained by Organizations through an approved Recordkeeping Plan*.

### 3.8 Records Relating to Aboriginal People

#### *Premier's Circular No. 2003/02*

The Premier's Circular to Ministers No. 2003/02 requires that:

*"records relating to Indigenous individuals, families or communities or to any children, Indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be brought to the attention of the Family Information Records Bureau (FIRB) and reflected in agency Recordkeeping Plans"*

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Where the MRA and LandCorp identify records relating to Indigenous individuals, families or communities, such records will be brought to the attention of the Department of Child Protection and Family Support.

### *State Records Act 2000, S. 76*

Where the MRA and LandCorp identify records relevant to s. 76, the MRA and LandCorp will consult further with the State Records Office re: consultation with Aboriginal bodies.

## 3.9 Reproduction of Records

### The Metropolitan Redevelopment Authority

MRA does not currently reproduce all hard copy source records in electronic format, however will review the feasibility of doing so and may put processes in place in accordance with the requirements of the General Disposal Authority for Source Records. If implemented, the original hard copy records, once reproduced electronically, will be treated as copies or duplicates and as such will be retained for the minimum 6 months to meet operational requirements and then destroyed.

### LandCorp

Section 16(5) of the *State Records Act 2000* provides that a Recordkeeping Plan may provide for a government record to be reproduced in another form, and for the destruction of a government record if a reproduction of it is being kept, even though the destruction occurs at a time when the record would otherwise not be able to be lawfully destroyed.

LandCorp scans all incoming, hard copy, correspondence in full colour PDF/A format. The electronic copy will be considered as the official record for evidential purposes as per Section 73A(1) of the *Evidence Act 1906*. It is anticipated that the courts may employ measures outlined in Sections 73A(2) (a)-(d) in determining whether or not imaged documents accurately reproduce the contents of hard copy correspondence.

The electronic version of the correspondence is registered in the recordkeeping system as an electronic record. The electronic record will be managed and retained in accordance with the approved retention period for record series.

The original hard copy correspondence, once reproduced electronically, will be treated as copies/duplicates and as such will be retained for **6 months** to meet operational requirements and then destroyed. The electronic record ID number will be noted on the hard copy which is then day batched and stored in boxes.

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## 4. ORGANISATION'S RECORDKEEPING PRACTICES

### 4.1 Responsibility for Disposal of State Records

Before any MRA records are destroyed or transferred to the State Records Office they will be reviewed by the CEO and authorised for destruction or transfer.

Before any LandCorp records are destroyed or transferred to the State Records Office they will be reviewed by the appropriate senior manager representing an informed stakeholder position within the organisation. A second review is performed by an authorised person within Records for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the agency's authorised officer, will be retained.

### 4.2 Significance of Records

In this Retention and Disposal Schedule, each records category has been assigned one Disposal Action (for example "Required as State archives" or "Destroy"). However, in one/several cases in this Schedule it has been considered appropriate to split a category of records into two, such that some of the records within the category are "Required as State archives" and some are "Destroy".

In these categories the term "Significant" has been used to identify records of archival value, and the term "Other" or "Minor" has been used to identify records that may be destroyed.

The criteria for determining which records are "Significant" records within a category of records are:

- affect the whole-of-government or portfolio function; or
- concern or affect Corporate Executive activity; or
- concern major liabilities or obligations of the organisation and/or the State; or

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- relate to the development of legislation, regulations, or policy; or
- otherwise (significantly) impact or affect the organisation's functions or structure eg proposed changes to organisational functions; or
- were precedent setting; or
- involved substantial public debate or controversy; or
- generated wide community interest; or
- caused major changes to organisation policy; or
- involved items or property considered to have cultural heritage significance.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for possible further retention or archiving. Records that appear to be of interest as archival records should be referred to the State Records Office for review and evaluation.

### 4.3 Recommended Methods of Destruction

When State records are due for destruction it must be done completely so that no information is retrievable.

Hard copy (paper) records are to be destroyed by shredding, pulping or trommelling. Burning or burying of State records are not acceptable methods of destruction.

Electronic records should be destroyed either by physical destruction of the storage medium (eg cutting, smashing, or pulverising) or by such methods as digital file shredding. Destruction methods must ensure that information is unrecoverable. Rewriting, degaussing and reformatting can be used to scramble data which makes recovery more difficult, but be aware that data can still be retrieved after applying these methods. The use of the "delete" function in software packages is not sufficient to destroy electronic records stored on media such as floppy disks, hard disks and rewritable optical disks, as the information may still be recovered.

If records are stored on microform or tape (audio or video), the storage medium should be physically destroyed, or the information overwritten, so that no information is retrievable. Shredding, cutting or chemical recycling are appropriate methods of destroying such records.

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## 5. DEFINITION OF TERMS IN THIS DISPOSAL AUTHORITY

### 5.1 Definitions

**Required as State archives** = a record category identified as having archival value, that is to be transferred to the State Records Office for permanent retention as State archives.

**Destroy** = a record category identified as having temporary value, and which ultimately will be destroyed.

**Disposal Action** = the final disposition will be Required as State archives, Destroy, Transfer or Retain in agency.

**Disposal Trigger** = includes "after last action", which refers to the last date that a matter was noted on the records. Other disposal triggers include "after date of birth", "after date of retirement", "after death", "after superseded", after expiry of contract", "after expiry of lease", "after expiry of license", after expiry of copyright", "after date of approval", after developed or sold", "after completion", "after project completion", "after warranty ceases", "after repair completion", "after insurance settlement", "after settlement completion", "after title transfer", "after decline or withdrawal", "after last transaction", "after gazetted", "after update", "transfer to next owner", transfer to successor", after system decommission", after land sold."

**Note:** *Project normalisation is generally the very last step of a land development project. A project is only deemed totally completed whilst all its components, including normalisation, is completed. This schedule uses "after project completion" as a disposal trigger in lieu of "after project normalisation" where applicable.*

**Custody** = specifies the minimum retention period for which records are to be retained, onsite or offsite, prior to destruction or transfer to the State Records Office for permanent retention as State archives. Includes the action or trigger that begins the retention period.

**Ref No** = the reference number within the Retention and Disposal Schedule.

**Retain in agency** = a record category which has been identified as not having archival value, but will be retained permanently within MRA, LandCorp or TPRC. In the case of an agency ceasing to exist and no successor agency identified, the State Records Office will be consulted.

