

**Retention and Disposal Authority for Records of the Human
Resources Management Function**

Authority number: PROS 24/03



PROS 24/03

**Retention and Disposal
Authority for Records of the
Human Resources
Management Function**

Issued Date: 19/03/2024

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Introduction

Relationship to PROS 07/01

This Authority replaces four functions of PROS 07/01, General Retention and Disposal Authority for Records of Common Administrative Functions (Functions 8, 11, 12 and 17).

After March 2024 PROS 07/01 Functions 8, 11, 12 and 17 may not be used to sentence any records.

Records already sentenced using PROS 07/01 Functions 8, 11, 12 and 17

PROV has issued a Linking Table which maps classes from PROS 07/01 to this RDA - PROS 24/03. The Table provides further guidance on resentencing.

Generally, records that have already been sentenced under PROS 07/01 do not need to be re-sentenced using this Authority.

Records that have already been sentenced as permanent under PROS 07/01, and proposed for transfer to PROV, may require resentencing before transfer at the discretion of PROV. Agencies may also choose to re-sentence other records using this Authority.

A copy of the classes removed from PROS 07/01 can be provided for reference, please contact PROV.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

Glossary

This Glossary provides definitions of key terms used in *PROS 24/03 RDA for Human Resources Management Function*.

PROV thanks the Digital Transformation Team, Department of Government Services for sharing terms used in the VicGov People System 2023.

Apprenticeships - Learning pathways that mix on-the-job training with formal study at a Registered Training Organisation (RTO). Apprenticeships mostly provide training in a skilled trade, such as building and construction, hairdressing, cooking, electrical and automotive. Generally they can take up to 4 years to complete (1).

Employee, casual - An employee who is typically employed on an hourly or sessional basis. Such employees may be rostered to work regularly or engaged to work on an 'as and when required' basis (2). A person is a casual employee if they accept an offer for a job from an employer knowing that there is no firm advance commitment to ongoing work with an agreed pattern of work (3).

Employee, full time - An employee whose ordinary hours of work average 76 hours per fortnight or 80 hours per fortnight over a roster cycle under the VPS Agreement, or the ordinary hours of work as defined in the enterprise agreement relevant to their employment (4).

Employee, part time - An employee whose ordinary hours of work average less than 76 hours per fortnight or 80 hours per fortnight over a roster cycle under the VPS Agreement, or less than the ordinary hours of work as defined in the enterprise agreement relevant to their employment (5).

Employee, permanent/ongoing - An employee who is employed on an ongoing basis without an end date.

Employee, temporary - An employee who is employed on a contract of service for a specified fixed term, finite period (6).

Hazardous duties - Refers to duties performed by volunteers that may be hazardous such as volunteer emergency services workers on the front lines responding to incidents where risks are posed to life and/or property. This may include:

- Responding to wildfires – such as grass fires and bushfires
- Attending 'structural fires' – such as fires in homes, buildings and sheds
- Attending road accident rescues
- Assisting with other emergencies, including floods
- Helping with animal rescue
- Attending incidents with hazardous materials
- Managing vegetation – such as fuel reduction burns
- Managing fire equipment
- Participating in emergency response operations resulting from storms and other severe weather events
- Being part of the rescue boat crew (7).

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

Hazardous substances - Hazardous substances are substances that can harm people's health. They may be solids, liquids or gases. In the workplace, they are often in the form of fumes, dusts, mists and vapours (8). They include:

- asbestos
- acute toxins such as cyanide
- substances harmful after repeated or prolonged exposure such as mercury and silica
- corrosives such as sulphuric acid and caustic soda
- irritants such as ammonia
- sensitising agents such as isocyanates
- cancer-causing substances (carcinogens) such as benzene and vinyl chloride.

Traineeships - Schemes that offer employment programs for targeted groups typically those that are disadvantaged or experience barriers to employment as a cohort. Trainees are facilitated and supported in their learning and development by Registered Training Organisations (RTOs) and trainees are paid by an RTO (9).

Volunteer - A volunteer does not work under a contractual obligation for remuneration and is not an employee or independent contractor (10).

Work experience - Work experience is the short-term placement of secondary school and tertiary students or persons from disadvantaged groups, with employers to provide insights into the industry and the workplace in which they are located. Participants are placed with employers primarily to observe, learn and gain experience in the workplace – not to undertake activities which require extensive training or expertise. Includes people attending an accredited educational institution on a full/part-time basis undertaking a placement (as part of their course) in the workplace as a course requirement (11).

