

**Retention and Disposal Authority for Records of the Provision of Energy Transmission and Distribution
Network Services**

Authority number: PROS 15/08



PROS 15/08

**Retention and Disposal Authority for Records of
the Provision of Energy Transmission and
Distribution Network Services**

Issued Date: 23/11/2015

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Retention and Disposal Authority for Records of the Provision of Energy Transmission and Distribution Network Services

Authority number: PROS 15/08

Retention and Disposal Authority for Records of the Provision of Energy Transmission and Distribution Network Services

Retention and Disposal Authority No	PROS 15/08
Scope	This RDA authorises the disposal of records relating to the provision of energy distribution and transmission network systems and services (gas and electricity) created by the following former Victorian Government agencies: State Electricity Commission of Victoria, Gas and Fuel Corporation of Victoria, Gascor and Generation Victoria.
Status	Issued by Keeper
Issue Date	23/11/2015

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

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Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Office of the Administrator. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 23/11/2015

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INTRODUCTION

Administrative Context

Overview

This is a general authority to be used for records created by the former Victorian Government agencies responsible for the provision of energy distribution and transmission network systems and services (gas and electricity). These agencies included the former State Electricity Commission of Victoria (SECV), Gas and Fuel Corporation of Victoria, Gascor and Generation Victoria.

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No	Function/Activity	Description	Status	Disposal Action
1	CORPORATE AND STRATEGIC MANAGEMENT	<p>Processes associated with the incorporation of an organisation and governance of the organisation's operations. Includes compliance with regulatory regimes and the incorporation and winding up of subsidiaries.</p> <p><i>See Records of Common Administrative Functions</i> 1.COMMITTEES for records relating to the management of the governing body of the organisation, such as Boards of Directors, including records of appointments to and meetings and decisions of the Board.</p> <p><i>See Records of Common Administrative Functions</i> 7.GOVERNMENT RELATIONS--7.9.Submissions for records of proposals or submissions to government, licensing or regulatory bodies regarding policy issues, pricing, reviews of or proposed changes to legislation, regulations, rules, etc.</p> <p><i>See Records of Common Administrative Functions</i> 18.STRATEGIC MANAGEMENT for records relating to strategic or corporate planning and compliance processes etc.</p>		
1.1		Records relating to the establishment and registration of the organisation as a corporate legal entity. Includes certificates of incorporation, memoranda and articles of association, corporate registers and seals.	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>CORPORATE AND STRATEGIC MANAGEMENT</i>				
1.2		Records relating to arrangements for the winding up of corporate-owned registered companies or subsidiaries. Includes notification of intentions, arrangements to discharge liabilities and removal from registration.	Temporary	Destroy 7 years after action completed.
1.3		Corporate policies, procedures, directives and instructions relating to the management or conduct of energy transmission or distribution operations or processes. Includes final versions and records of supporting research, consultation, etc.	Permanent	Retain as State Archives, Transfer to PROV
1.4		<p>Records relating to the registration, licensing or accreditation of the organisation as required by industry or market operators, regulatory bodies or schemes. Includes records relating to the issue, amendment, transfer, cancellation and revocation of licences, registration or accreditation.</p> <p>See CUSTOMER MANAGEMENT for records relating to the accreditation of the organisation as a testing or certification authority</p> <p>See ENVIRONMENTAL MANAGEMENT for licences, authorities, permits or approvals, etc., from regulatory authorities to carry out prescribed activities under environmental protection legislation e.g. licences or approvals issued by the Environmental Protection Authority.</p>	Temporary	Destroy 7 years after expiry, transfer, cancellation or surrender of licence, registration or accreditation.