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>AGREEMENTS, CONTRACTING-OUT, JOINT VENTURES AND PARTNERSHIPS</b>	<p>The establishment and management of ALL binding arrangements including:</p> <ul style="list-style-type: none"> <li>• Agreements (including service agreements),</li> <li>• Contracts under seal, deed or special contracts (e.g. Procurement Contracts),</li> <li>• Joint ventures, and Memorandum of Understandings (MOUs)</li> </ul> <p>established for any purpose, including:</p> <ul style="list-style-type: none"> <li>• The provision of services by external contractors / consultants,</li> <li>• The use of internal or external bureau services, and</li> <li>• The performance of Government projects, programs and services by outsourced agents.</li> </ul> <p><i>Refer to GDA.</i></p>		
2	<b>CIRCULARS</b>	Records relating to circulars developed or received by the agency.		
2.1	<b>Internal circulars</b>	<p>Master copies.</p> <p><i>Refer to GDA.</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CIRCULARS - External circulars</i>				
2.2	<b>External circulars</b>	Externally produced procedures - include whole-of-government procedures.  <i>Refer to GDA.</i>		
3	<b>BOARDS, COMMITTEES AND WORKING GROUPS</b>	All records relating to boards, committees and working groups, established for functional or administrative purposes, and includes: <ul style="list-style-type: none"> <li>• Boards of management;</li> <li>• Approval and Advisory Committees, or similar; established by a Board or</li> <li>• Commission to perform a legislative function or for business requirements;</li> <li>• Internal administrative boards, committees or working groups of the organization;</li> <li>• External boards, committees or working groups, i.e. committees external to the organization,</li> <li>• attended by organization staff; and</li> <li>• Working groups and task forces.</li> </ul>		
3.1	<b>Allowances, payrolls and reimbursements</b>	Allowances, payments or reimbursements to members for attending board, committee or working group meetings or working on related matters (e.g. travel allowance, absence from work allowance,		

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No	Function/Activity	Description	Disposal Action	Custody
<i>BOARDS, COMMITTEES AND WORKING GROUPS - Arrangements and notices</i>				
		etc.). <b>Refer to GDA.</b>		
3.2	<b>Arrangements and notices</b>	(e.g. room bookings). <b>Refer to GDA.</b>		
3.3	<b>Correspondences &amp; Supporting papers</b>	Correspondences, discussion or working papers contributing to the core business of the board, committee or working group. <b>Refer to GDA.</b>		
3.4	<b>Establishment</b>	Records produced in the duration of planning and establishment of boards, committees or working groups. <b>Refer to GDA.</b>		
3.5	<b>External</b>	Boards, committees or working groups governed by external organisations.		
3.5.1		<b>External - Minor</b>  Agendas, minutes and supporting papers of external boards, committees or working groups where the agency has no coordinating role nor undertakes a secretarial function.	Destroy	Retain 2 years after action completed, then Destroy.
3.5.2		<b>External - Significant</b>	Required as State archives	Retain 5 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>BOARDS, COMMITTEES AND WORKING GROUPS - Internal</i>				
		Agendas, minutes and supporting papers of external committees, which relate to the agency's significant projects, core business function, or where the agency has coordinating role or undertakes a secretarial function.		transfer to the SRO.
3.6	<b>Internal</b>	Boards, committees or working groups governed by the agency.		
3.6.1		<b>Internal - Minor</b>  Relating to administrative activities, branch/unit level management, or non-core business activities Agendas, minutes, reports and Supporting papers.	Destroy	Retain 5 years after action completed, then Destroy.
3.6.2		<b>Internal - Significant</b>  Relating to significant projects, core business functions, activities, strategic planning and policy or corporate executive.  • Agendas, minutes, reports and supporting papers.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
3.7	<b>Memberships</b>	Matters related to selection, nomination, appointment and resignation of board, committee or working group Chairs and members.		
3.7.1	<b>Personnel files</b>	Personal data is kept on Personal/Personnel Files for members of the board, committee and working group.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>BOARDS, COMMITTEES AND WORKING GROUPS - Memberships - Personnel files</i>				
3.7.1.1		<b><i>Board members and Chairs</i></b> Personnel files for Board Chair and members and Chairs of significant committees.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
3.7.1.2		<b><i>Members of committees or working groups</i></b> Personnel files for other members.	Destroy	Retain 75 years after date of birth or 7 years after date of retirement, whichever is later, or 7 years after death, then Destroy.
3.7.2	<b>Selection and Appointment</b>	Records relating to the processes of employing suitable members to fill positions within the board, committee or working group.  <i>e.g. advertisements, applications, CVs, selection matrixes, appointment confirmations etc.</i>		
3.7.2.1		<b><i>Board members and Chairs</i></b> Recruitment, selection and appointment of Board Chair and members and Chairs of significant committees.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
3.7.2.2		<b><i>Members of committees or working groups</i></b> Recruitment, selection and appointment of members of committees or working groups.	Destroy	Retain 5 years after action completed, then Destroy.
3.7.3	<b>Separations</b>	The activity of managing the departure of members from the board, committee or working group due to		

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No	Function/Activity	Description	Disposal Action	Custody
<i>BOARDS, COMMITTEES AND WORKING GROUPS - Memberships - Separations</i>				
		resignation, retirement, redeployment, redundancy or termination.		
3.7.3.1		<b><i>Board members and Chairs</i></b> Resignation, retirement, redeployment, redundancy or termination of Board Chair and members and Chairs of significant committees.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
3.7.3.2		<b><i>Members of committees or working groups</i></b> Resignation, retirement, redeployment, redundancy or termination of members of committees or working groups.	Destroy	Retain 2 years after action completed, then Destroy.
4	<b>COMPLIANCE</b>	Records relating to the activities associated with complying with the mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject.  <b><i>Refer to GDA.</i></b>		
5	<b>CONSULTANTS</b>	Records relating to the appointment, administration and use of:  <ul style="list-style-type: none"> <li>• Commercial consultancies</li> <li>• Design and project management consultancies</li> <li>• Public art</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONSULTANTS</i>				
		<ul style="list-style-type: none"> <li>• Marketing consultancies</li> <li>• Planning consultancies</li> <li>• Capability statements (Registrations of interest)</li> </ul>		
5.1		<p><b>Significant</b></p> <p>Significant projects undertaken by the contractors.</p>	Required as State archives	Retain 5 years after project completion, then transfer to the SRO.
5.2		<p><b>Minor</b></p> <p>Minor or other projects undertaken by the contractors.</p>	Destroy	Retain 5 years after expiry of contract, then Destroy.
6	<b>CULTURAL HERITAGE</b>	Records relating to historic preservation endeavours that seek to preserve, conserve and protect buildings, objects, landscapes or other artefacts within the agency's jurisdiction of historical significance.		
6.1		<p><b>Assessments</b></p> <p>Measurements of the impacts that the proposed development plans, activities, etc. may have on cultural heritages.</p>	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
6.2		<p><b>Damages</b></p> <p>Records relating to damages on cultural heritages.</p>	Required as State archives	Retain 2 years after project completion, then transfer to the

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No	Function/Activity	Description	Disposal Action	Custody
<i>CULTURAL HERITAGE</i>				
				SRO.
6.3		<b><i>Demolitions</i></b> Records relating to demolitions of cultural heritages.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
6.4		<b><i>Relocations</i></b> Records relating to relocations of cultural heritages.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
6.5		<b><i>Re-furbish and Re-use</i></b> Records relating to re-furbishing or re-using cultural heritages.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
7	<b>DESIGN AND CONSTRUCTION</b>	Records relating to the development and construction works carried out on the agency's projects or the agency's properties.		
7.1		<b><i>Building licences</i></b> Council has complete copies.	Destroy	Retain 5 years after date of approval, then Destroy.
7.2		<b><i>Building approvals</i></b> Development approvals, planning approvals, etc.	Required as State archives	Retain 5 years after date of approval, then transfer to the SRO.
7.3	<b>Plans</b>	Plans, drawings, maps, specifications, photos and surveyors' reports recording the construction specifics and progress.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN AND CONSTRUCTION - Plans</i>				
7.3.1		<p><b>Significant</b></p> <p>Plans, drawings, maps, specifications, photos and surveyors' reports related to significant areas, facilities, buildings and/or precincts</p> <ul style="list-style-type: none"> <li>• Cemeteries and crematoria</li> <li>• Churches and chapels</li> <li>• Horticultural areas</li> <li>• Memorials</li> <li>• Museum and Galleries</li> <li>• Libraries</li> <li>• Recreation complexes (<i>e.g. Activity Centres</i>)</li> <li>• Educational facilities,</li> <li>• Urban Design (public artwork initiatives, streetscape beautification, laneway activation), and etc.</li> </ul>	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
7.3.2		<p><b>Minor and other works</b></p> <p>Plans, drawings, maps, specifications, photos and surveyors' reports related to other areas, facilities, buildings and / or precincts, where Council has complete copies (<i>e.g. residential houses</i>) or which do</p>	Destroy	Retain 5 years after project completion, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DONATIONS</i>				
		not otherwise meeting the criteria for 'Significant'.		
8	<b>DONATIONS</b>	The donation of non-monetary items, including artefacts and property, to or from the agency.  <i>Refer to GDA for both monetary and non-monetary donations.</i>		
9	<b>ENQUIRIES / INQUIRIES AND INVESTIGATIONS</b>	Requests for information come into the agency; or requests that seek information from other parties sent out by the agency.		
9.1	<b>Enquiries</b>	Requests that seek information from other parties sent out by the agency.  <i>Refer to GDA.</i>		
9.2	<b>Inquiries &amp; Investigations</b>	Official requests for information:  investigations carried out by persons or bodies who are empowered to inquire and report on a subject, including Royal Commissions, Parliament and the Parliamentary Commissioner for Administrative Investigations (Ombudsman).  <i>Refer to GDA.</i>  <i>See MINISTERIALS, CABINET MATTERS, PARLIAMENTARY QUESTIONS AND ELECTION MATTERS - Priority requests for information that comes to the agency from the relevant Minister's</i>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EQUIPMENT AND STORES</i>				
		<p>office, usually requiring immediate action.</p> <p>See <i>FREEDOM OF INFORMATION</i> - for Freedom of Information Requests.</p>		
10	<b>EQUIPMENT AND STORES</b>	<p>The acquisition, supply, management, maintenance and disposal of equipment and stores (consumable items) used by the agency.</p> <p>Examples of equipment are instruments, tools, machinery, plant and furniture. Examples of stores are stationery, medical supplies, kitchen and cleaning items and chemicals.</p> <p><b>Refer to GDA.</b></p> <p>See also <i>VEHICLES and PROPERTIES AND PREMISES</i> for related assets.</p> <p>See <i>INFORMATION TECHNOLOGY</i> for equipment related to information technology and telecommunications (e.g. monitors, printers).</p>		
11	<b>ENVIRONMENT CONSERVATION</b>	<p>Records relating to environmental conservation endeavours that seek to preserve, conserve and protect the natural environment.</p>		
11.1		<p><b>Assessments</b></p> <p>Measurements of the impacts that the proposed development plans, activities, etc. may have on</p>	Required as State archives	Retain 2 years after project completion, then transfer to the

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No	Function/Activity	Description	Disposal Action	Custody
<i>ENVIRONMENT CONSERVATION</i>				
		natural environment.		SRO.
11.2		<b><i>Biosecurity and biosafety</i></b> Records associated with preventing the transmission of infectious diseases, quarantined pests, invasive alien species, living modified organisms.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
11.3		<b><i>Contaminations</i></b> Records relating to contaminations e.g. water pollution, etc.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
11.4		<b><i>Damages</i></b> Records relating to damages e.g. damages caused by natural disasters such as fires, floods, earthquakes etc.	Destroy	Retain 5 years after insurance settlement or repair completion, then Destroy.
11.5		<b><i>Emissions</i></b> Records relating to emission monitoring.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
11.6		<b><i>Flora and fauna</i></b> Records relating to the local genus and species of plant and animal life, their preferred growing or breeding habits, and their connection to one another in the environment.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
11.7		<b><i>Radiations</i></b>	Required as State	Retain 2 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVENTS</i>				
		Records relating to radiation monitoring.	archives	project completion, then transfer to the SRO.
12	<b>EVENTS</b>	Records relating to events facilitated by the agency, or in which the agency participated.		
12.1	<b>Addresses (Presentations)</b>	Records related to addresses and speeches presented for training, professional, community relations or sales purposes. Includes multimedia presentations.  <i>Refer to GDA.</i>		
12.2	<b>Celebrations, ceremonies and social functions</b>	Celebrations, ceremonies and social functions relating to the agency or agency personnel. Includes awards or honours presented or received by the agency.  <i>Refer to GDA.</i>		
12.3	<b>Conferences, courses and seminars</b>	Refers to conferences, courses or seminars arranged and presented by the agency.  <i>Refer to GDA.</i>		
12.4	<b>Exhibitions</b>	The development of exhibitions and displays for educational, informational or promotional purposes.  <i>Refer to GDA.</i>		
13	<b>FINANCIAL</b>	Records related to the function of managing the		