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CORPORATE AND STRATEGIC MANAGEMENT

		See EDUCATION AND TRAINING for records relating to the registration or accreditation of the organisation as a training services provider		
1.5		<p>Records relating to the monitoring and management of ongoing compliance with industry or market operation rules, regulations and licence requirements. Includes compliance reporting to and ongoing consultation and liaison with regulators such as the Australian Energy Regulator (AER) and the Independent Pricing and Regulatory Tribunal (IPART) regarding compliance requirements and records of evidence gathered and used to demonstrate compliance with market or network operation rules and requirements.</p> <p>Note: Retention period is provided as a guide only. Organisations should ensure that retention of records for longer than the minimum period specified is not required in compliance with any regulatory requirements, licence conditions, mandatory rules, standards or codes to which the organisation may be subject.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to monitoring or reporting on regulated or prescribed operations or activities in compliance with environmental protection legislation or regulatory schemes.</p>	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CORPORATE AND STRATEGIC MANAGEMENT</i>				
		<p>See INCIDENT MANAGEMENT for records relating to the reporting of incidents.</p> <p>See <i>Records of Common Administrative Functions 16.REPORTING</i> for annual performance reporting on operations or core functions to the Minister or other government agencies.</p> <p>See <i>Records of Common Administrative Functions 16.REPORTING</i> for reports relating to the performance of the organisation in meeting corporate goals, objectives and performance indicators.</p>		
1.6		<p>Records relating to breaches or failures to meet compliance with licence or regulatory requirements and rules which:</p> <ul style="list-style-type: none"> • result in the termination, loss, cancellation or suspension of an organisation's accreditation, registration or trading or operating licences or rights • are of a type requiring immediate notification to a licensing or regulatory body • attract significant public or media interest, or • result in significant changes to the organisation's operating standards, policies or 	Permanent	Retain as State Archives, Transfer to PROV

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<i>CORPORATE AND STRATEGIC MANAGEMENT</i>				
		<p>procedures.</p> <p>Includes records of correspondence and liaison with regulators, investigation reports, directions and orders, and records of remedial actions.</p>		
1.7		<p>Records relating to breaches or failures to meet compliance with licence or regulatory requirements and rules which are not:</p> <ul style="list-style-type: none"> • of a type requiring immediate notification to a licensing or regulatory body, or <p>which do not:</p> <ul style="list-style-type: none"> • result in the termination, loss, cancellation or suspension of an organisation's accreditation, registration or trading or operating licences or rights • attract significant public or media interest, or • result in significant changes to the organisation's operating standards, policies or procedures. <p>Includes records of correspondence and liaison with regulators, investigation reports, directions and orders, and records of remedial actions.</p>	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>				
2	CUSTOMER MANAGEMENT AND SERVICES	<p>The provision of network connection and related services to customers.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to complaints of pollution or damage to the environment</p> <p>See <i>Records of Common Administrative Functions 1.COMMITTEES</i> for records relating to the establishment, meetings, etc., of consumer consultative groups.</p> <p>See <i>Records of Common Administrative Functions 2.COMMUNITY RELATIONS</i> for records relating to the receipt and handling of customer complaints and enquiries.</p> <p>See <i>Records of Common Administrative Functions 18.STRATEGIC MANAGEMENT--18.2.Planning</i> for records relating to strategic, corporate or business plans applying to the organisation as a whole.</p> <p>See <i>Records of Common Administrative Functions 10.LEGAL SERVICES-- 10.2.Compensation</i> for records relating to the handling of claims for loss or damage suffered by customers.</p>		