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No	Function/Activity	Description	Disposal Action	Custody
<i>FUNDING</i>				
	<b>MANAGEMENT</b>	agency's financial resources.  <i>Refer to GDA.</i>		
14	<b>FUNDING</b>	The process of applying and receiving money from external organisations, as well as assigning money to internal business units or projects  <i>e.g. developer contribution schemes, contribution by government.</i>		
14.1		<b>External funds - Minor</b>  Funds allocated to the agency by external organisations, including both government (including Treasury) and private organisations, in response to the agency's budget requests for routine and operational activities (business continuity) or minor projects.	Destroy	Retain 6 years after final acquittal, then Destroy.
14.2		<b>Internal funding allocation - Minor</b>  Allocation of funds within the agency associated to routine and operational activities (business continuity) or minor projects.	Destroy	Retain 6 years after successful audit, then Destroy.
14.3		<b>Funds - significant projects</b>  Funding allocated to significant projects by the agency, other government organisations (including Treasury) and other private developers in response to the project budget requests or through fund	Required as State archives	Retain 5 years after successful audit, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>FUNDING</i>				
		bidding process, such as grant bids.		
14.4		<p><b>Grant Funding</b></p> <p>Grants or subsidies received or provided by the organization. Grant funding refers to one-off funding, such as sponsorship requests, which are not part of a project.</p> <p><i>Note: If grant is made to the agency's significant projects, refer to '14.3 Funds - significant projects'.</i></p> <p><b>Refer to GDA.</b></p>		
15	<b>FREEDOM OF INFORMATION</b>	<p>Requests for information from the agency, in accordance with the <i>Freedom of Information Act</i> or other written laws.</p> <p><b>Refer to GDA.</b></p>		
16	<b>GEOGRAPHICAL LAND INFORMATION</b>	<p>The activity of managing land and environmental information that includes property information, environmental data and house numbering.</p> <p>For the naming of roads, streets, parks, reserves and suburbs, use keyword 'NAMING'.</p>		
16.1		<p><b>House numbering</b></p> <p>Records relating to the numbering or renumbering of houses or lots. Can include but is not limited to:</p>	Destroy	Retain 2 years after project completion, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GEOGRAPHICAL LAND INFORMATION</i>				
		<ul style="list-style-type: none"> <li>• Notices to residents;</li> <li>• Requests for house or lot number changes;</li> <li>• Plans showing house or lot numbers; and</li> <li>• Local government consultation records.</li> </ul>		
16.2		<p><b><i>Aerial photography</i></b></p> <p>Commissioned and purchased by the agency (including supporting documentation) where kept separate to the subject file to which they relate and which are copies.</p> <p><i>Original aerial photographs to be maintained on the relevant planning / project file.</i></p>	Destroy	Retain 2 years after project completion, then Destroy.
17	<b>GREETINGS</b>	<p>Greetings (e.g. cards) sent by the organization.</p> <p><b><i>Refer to GDA.</i></b></p>		
18	<b>HUMAN RESOURCE MANAGEMENT</b>	<p>Records related to the function of managing the agency's human resources.</p> <p><b><i>Refer to GDA.</i></b></p>		
19	<b>INDUSTRIAL RELATIONS</b>	<p>The management of disputes and negotiations between management, workers and unions.</p> <p><b><i>Refer to GDA.</i></b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INFORMATION TECHNOLOGY</i>				
20	<b>INFORMATION TECHNOLOGY</b>	Records relating to the function of developing or acquiring, testing and implementing applications and databases to support the business needs of the agency to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.  <i>Refer to GDA.</i>		
21	<b>INTELLECTUAL PROPERTY</b>	Records relating to intellectual property held or maintained by the agency, including copyright, patents and trademarks.  <i>Refer to GDA.</i>		
22	<b>LAND</b>	Records relating to lands owned, leased or rented by the agency.		
22.1		<b>Acquisitions</b>  Records relating to acquiring lands for use by the agency.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.2		<b>Amalgamations and sub-divisions</b>  Land titles, lots and streets.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.3		<b>Briefs and submissions</b>  For land development (to agencies such as WA	Required as State archives	Retain 2 years after project completion, then transfer to the

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Due diligence</i>				
		Planning Commission and Local Governments).		SRO.
22.4	<b>Due diligence</b>	The evaluation of a potential land acquisition.		
22.4.1		<p><b><i>Acquisition proceeded</i></b></p> <p>The land acquisition proceeded after the due diligence.</p>	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
22.4.2		<p><b><i>Acquisition aborted</i></b></p> <p>The land acquisition was aborted after the due diligence.</p>	Retain in agency	Retain in agency - retain permanently within the organisation and successor agencies.
22.5	<b>Expressions of interest and Offers</b>	Related to both purchase and sale.		
22.5.1	<b>Incoming</b>	Expressions of interest/offers received by the agency for purchasing the agency's land.		
22.5.1.1		<p><b><i>Successful</i></b></p> <p>Successful expressions of interest that resulted in title transfer.</p>	Required as State archives	Retain 2 years after title transfer, then transfer to the SRO.
22.5.1.2		<p><b><i>Declined/withdrawn</i></b></p> <p>Expressions of interests declined or withdrawn.</p>	Destroy	Retain 2 years after decline or withdrawal, then Destroy.
22.5.2	<b>Outgoing</b>	The agency's expressions of interest/offers to other organisations or individuals for acquiring land.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Expressions of interest and Offers - Outgoing</i>				
22.5.2.1		<b>Successful</b> Successful offers that resulted in title transfer.	Required as State archives	Retain 2 years after title transfer, then transfer to the SRO.
22.5.2.2		<b>Declined / withdrawn</b> Offers declined or withdrawn.	Destroy	Retain 2 years after decline or withdrawal, then Destroy.
22.6	<b>Landscapes</b>	Design and Construction of landscapes for estates/developments. Including plans, drawings, maps, specifications and approvals.  <i>Refer to keyword 'DESIGN AND CONSTRUCTION.'</i>		
22.7	<b>Leases</b>	Management and/or renewal of land leases.		
22.7.1		<b>Significant</b> Leases associate to lands which the agency has owned or will own for a significant period of time, or relate to the agency's major projects.	Required as State archives	Retain 7 years after expiry of lease, then transfer to the SRO.
22.7.2		<b>Minor</b> Leases associate to lands other than those specified in 22.7.1.	Destroy	Retain 7 years after expiry of lease, then Destroy.
22.8	<b>Licenses</b>			
22.8.1		<b>Significant Licences</b>	Retain in agency	Retain in agency - retain for the life of the agency and any

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Licenses</i>				
		Licences for infrastructure (pipelines, etc.).		successor agencies
22.8.2		<b>Minor Licences</b> Licences for temporary activities/events (e.g. liquor licence, etc.).	Destroy	Retain 7 years after expiry of licence, then Destroy.
22.9	<b>Marketing / Sales</b>	Records relating to the <b>agency's</b> land sales strategies.  <b>Refer to GDA.</b>		
22.10	<b>Rates</b>	<i>e.g. water rate.</i>  <b>Refer to GDA.</b>		
22.11		<b>Rationalisation</b> Review and Rationalise the freehold and crown land.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
22.12		<b>Registers</b> Registers relating to land activities.	Destroy	Retain 3 years after action completed, then Destroy.
22.13		<b>Resumptions</b> On behalf of WA government	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND</i>				
22.14		<b>Re-zoning</b> Proposals and applications	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.15		<b>Road works</b> Design and construction	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.16	<b>Street furniture</b>	<i>e.g. trees, lightings and entry statements.</i>		
22.16.1		<b>Street furniture managed by the agency</b> Street furniture owned and managed by the agency.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
22.16.2		<b>Street furniture managed by the Local Council</b> Street furniture of which the ownership is transferred to the Local Council	Destroy	Retain 2 years after transfer, then Destroy.
22.17	<b>Subsidies, rebates and allowances</b>	Subsidies available for fencing, building driveways, crossovers, landscaping and other development activities on the land.		
22.17.1		<b>Applications and correspondences</b> Applications and correspondences related to land subsidies.	Destroy	Retain 7 years after project completion, then Destroy.
22.17.2		<b>Invoices and payments</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Titles</i>				
		<b>Refer to GDA.</b>		
22.18	<b>Titles</b>	Land titles.		
22.18.1		<b>Certificate of Title</b> Original Certificate of Title.	Transfer	, then Transfer. Retain until title relinquished, then transfer to new owner
22.18.2		<b>Title specifications</b> Records containing details of the land - information about mortgages, covenants, caveats and easements.	Required as State archives	Retain 10 years after title transfer, then transfer to the SRO.
22.18.3		<b>Title variations</b> Changes on the land title specifications <i>E.g. caveat withdrawals.</i>	Required as State archives	Retain 10 years after action completed, then transfer to the SRO.
22.19	<b>Transfers / Conveyancing / Settlements</b>	Land acquired or sold by the agency and all processes associated with those transactions		
22.19.1		<b>Successful transactions</b> Transfer of ownership of the land happened successfully.	Required as State archives	Retain 10 years after title transfer, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Transfers / Conveyancing / Settlements</i>				
22.19.2		<b><i>Cancelled sales</i></b> Transfer of ownership of the land failed.	Destroy	Retain 10 years after action completed, then Destroy.
22.20	<b>Works</b>	Works involved in the land development phase.		
22.20.1		<b><i>Civil works</i></b>	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.20.2		<b><i>Engineering reports</i></b>	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.20.3		<b><i>Firebreaks</i></b> Records relating to the planning, construction and maintenance of firebreaks.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.20.4		<b><i>Sewerage works</i></b> Associated with civil works.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.20.5		<b><i>Services</i></b> <i>e.g. Telecommunication, Water and Electricity, Gas etc.</i>	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LAND - Works</i>				
22.20.6		<b>Surveying</b> Land surveying to determine the terrestrials or the three dimensional positions of the lands.	Required as State archives	Retain 2 years after project completion, then transfer to the SRO.
22.21	<b>Valuations</b>	The activities associated with appraising and valuing land, including the determination of rates and the sale or purchase of lands.		
22.21.1		<b>Private / Project specific</b> Valuations relating to the agency's land projects or organised privately by the agency.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
22.21.2		<b>Valuer General Office</b> (NB: original valuations are retained by the VGO)	Destroy	Retain 10 years after action completed, then Destroy.
23	<b>LEGAL</b>	Legal services provided to the agency, including the handling of legal action and disputes, and legal advice and opinion, both in-house and external (including Crown Solicitor's Office findings). All matters including opinions, advices, litigations, etc.  <b>Refer to GDA.</b>		
24	<b>MARKETING</b>	Activities, such as promotions, sponsorships and advertising, undertaken to promote and raise the profile of the agency.  <b>Refer to GDA.</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA RELATIONS AND COMMUNICATIONS</i>				
25	<b>MEDIA RELATIONS AND COMMUNICATIONS</b>	Includes media liaisons, public comments, news articles, communication strategies and press releases relating to the agency.  <i>Refer to GDA.</i>		
26	<b>MEETINGS</b>	Records relating to meetings of groups within the agency or involving the agency's personnel, pertaining to the management of sections, departments or the agency as a whole.  <i>Refer to GDA.</i>		
27	<b>MINISTERIALS, CABINET MATTERS, PARLIAMENTARY QUESTIONS AND ELECTION MATTERS</b>			
27.1	<b>Cabinet matters</b>	Cabinet inquiries and submissions.  <i>Refer to GDA.</i>		
27.2	<b>Election Matters</b>			
27.2.1		MRA records relating to election matters including voting <i>e.g. letters from local constituents.</i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
27.2.2		Copies of policies issued by political parties as part of election campaigns.	Destroy	, then Destroy. Retain until reference ceases,