2.1		Records relating to the provision of plant or equipment testing and certification services for customers. Includes records of requests for services,	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>				
		<p>customer details, plant/equipment details, test requirements, scope of works, plans, notes, check sheets, results, reports and certificates issued, etc.</p> <p>See NETWORK MANAGEMENT for records relating to the testing carried out as part of the installation, maintenance or monitoring of individual assets or system components</p>		
2.2		Records relating to the development of standard form contracts and records documenting negotiated or individual agreements and contracts for the provision of connection services. Includes records relating to the negotiation or variation of agreements, draft and final versions of contracts and agreements.	Temporary	Destroy 7 years after expiry, termination or amendment of contract or action completed, whichever is the longer.
2.3		Records relating to the provision of network connection services. Includes records of customer and premises profiles, records of connection applications, correspondence or meetings with or advice provided to a customer in relation to connection or disconnection, design certification and installation inspections, final reading forms for disconnections, records of requests, quotes and invoices for works or services, reports, notifications, bonds, warranties or certificates relating to the provision or delivery of any works, services or inspections.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>				
		See NETWORK MANAGEMENT for records relating to works to upgrade or augment the network to facilitate connections		
2.4		<p>Records relating to the provision of consultancy or contestable services to customers or clients. Includes:</p> <ul style="list-style-type: none"> • records relating to the negotiation or variation of the agreement, draft and final versions of contracts and agreements, and • requests, bids and proposals, contracts and agreements and ongoing negotiations or liaison with clients, project management records including approvals, specifications, plans, drawings, commissioning and handover records, reports or studies relating to the project. <p>See NETWORK MANAGEMENT for records relating to works to upgrade or augment the network to facilitate connections and for records used to update or maintain network connection information systems</p>	Temporary	Destroy 7 years after expiry or termination of contract or last action, whichever is longer.
2.5		Records relating to the provision of metering services. Includes details of customer meters, meter data collected from and provided to customers or market operators, records used for the calculation of usage and/or consumption data supplied for billing	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>				
		purposes, records of service or testing requests and correspondence and liaison regarding service arrangements e.g. for access, installation, maintenance and testing, locks etc.		
2.6		Schedules of meter reading routes and dates.	Temporary	Destroy after outdated or superseded.
2.7		Records relating to negotiations for the provision of customer services (consulting, testing, certification, contestable, connection etc.) which do not proceed. Includes proposals, quotes or bids to provide services, minutes or notes of meetings and records of liaison with potential customers, advice of bid or proposal outcomes.	Temporary	Destroy 2 years after action completed.
2.8		Business, branch or workplace plans, strategies, policies, procedures and standards for the delivery and provision of services to customers, such as for or relating to the provision of contestable works and services, connection, metering, consulting, testing and certification services and for energy products or efficiency and safety programs. Includes draft and final versions and records of associated background research, consultation etc.	Temporary	Destroy 7 years after superseded.
2.9		Statistical records and routine (periodic or ad hoc) internal reporting relating to the provision, operation or management of customer services.	Temporary	Destroy 5 years after action completed.