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No	Function/Activity	Description	Disposal Action	Custody
<i>MINISTERIALS, CABINET MATTERS, PARLIAMENTARY QUESTIONS AND ELECTION MATTERS - Information</i>				
				then destroy.
27.3	<b>Information</b>	Distributed from Department of Premier and Cabinet (e.g. calls for submissions).  <i>Refer to GDA.</i>		
27.4	<b>Ministerials</b>	Priority requests for information that comes to the agency from the relevant Minister's office, usually requiring immediate action.  <i>Refer to GDA.</i>		
27.5	<b>Parliamentary questions</b>	Responses to Questions raised during Parliamentary sessions. Responses may or not be submitted and answered in writing.  <i>Refer to GDA.</i>		
28	<b>NAMING</b>	Records that document naming activities.		
28.1		Records that document naming activities and subsequent changes to: <ul style="list-style-type: none"> <li>• Streets or roads;</li> <li>• Suburbs or localities;</li> <li>• Parks or reserves; or</li> <li>• Bridges</li> </ul> Includes proposals for names that are forwarded to	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>NATIVE TITLES</i>				
		the Minister under Section 26A (3) of the <i>Land Administration Act 1997</i> .		
29	<b>NATIVE TITLES</b>	Records relating to the recognition by Australian law of indigenous people's rights and interests to their land that come from their traditional laws and customs.		
29.1		<b><i>Claims</i></b> Records relating to native title determination applications lodged by Aboriginal or Torres Strait Islanders (native title claimants) in the Federal Court of Australia.	Required as State archives	Retain 2 years after settlement completion, then transfer to the SRO.
29.2		<b><i>Negotiations</i></b> Records relating to consultations, negotiations, mediations or litigations associated with native title matters that affect the future development of the region.	Required as State archives	Retain 2 years after settlement completion, then transfer to the SRO.
29.3		<b><i>Settlements</i></b> Agreements achieved as a result of negotiations that settle the native title matters. <i>e.g. Agreements, MOUs, Deed of Agreements, Contracts, etc.</i>	Required as State archives	Retain 2 years after settlement completion, then transfer to the SRO.
30	<b>NORMALISATIONS / TRANSFER CUSTODIANSHIPS</b>			

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No	Function/Activity	Description	Disposal Action	Custody
<i>NORMALISATIONS / TRANSFER CUSTODIANSHIPS</i>				
30.1		Records related to the activities involved in the normalisation process where custodianship of a precinct or specific area passes from the agency back to the Local Government Authority (LGA).	Required as State archives	Retain 10 years after gazetted, then transfer to the SRO.
31	<b>PHOTOGRAPHS, VIDEOS &amp; SLIDES</b>	Pictorial history of the redevelopment area and project progress, where photographs, videos or slides are kept as a separate series.		
31.1		<b>Copies</b> Copies of the photographs, videos and slides.	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
31.2		<b>Originals</b> Originals of the photographs, videos and slides.	Required as State archives	Retain 5 years after project completion, then transfer to the SRO.
32	<b>PLANNING</b>	Records relating to planning to achieve organisational objectives. Includes contributions to whole-of-government planning.  <b>Refer to GDA.</b>		
33	<b>POLICY</b>	The development and implementation of policies that affect the whole of the agency. Also includes organisational contributions to whole-of-government policies.  <b>Refer to GDA.</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROCEDURES</i>				
34	<b>PROCEDURES</b>	<p>Procedures used by the agency, whether internally (produced by the agency) or externally produced.</p> <p><i>Refer to GDA.</i></p>		
35	<b>PROPERTY MANAGEMENT</b>	<p>Records relating to property (buildings) owned, leased or rented by the agency. Includes offices, workshops, storage and residential property, as well as the removal of pollutants and waste.</p> <p><i>Refer to GDA.</i></p>		
36	<b>PUBLIC REACTIONS</b>	<p>Letters of complaint, appreciation, or suggestions received from members of the public.</p> <p><i>Refer to GDA.</i></p>		
37	<b>PUBLICATIONS</b>	<p>Works in all media, developed by or for the agency, issued for distribution or sale. Includes the drafting, production, supply and distribution of publications. <i>E.g. Annual Report, etc.</i></p> <p><b>NB:</b> TWO COPIES OF ALL PUBLICATIONS MUST BE LODGED WITH THE J.S. BATTYE LIBRARY OF WEST AUSTRALIAN HISTORY, IN ACCORDANCE WITH PREMIER'S CIRCULAR 8/01.</p> <p><i>Refer to GDA.</i></p>		
38	<b>RECORDS</b>	Records relating to Recordkeeping Plans and disposal		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS MANAGEMENT - Disposal</i>				
	<b>MANAGEMENT</b>	authorities submitted to the State Records Office.  <i>Refer to GDA.</i>		
38.1	<b>Disposal</b>	Activities relating to the final disposition of records (i.e. archiving or destruction), and the disposal of library materials.  <i>Refer to GDA.</i>		
38.2	<b>Recordkeeping plans</b>	Records relating to Recordkeeping Plans and disposal authorities submitted to the State Records Office.  <i>Refer to GDA.</i>		
38.3	<b>Security</b>	Records relating to security arrangements for sensitive and/or restricted access records, and records management systems.  <i>Refer to GDA.</i>		
38.4	<b>Storage (areas)</b>	Areas for storage of records and archives.  <i>Refer to GDA.</i>		
39	<b>RESEARCH</b>	Records relating to research activities of the agency.  <i>Refer to GDA.</i>		
40	<b>RISK MANAGEMENT</b>	The identification of risk and the implementation of appropriate practices to reduce the impact of material and economic loss arising from an incident,		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ROAD AND STREET MANAGEMENT</i>				
		and allow the agency to continue providing essential services.  <i>Refer to GDA.</i>		
41	<b>ROAD AND STREET MANAGEMENT</b>	Records relating to the opening and closure (including partial closure) of roads and streets.		
41.1		<b>Notices</b>  Notices received by the agency regarding the opening and closure, either permanently or temporarily, of roads and streets.	Destroy	Retain 2 years after action completed, then Destroy.
41.2		<b>Temporary closures of road / track / laneway / path / public access way (PAW)</b>  Records associated with temporary road/street closure arrangements made to enable the agency to do their works in or around that area. <ul style="list-style-type: none"> <li>• Applications,</li> <li>• approvals / declines,</li> <li>• arrangements,</li> <li>• notices issued to the public, and</li> <li>• placements of closure signs, etc.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
42	<b>STUDIES AND</b>	Records relating to informal reporting against day-to-day business activities and low-level operational		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING &amp; DEVELOPMENT</i>				
	<b>REPORTS</b>	activities, or formal reporting against organization business, corporate, operational, or strategic plans. Includes statistical information and surveys.  <i>Refer to GDA.</i>		
43	<b>TRAINING &amp; DEVELOPMENT</b>	All types of training to develop the skills and knowledge of staff of the agency.  <i>Refer to GDA.</i>		
44	<b>TRAVEL</b>	Records relating to all types of travels in relation to work.  <i>e.g. Interstate travel for training, international travel for visiting clients.</i>		
44.1	<b>Allowances, expenses, fares and reimbursements</b>	All types of financial activities associated to business travels.  <i>Refer to GDA.</i>		
44.2		<b>Arrangements</b>  Travelling schedules, plans, and flight and accommodation bookings, etc.	Destroy	Retain 2 years after action completed, then Destroy.
44.3	<b>Incidents / accidents</b>	Unexpected events during the travels.  <i>Refer to GDA.</i>		
44.4	<b>Insurance</b>	Records relating to travel insurances and claims.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>VEHICLES</i>				
		<i>Refer to GDA.</i>		
45	<b>VEHICLES</b>	Records relating to the acquisition, supply, usage, maintenance and disposal of vehicles. Vehicles are any means of conveyance owned or used by the agency to transport people or items.  <i>Refer to GDA.</i>		
46	<b>VISITS/TOURS</b>	Visits to the agency by members of the public, students or other organisations, for public awareness, public relations, or educational programs. Also includes agency staff visits to other organisations on educational or promotional business.  <i>Refer to GDA.</i>		
47	<b>LANDCORP'S DATABASES</b>	LandCorp maintains 10 databases for information and administrative purposes.		
47.1		<b><i>LandInfo</i></b>  Contains land development and project management data for all LandCorp's records.  <i>Note: Superseded by 'Clarity' on the 10/12/2012, data migrated to 'Clarity'.</i>	Destroy	Retain 2 years after action completed, then Destroy.
47.2		<b><i>Project Management Information System (PMIS)</i></b>	Destroy	Retain 2 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>LANDCORP'S DATABASES</i>				
		<p>Contains information associated to project management, including resources, schedules, assignments, funding, budgeting, reporting and project outcomes.</p> <p>This is part of the LandInfo system.</p> <p><i>Note: This system has been superseded by Clarity and all data has been migrated.</i></p>		Destroy.
47.3		<p><b>Gateway</b></p> <p>Contains records relating to identifying, prioritizing and communicating project risks.</p> <p>This is part of the LandInfo system.</p> <p><i>Note: Superseded by 'Clarity' on the 10/12/2012, data migrated to 'Clarity'.</i></p>	Destroy	Retain 2 years after system superseded, then Destroy.
47.4		<p><b>Oracle Financials</b></p> <p>Contains financial information, such as chart of accounts, accounts receivable and payable, etc.</p> <p><b>Refer to GDA.</b></p>		
47.5		<p><b>Clarity</b></p> <p>Contains information associated to land development</p>	Retain in agency	Retain in agency - retain for the life of the agency and any

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No	Function/Activity	Description	Disposal Action	Custody
<i>LANDCORP'S DATABASES</i>				
		and project portfolio management, including resources, schedules, assignments, funding, budgeting, reporting and project outcomes.  <i>Note: This system has superseded LandInfo/PMIS/Gateway.</i>		successor agencies.
47.6		<b>GeoSamba</b>  Contains land specifications, geospatial information, such as images and aerial photos.	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
47.7		<b>Estate Master</b>  Contains information relating to subdivision planning, such as <i>valuation of lands, subdivision proposals, applications, assessments and etc.</i>	Retain in agency	Retain in agency - retain for the life of the agency and any successors
47.8		<b>Project Procedures Manual</b>  An online help and training tool containing Land development and project management process maps and system instructions.	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies.
47.9		<b>HR21</b>  Human Resources Management system containing Personnel and payroll information.  <b>Refer to GDA.</b>	Destroy	Retain 7 years after system decommission, then Destroy.
47.10		<b>Customer Relationship Management System</b>	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>LANDCORP'S DATABASES</i>				
		<p><b>(CRM)</b></p> <p>Contains details of and interactions with customers, stakeholders, clients and sales prospects.</p> <p><i>Note: This system is hosted externally.</i></p>		Destroy.
47.11		<p><b>LOIS</b></p> <p>Contains information relating to land lots, such as digital images, geospatial images and aerial photos of land lots. All images will be transferred into Objective by 2013.</p> <p><i>Note: This system is scheduled for decommission in 2013.</i></p>	Destroy	Retain 7 years after system decommission, then Destroy.
47.12		<p><b>Objective</b></p> <p>EDRMS used to store/manage all documents.</p> <p><b>Refer to GDA.</b></p>		
48	<b>LANDCORP'S WEBSITE</b>			
48.1		Landcorp maintains a website (www.landcorp.com.au) for information purposes, and it is not a transactional site. The content of the	Destroy	Retain 2 years after update, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S DATABASES</i>				
		<p>website is stored on an external server (external host), and co-located with the website Content Management System. Some content that appears on the website may reside in the central Records Management system (Objective). Content that appears on the website in most cases will go through an approval process before it is uploaded. Snapshots of the website are taken every 6 months or following a major change to the site and are stored on backup tapes. There is some version control available through the website Content Management System.</p> <p><i>Note: Published material required under legal deposit is to be provided to the State Library.</i></p>		
49	<b>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S DATABASES</b>	The Metropolitan Redevelopment Authority maintains 8 databases for information and administrative purposes.		
49.1		<p><b><i>CHEOPS</i></b></p> <p>Contains financial information, such as chart of accounts, accounts receivable and payable, etc.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
49.2		<p><b><i>Greentree</i></b></p> <p>Contains financial information, such as chart of accounts, accounts receivable and payable, etc.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies

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No	Function/Activity	Description	Disposal Action	Custody
<i>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S DATABASES</i>				
49.3		<p><b><i>Talent 2</i></b></p> <p>Human Resources Management system containing Personnel and payroll information.</p> <p><b><i>Refer to GDA.</i></b></p>		
49.4		<p><b><i>Geospatial Information Management System (GIS)</i></b></p> <p>Contains land specifications, geospatial information, such as images and aerial photos.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
49.5		<p><b><i>Customer Relationship Management System (CRM)</i></b></p> <p>Contains details of and interactions with customers and clients.</p>	Destroy	Retain 7 years after action completed, then Destroy.
49.6		<p><b><i>Project and Portfolio Management System (PPMS)</i></b></p> <p>Contains information associated to project management, including resources, schedules, assignments, funding, budgeting, reporting and project outcomes.</p>	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.
49.7		<p><b><i>Contract Management System (CMS)</i></b></p> <p>Contains information relating to contract matters, such as terms and conditions of the contracts, including reviews and variations.</p>	Required as State archives	Retain 2 years after action completed, then transfer to the SRO.