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<i>CUSTOMER MANAGEMENT AND SERVICES</i>				
2.10		Records relating to the accreditation of the organisation as a testing or certification authority. Includes application records, records of audits by and of meetings, liaison and correspondence with accrediting or certifying bodies.	Temporary	Destroy 7 years after lapse, withdrawal or cancellation of accreditation.
3	EDUCATION AND TRAINING	<p>The provision of training and education. This includes the provision of training leading to a recognised qualification or competency, the delivery of training to external clients and public or community safety education and awareness.</p> <p><i>See Records of Common Administrative Functions</i> 17.STAFF DEVELOPMENT--17.7.Training for records relating to internal staff development training programs, apprenticeship training, etc.</p>		
3.1		Records relating to the registration of the organisation as a recognised or accredited training provider and to the accreditation or recognition of courses or training programs developed by the organisation as leading to a recognised qualification. Includes records of registration or accreditation applications and renewals, notifications and advice from and ongoing liaison with accreditation bodies, audits and monitoring to assess compliance or renew status.	Temporary	Destroy 5 years after expiry or termination of accreditation or registration.
3.2		Records relating to the development of course materials and resources for accredited courses or	Temporary	Destroy 7 years after course or resource

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No	Function/Activity	Description	Status	Disposal Action
<i>EDUCATION AND TRAINING</i>				
		training programs or for training offered to external clients, including public safety awareness materials and resources. Includes course outlines, session plans, presentation materials, assessment checklists and guides, participant handouts, exercises, activities etc.		superseded or no longer in use.
3.3		Records relating to plans, evaluations and reviews of the organisation's accredited or external training services or programs. Includes records of background research, surveys and consultation, plans and reports or recommendations. See STAFF DEVELOPMENT for records relating to plans, evaluations, reviews of internal staff development programs	Temporary	Destroy 5 years after action completed.
3.4		Records of students'/training participants' results, qualifications or competence attained, where the course leads to a recognised qualification or competency. Includes details of completed units and results, levels of attainment, competency or qualification reached.	Temporary	Destroy 30 years after action completed.
3.5		Records relating to the registration of external participants to attend training. Includes records of applications or registration to attend, confirmations, attendance sheets, participant evaluation forms, issue of certificates, etc.	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>EDUCATION AND TRAINING</i>				
3.6		Records relating to administrative arrangements for the delivery of externally offered training sessions or programs. Includes records relating to training timetables, arrangements or bookings for venue, catering or equipment hire, etc.	Temporary	Destroy after administrative or reference use ceases.
3.7		Completed student assessment items including examination papers, assignments and other materials or items submitted by a student for assessment purposes or for recognised prior learning (RPL) purposes.	Temporary	Destroy 2 years after completion of course, the issuance of the qualification or the training participants exit from the course, whichever is the longer.
4	ENVIRONMENTAL MANAGEMENT	<p>Management of the environmental impact of energy distribution and transmission operations.</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for corporate policy, policies, procedures, directives and instructions relating to environmental management.</p> <p>See NETWORK MANAGEMENT for operating procedures, standards and general instructions.</p> <p>See INCIDENT MANAGEMENT for records relating to environmental incident management and response plans and to the handling or investigation of incidents or accidents impacting on the environment.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT</i>				
		<p>See NETWORK MANAGEMENT for records relating to demand management investigations, development consents, environmental assessments etc for network development and construction projects.</p> <p>See PROPERTY MANAGEMENT Conservation for records relating to the rehabilitation of contaminated sites on property owned or operated by the organisation.</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to the removal, storage and disposal of waste.</p> <p>See STRATEGIC MANAGEMENT Audit for records relating to audits (internal or external) of the organisation's environmental programs, management systems, practices etc.</p>		
4.1		Records relating to plans to contain, control, manage or ameliorate the environmental effects and impact of energy distribution or transmission operations and activities. Records include final versions of plans and substantive drafts, input and comments relating to their development.	Temporary	Destroy 10 years after superseded.
4.2		Records relating to licences, authorities, permits or approvals from regulatory authorities to carry out prescribed activities e.g. licences or approvals issued by the Environmental Protection Authority. Records	Temporary	Destroy 10 years after expiry, termination, suspension or renewal of licence, authority,

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT</i>				
		include applications and renewals, issued documents, notices of variations etc. See NETWORK MANAGEMENT for records relating to the approval of development consents.		permit or approval.
4.3		Records relating to the receipt and handling of complaints of pollution or damage to the environment arising from operations or activities and to the receipt and handling of notices, directions or orders issued by regulatory authorities requiring action or the cessation of operations or activities for the protection of the environment.	Temporary	Destroy 10 years after action completed.
4.4		Records relating to monitoring and reporting on regulated or prescribed operations or activities in compliance with regulatory schemes or environmental protection licences, permits etc. Includes records of audits, risk assessments, data collection and reporting etc. Note: Retention period is provided as a guide only. Organisations should ensure that retention of records for longer than the minimum period specified is not required in compliance with any regulatory requirements, licence conditions, mandatory rules, standards or codes to which the organisation may be subject.	Temporary	Destroy 10 years after action completed.
4.5		Reports on the findings or outcomes of research or	Permanent	Retain as State

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No	Function/Activity	Description	Status	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT</i>				
		studies conducted or commissioned by the organisation relating to the monitoring or management of the environmental impact of energy distribution or transmission operations or activities.		Archives, Transfer to PROV
4.6		Records relating to the management of research projects. Records include project proposals, plans and approvals, funding arrangements etc.	Temporary	Destroy 10 years after action completed.
4.7		Records relating to the provision or receipt of advice concerning the containment, control, management or amelioration of the environmental effects and impact of energy distribution and transmission operations and activities. Includes internally developed advice and advice provided as part of consultancy services to other organisations.	Temporary	Destroy 10 years after action completed.
5	INCIDENT MANAGEMENT	<p>Processes associated with preparing for and responding to incidents. Includes incidents relating to or affecting supply, safety or the environment.</p> <p>See <i>Records of Common Administrative Functions</i> 11.OCCUPATIONAL HEALTH & SAFETY (OH&S)-- 11.5.Compensation for records relating to claims arising from incidents.</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for records relating to notices, directions or orders issued by regulatory authorities in relation to incidents or accidents affecting supply or public</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>INCIDENT MANAGEMENT</i>				
		<p>safety.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to notices, directions or orders issued by regulatory authorities in relation to any incidents or accidents impacting on the environment.</p>		
5.1		Registers, statistical records and reports documenting the occurrence of accidents and incidents over time. This includes environmental incidents or incidents relating to network operations.	Permanent	Retain as State Archives, Transfer to PROV
5.2		<p>Records relating to incidents or accidents:</p> <ul style="list-style-type: none"> • where significant environmental impact, such as major contamination, pollution or presentation of major public health risk, occurs • that result in death or serious injury to a member of the public or a customer • that cause major or prolonged disruptions to operations or services and/or generate significant media interest or public reaction, or • that result in changes to network management plans and standards for managing safety or operating risks. 	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>INCIDENT MANAGEMENT</i>				
		<p>Records include incident assessment, damage, debriefing and review reports, advice or notifications to relevant authorities, investigation findings and reports.</p> <p>See <i>Records of Common Administrative Functions 11.OCCUPATIONAL HEALTH & SAFETY (OH&S)-- 11.1.Accidents</i> for records relating to accidents or incidents involving employees.</p>		
5.3		<p>Records relating to incidents or accidents:</p> <ul style="list-style-type: none"> • where no environmental harm occurs or the impact is minimal (i.e. impact is readily contained and/or rectified or presents no ongoing risks to public health or of contamination), <p>or that do not:</p> <ul style="list-style-type: none"> • result in death or serious injury to a member of the public or a customer, • cause major or prolonged disruptions to operations or services and/or generate significant media interest or public reaction, or • result in changes to network management plans and standards for managing safety or 	Temporary	Destroy 10 years after action completed or 25 years after date of birth of any minors involved, whichever is longer.

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No	Function/Activity	Description	Status	Disposal Action
<i>INCIDENT MANAGEMENT</i>				
		<p style="text-align: center;">operating risks.</p> <p>Records include incident assessment, damage, debriefing and review reports, advice or notifications to relevant authorities, investigation findings and reports.</p> <p>Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. for records relating to criminal matters or matters relating to minors where appeals or challenges may be lodged many years after the matter is concluded. Organisations should also ensure that all appeals have been exhausted before disposing of records relating to the handling of the matter or court proceedings.</p> <p>See OCCUPATIONAL HEALTH & SAFETY Accidents for records relating to accidents or incidents involving employees.</p>		
5.4		Records relating to the conduct of drills and exercises to prepare for incident and accident response. Includes records of arrangements, briefing notes, reports and debriefings, etc.	Temporary	Destroy 7 years after action completed.
5.5		Records relating to incident management and emergency response plans. Records include final versions of plans and substantive drafts, input and comments relating to their development.	Temporary	Destroy 7 years after superseded.