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No	Function/Activity	Description	Disposal Action	Custody
<i>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S DATABASES</i>				
49.8		<p><b>Objective</b></p> <p>EDRMS used to store/manage all documents.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
49.9		<p><b>Asset Management System (AMS)</b></p> <p>Contains information relating to corporate assets, including property. Will allow management of these assets through a centralised application.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
49.10		<p><b>Planning and Contract of Sale System (PACS)</b></p> <p>Contains information on, and provide the ability to, process statutory planning activities. Will monitor the timeline of activities and report on delays. Includes the fully intergrated Contract of Sale process.</p>	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
50	<p><b>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S WEBSITES</b></p>	<p>The Metropolitan Redevelopment Authority manages and maintains 3 websites for information purposes, and they are not transactional sites. The content of the website is stored on an external server hosted by an external company and co-located with the website Content Management System. Some content that appears on the website may reside in the MRA electronic document and records management system (Objective). Content that appears on the website in most cases will go through an approval process before it is uploaded. Snapshots of the website are taken every 6 months or following a major change to the site and are stored on backup tapes. There is some version control available</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>THE METROPOLITAN REDEVELOPMENT AUTHORITY'S WEBSITES</i>				
		through the website Content Management System.		
50.1		<p><b>Corporate website</b></p> <p>www.mra.wa.gov.au</p> <p><i>Published material required under legal deposit is to be provided to the State Library.</i></p>	Destroy	Retain 3 years after information on website is updated, then Destroy.
50.2		<p><b>Perth Cultural Centre website</b></p> <p>www.perthculturalcentre.com.au</p> <p><i>Published material required under legal deposit is to be provided to the State Library.</i></p>	Destroy	Retain 3 years after information on is website updated, then Destroy.
50.3		<p><b>Perth City Link website</b></p> <p>www.perthcitylink.wa.gov.au</p> <p><i>Published material required under legal deposit is to be provided to the State Library.</i></p>	Destroy	Retain 3 years after information on website is updated, then Destroy.
50.4		<p><b>Barrack Street Jetty website</b></p> <p>www.barrackstreetjetty.com.au</p> <p><i>Published material required under legal deposit is to be provided to the State Library.</i></p>	Destroy	Retain 3 years after information on website is updated, then Destroy.
51	<b>SOCIAL MEDIA ACCOUNTS</b>	<b>Facebook, LinkedIn, YouTube, Twitter, etc.</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SOCIAL MEDIA ACCOUNTS</i>				
		<p><b>Facebook accounts:</b></p> <p>MRA: <a href="http://www.facebook.com/PerthCulturalCentre">www.facebook.com/PerthCulturalCentre</a></p> <p>LandCorp:</p> <ul style="list-style-type: none"><li>• C2030 Project: <a href="http://www.facebook.com/pages/C2030/149803485042127">www.facebook.com/pages/C2030/149803485042127</a></li><li>• Broome North Project: <a href="http://www.facebook.com/broomenorth">http://www.facebook.com/broomenorth</a></li><li>• Mandurah Junction Project: <a href="http://www.facebook.com/MandurahJunction">http://www.facebook.com/MandurahJunction</a></li><li>• Cockburn Central Project: <a href="http://www.facebook.com/pages/Cockburn-Central-Town-Centre/413713165348733">http://www.facebook.com/pages/Cockburn-Central-Town-Centre/413713165348733</a></li></ul> <p><b>LinkedIn accounts:</b></p> <p>MRA: <a href="http://www.linkedin.com/company/metropolitan-redevelopment-authority">http://www.linkedin.com/company/metropolitan-redevelopment-authority</a></p> <p>LandCorp: <a href="http://www.linkedin.com/company/landcorp_2">http://www.linkedin.com/company/landcorp_2</a></p> <p><b>YouTube accounts:</b></p> <p>MRA: <a href="http://www.youtube.com/EPRAPerth">www.youtube.com/EPRAPerth</a></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SOCIAL MEDIA ACCOUNTS - Exported data</i>				
		LandCorp: <a href="http://www.youtube.com/user/LandCorpWA">http://www.youtube.com/user/LandCorpWA</a>  <b>Twitter accounts:</b>  MRA - @VitalPerth  LandCorp - <a href="https://twitter.com/C2030">https://twitter.com/C2030</a>		
51.1	<b>Exported data</b>	Data exported by Application Programming Interfaces (API), such as 'Give Me My data' for Facebook and 'Get It' for Twitter, etc .		
51.1.1		<b><i>Last data export</i></b>  Last data export prior to cease of future maintenance of an account, or an account being superseded by another or cancelled.	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies
51.1.2		<b><i>Routine data export</i></b>  Routine data export. The recommended frequency of data export is once a week.	Destroy	Retain 5 years after action completed, then Destroy.
51.2	<b>Snapshots</b>	Snapshots of Facebook, LinkedIn, Youtube and Twitter pages.		
51.2.1		<b><i>Significant snapshots</i></b>  Snapshots taken on monthly basis or prior to major page restructures.	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies

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No	Function/Activity	Description	Disposal Action	Custody
<i>SOCIAL MEDIA ACCOUNTS - Snapshots</i>				
51.2.2		<b><i>Others snapshots</i></b> Snapshots taken on weekly basis or on other occasions.	Destroy	Retain 2 years after action completed, then Destroy.
51.2.3		<b><i>Images, videos uploaded</i></b> Master copies of any images, videos uploaded to social media accounts.	Retain in agency	Retain in agency - retain for the life of the agency and any successor agencies