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NETWORK MANAGEMENT

		See NETWORK MANAGEMENT for network safety and operating plans required to be developed in accordance with electricity and gas supply regulations.		
6	NETWORK MANAGEMENT	<p>The development, control, operation and maintenance of energy distribution and transmission networks</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for records relating to corporate or company policy, procedures, directives etc and compliance reporting to regulators.</p> <p>See INCIDENT MANAGEMENT for records relating to incident or emergency response planning and handling.</p> <p>See PROPERTY MANAGEMENT for records relating to the valuation of infrastructure assets.</p> <p>See <i>Records of Common Administrative Functions</i> 7.GOVERNMENT RELATIONS--7.9.Submissions or records of submissions to market operators regarding pricing determinations or proposals, proposed changes to operating rules, etc.</p> <p>See <i>Records of Common Administrative Functions</i> 18.STRATEGIC MANAGEMENT--18.2.Planning for records relating to the development of strategic,</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		corporate or business plans applying to the organisation as a whole.		
6.1	Planning, performance reports and reviews	Final versions of strategies, plans and reports relating to the management of energy transmission, distribution and supply networks or systems and associated assets and infrastructure. This includes published plans and reports documenting energy demand projections, emerging network constraints and forecast network expansion requirements and information on completed, committed or planned network augmentation or development. Includes transmission or distribution network management plans, strategic maintenance plans, regional area plans, sub transmission, low voltage and demand management plans, annual planning and network performance or project reports, transmission and distribution reports and system development review reports.	Permanent	Retain as State Archives, Transfer to PROV
6.2		Records relating to the development of energy network or supply system management strategies, plans and reports. Includes records of consultation, drafts, comments, background and reference materials relating to the development of the report.	Temporary	Destroy 7 years after action completed.
6.3	Design, construction, augmentation and disposal or decommissioning	Key records of projects relating to the design, construction, modification, augmentation, decommissioning or disposal of energy distribution or transmission infrastructure, including projects set up	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of the Provision of Energy Transmission and Distribution Network Services

Authority number: PROS 15/08

No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		<p>to improve, enhance or automate distribution or transmission processes or operations, which:</p> <ul style="list-style-type: none"> • have received architectural, design, innovation or other awards • relate to property, structures or assets which are heritage listed, local landmarks or of significance or meaning to a particular site or locality, or • are a 'first of kind project' or involve new innovative techniques for improving or enhancing current industry processes or operations. <p>Records include:</p> <ul style="list-style-type: none"> • project proposals, development briefs, scoping documents, feasibility studies, plans, approvals and authorisations • records of community consultations and liaison with planning, infrastructure and regulatory bodies • records of project funding • development consents and environmental assessments and approvals 		

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		<ul style="list-style-type: none"> • design records, including engineering options, concept designs, calculations, specifications, plans, models, drawings, design decisions and certification • photographs • progress reports • minutes and reports of meetings • certificates of completion • as built drawings and plans • commissioning and handover records, and • assessments, investigations, authorisations, reports etc., relating to decommissioning processes. 		
6.4		<p>Key records of projects relating to the design, construction, modification, augmentation, decommissioning or disposal of energy distribution or transmission infrastructure, including projects set up to improve, enhance or automate distribution or transmission processes or operations, which:</p> <ul style="list-style-type: none"> • have not received architectural, design, 	<p>Temporary</p> <p>Temporary</p>	<p>Destroy 7 years after after disposal or decommissioning of the asset, or where the project is not linked to a specific asset or infrastructure component, 7 years</p>

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		<p style="text-align: center;">innovation or other awards</p> <ul style="list-style-type: none"> • do not relate to property, structures or assets which are heritage listed, local landmarks or of significance or meaning to a particular site or locality, and • are not a 'first of kind project' or involve new innovative techniques for improving or enhancing current industry processes or operations. <p>Records include:</p> <ul style="list-style-type: none"> • project development briefs, scoping documents, feasibility studies, plans and approvals • records of community consultations and liaison with planning, infrastructure and regulatory bodies • records of project funding • development consents and environmental approvals and assessments • design records, including engineering options, concept designs, calculations, specifications, plans, models, drawings, design decisions and certification 		after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
		<ul style="list-style-type: none"> • photographs • progress reports • minutes and reports of meetings • certificates of completion • as built drawings and plans, and • decommissioning, commissioning and handover records. 		
6.5		Records relating to the reinstatement of roads, footpaths, and other areas following maintenance or construction works. Includes reinstatement orders, liaison with local government or road authorities, summary reports of works carried out, etc.	Temporary	Destroy 7 years after action completed.
6.6	Operations	Control and monitoring records relating to the daily operation of energy transmission, distribution and supply networks or systems. Includes control room records such as logs, daily load data, connection and system alteration orders, system diagrams, switching instructions etc., and records held in control or distribution management systems.	Temporary	Destroy 7 years after action completed.
6.7	Facilitating and regulating access to	Records relating to the establishment, negotiation or submission of access undertakings or agreements for the usage or maintenance of the energy	Temporary	A) If specialty contract: Destroy 12 years after expiry or termination of

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No	Function/Activity	Description	Status	Disposal Action
<i>NETWORK MANAGEMENT</i>				
	the network	transmission, distribution and supply networks or infrastructure. See PROPERTY MANAGEMENT for records relating to the negotiation of agreements with other landowners for rights of way over land or property.	Temporary	agreement. B) If standard contract: Destroy 7 years after expiry or termination of agreement.
6.8		Records relating to the establishment, negotiation or submission of access undertakings or agreements for the usage or maintenance of the energy transmission, distribution and supply networks or infrastructure that are rejected or do not proceed.	Temporary	Destroy 2 years after action completed.
6.9		Records relating to the authorisation of service providers to carry out contestable works. Includes records of authorisation applications, agreements and renewals, checklists and audits, work inspection or performance reports and ongoing correspondence, liaison or action in relation to the providers' authorisation status, work practices etc.	Temporary	Destroy 7 years after expiry, suspension or cancellation of agreement, or 7 years after action completed, whichever is longer.
6.10		Records relating to requests for and access to energy distribution or transmission networks or systems to carry out maintenance works.	Temporary	Destroy 7 years after expiry, suspension or cancellation of permit.
6.11		Bookings for access to networks, systems or infrastructure for maintenance purposes.	Temporary	Destroy 2 years after action completed.
6.12		Records of advice, consultation and liaison with other organisations concerning proposals or matters of	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
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NETWORK MANAGEMENT

		potential impact on network or system access e.g. dealings with councils concerning proposed road closures and the potential impact on network access for maintenance purposes.		
6.13	Asset monitoring and maintenance	<p>Primary or key records documenting the performance and maintenance history of network equipment, components or infrastructure. May include relevant testing records or data relating to the installation, performance, maintenance or reliability of individual assets or system components, load and performance data and statistics, records or reports of inspection or investigations, technical maintenance plans for individual or particular categories of assets, rectification plans and records of maintenance projects or programs of works.</p> <p>See entries relating to the design, construction, modification or augmentation of the system for maintenance projects that entail the upgrade or modification of the network</p>	Temporary	Destroy 7 years after asset/equipment disposal or decommissioning.
6.14		Records relating to the conduct of network or asset performance monitoring and maintenance processes that do not comprise the primary performance or maintenance history of the asset or system component or are not required for the purposes of managing the ongoing maintenance of the asset or system component. This may include checklists, forms, sheets, etc., used by field staff to record	Temporary	Destroy 7 years after action completed.

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<i>NETWORK MANAGEMENT</i>				
		works and activities and update systems, notifications to authorities or other affected parties of proposed works or activities, consolidated performance and reliability data or reports, reports and statistics on monitoring, maintenance, test or inspection activities or works carried out, completed or outstanding. Note: Retention period is provided as a guide only. Records must be retained for longer if required for compliance with regulatory requirements, licence conditions, mandatory rules, standards or codes, etc.		
6.15		Records relating to the coordination of network asset/equipment monitoring and maintenance activities. Includes records relating to the coordination of tree trimming, field services and maintenance and repair activities.	Temporary	Destroy 2 years after action completed.
6.16		Information/data held in the Geographic Information System (GIS) documenting the transmission, distribution and supply networks or systems.	Temporary	Destroy after retained and updated in accordance with operational requirements.
6.17		Records used to maintain or update information systems documenting the current design and layout of the network. Records include field and survey books and drawings.	Temporary	Destroy 7 years after action completed.

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<i>NETWORK MANAGEMENT</i>				
6.18		Ad hoc or routinely produced reports generated from GIS systems for internal purposes. See CORPORATE AND STRATEGIC MANAGEMENT for compliance reporting to regulatory bodies	Temporary	Destroy 7 years after action completed.
6.19	Operating procedures, standards, instructions etc.	Operating standards and manuals, including manufacturer's manuals, for specific network components or equipment.	Temporary	Destroy 7 years after asset/equipment disposal or decommissioning.
6.20		Records relating to policies, procedures, standards, manuals and guidelines relating to the conduct of energy transmission or distribution operations or processes. Includes final versions and records of supporting research, consultation etc. See CORPORATE AND STRATEGIC MANAGEMENT for corporate policies, procedures, directives and instructions relating to the management or conduct of energy transmission or distribution operations or processes.	Temporary	Destroy 10 years after superseded.
6.21	Pricing	Records relating to the development of price lists, pricing models, annual pricing reports, pricing strategy statements etc. Includes projects supporting the management or improvement of pricing determination submissions. <i>See Records of Common Administrative Functions</i>	Temporary	Destroy 7 years after action completed.

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<i>NETWORK MANAGEMENT</i>				
		7.GOVERNMENT RELATIONS--7.9.Submissions for submissions to regulatory bodies for pricing determinations.		
6.22	Forecasting	Records relating to the forecasting of energy demands, use and loads on transmission, distribution or supply networks or systems. Includes forecasting reports and models and associated information, records or data used to assist in the forecasting of energy consumption.	Temporary	Destroy 20 years after action completed.
7	PROPERTY MANAGEMENT	Management of property assets associated with energy distribution and transmission. <i>See Records of Common Administrative Functions</i> 14.PROPERTY MANAGEMENT for records relating to the acquisition or disposal of property assets such as sites, buildings or substations, for records relating to the project management of construction projects, and for projects which do not proceed.		
7.1		Agreements with other landowners for rights of way over land or property. Includes records relating to the negotiation and review of the agreement and records of ongoing liaison and consultation in relation to the agreement. See PROPERTY MANAGEMENT Acquisition for records relating to the creation and registration of easements	Temporary	Destroy 7 years after expiry or termination of agreement.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT</i>				
7.2		Records relating to the valuation of infrastructure assets. Includes records of requests for valuations and liaison with valuers, valuation schedules, valuation calculation, assessments, certificates, etc.	Temporary	Destroy 7 years after asset disposal or decommissioning.
7.3		Records relating to the receipt and handling of enquiries relating to property matters. This may include 'dial before you dig' requests or requests for information on land titles or licences over land. Includes records of enquiries received and associated responses.	Temporary	Destroy 2 years after action completed.
8	BUSINESS AND MARKET DEVELOPMENT	Developing, marketing and promoting the business and services of the organisation. See NETWORK MANAGEMENT for records relating to the pricing of energy transmission, distribution and supply services		
8.1		Records relating to the development of strategies and concepts for the positioning of the organisation in the marketplace and for entry into or operations within various market segments. Includes records of research into and the identification and approval of new business opportunities, products and services, assessment and analysis of business requirements, scoping studies, briefs and project plans for the development of new products and services.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>BUSINESS AND MARKET DEVELOPMENT</i>				
8.2		Records relating to the pricing of contestable and commercial energy services and products. Includes pricing formulas, forecasts, schedules and records associated the development and determination of pricing and charges, including records of pricing analysis and reviews, records of meetings, correspondence and calculations supporting the development of pricing determinations, etc.	Temporary	Destroy 5 years after action completed.