Sources:

1. Apprenticeships Victoria, 2024, Apprenticeships Victoria website, Victorian government, accessed 5 March 2024, <https://www.apprenticeships.vic.gov.au/what-is-an-apprenticeship-or-traineeship>
2. Master List of VicGov People Terminology and Definitions, Digital Transformation Group, Department of Government Services, 2023
3. Fair Work Ombudsman, 2024, Fair Work Ombudsman website, Australian government, accessed 5 March 2024, <https://www.fairwork.gov.au>
4. Digital Transformation Group, 2023
5. Digital Transformation Group, 2023
6. Digital Transformation Group, 2023
7. Country Fire Authority 2024, Country Fire Authority website, Victorian government, accessed 5 March 2024, <https://www.cfa.vic.gov.au/volunteers-careers/volunteer-with-cfa/what-volunteer-roles-can-i-do>
8. Work Safe website, Victorian government, accessed 5 March 2024, <https://www.worksafe.vic.gov.au/hazardous-substances-safety-basics>

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

9. Digital Transformation Group, 2023
10. Digital Transformation Group, 2023
11. Digital Transformation Group, 2023

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

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Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

Retention and Disposal Authority for Records of the Human Resources Management Function

Retention and Disposal Authority No	PROS 24/03
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Scope	<p>The scope of this Standard is the human resources functions for all public offices, including municipal councils.</p> <p>This Retention and Disposal Authority must not be used for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies. Instead agencies must use PROS 19/08 Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.</p>
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Status	Issued by Keeper
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Status Date	19 March 2024
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Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

List of Functions and Activities covered

Reference	Function	Activity	Page
1	Employment Management		13
2	Health, Wellbeing and Safety		19
3	Industrial Relations		24
4	Staff Development		26
5	Volunteer Management		28

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

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 - *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.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

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*.

Under PROS 22/04 Disposal Standard, authorisation to destroy public records is WITHDRAWN and NOT GIVEN (even if specified in an RDA or other authorised disposal instrument) if:

- it is reasonably likely that they will be needed in a current or future legal proceeding. This includes any civil or criminal proceeding or an inquiry where evidence may be given before a court or person acting judicially such as a Royal Commission or Board of Inquiry
- they are required for meeting any Freedom of Information (FOI) applications which are not finalised
- they are required for audits or investigations which are not yet finalised; and/or
- they are subject to disposal freezes applied by government or by the organisation.

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

PROS 22/04 Disposal Standard authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

- working documents, such as notes or calculations, used to assist in the preparation of other records
- minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
- minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
- communications for the purpose of making minor arrangements
- duplicate copies
- periodic backups of records, information, data, software and settings for recovery in case of technical failure and/or catastrophe and are duplicate copies of official business records/data that is held elsewhere on a managed system.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

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.

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 records must be managed and transferred in accordance with PROV Standards.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

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 . This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

Justine Heazlewood, Keeper of Public Records
Date of Issue: 19/03/2024

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
1.0	<p>Employment Management</p> <p>The function of managing the employment of all persons by the agency. The function includes activities to recruit, hire, train, pay, and support employees and manage their employment conditions. Includes recruitment, leave management, payroll, superannuation and working hours when related to people rather than to industrial relations issues.</p> <p>Includes:</p> <ul style="list-style-type: none"> • permanent/ongoing, temporary and casual employees, including those working full-time and part-time • people working under traineeships, apprenticeships and similar relationships where they are filling a paid position. <p>See the <i>Human Resources Management Function 3.Industrial Relations</i> for records of industrial relations agreements, disputes, and reports.</p> <p>See the <i>Human Resources Management Function 5.Volunteer Management</i> for record of volunteer and work experience programs.</p>		
1.1	<p>Records of Continuing Value</p> <p>Records documenting the summary employment details of agency employees maintained in business systems, registers, and indexes.</p> <p>Includes permanent, temporary, and casual* employees.</p> <p>(*refer to exclusions below)</p> <p>Summary information about each employee should include:</p> <ul style="list-style-type: none"> • name of employee • date of birth • date of appointment • date of separation • position titles and grades held 	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Employment Management</i>			
	<ul style="list-style-type: none"> • dates positions were held • rates of annual salary. <p>This summary record excludes:</p> <ul style="list-style-type: none"> • employees supplied by an on-hire agency • high volume short-term temporary and casual employees employed for one-off or intermittent events, e.g. festivals, temporary help lines or call centres for a specific short term purpose, temporary electoral officers. 		
1.2	<p>Long-Term Records</p> <p>Records documenting the employment history of each employee kept in a consolidated format, e.g. 'personnel file'. This includes the following employee types:</p> <ul style="list-style-type: none"> • permanent • temporary • casual. <p>It excludes:</p> <ul style="list-style-type: none"> • high volume short-term temporary and casual staff - see 1.3. <p>The employment history may include, but is not limited to, records of initial appointment to subsequent promotions and/or details of any higher duties undertaken, education and professional qualifications, employment conditions, and salary details.</p>	Temporary	Destroy 100 years after date of birth.
1.3	<p>Medium-term Records</p> <p>Records documenting employment history activities, including:</p> <ul style="list-style-type: none"> • records of high volume short-term temporary and casual employees who are employed for a one-off or intermittent event. Includes names, dates of employment, role, applications, confirmation of employment, attendance, and rates of pay 	Temporary	Destroy 15 years after date of separation.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Employment Management</i>			
	<ul style="list-style-type: none"> • leave history records including long service leave, parental leave, and all other categories of leave used to calculate employee entitlements for superannuation or long service leave • misconduct which results in dismissal or separation from the agency • grievances which result in separation from the agency • security clearance vetting carried out in compliance with the Victorian Protected Data Security Standards. 		
1.4	<p>Short-term Records</p> <p>Records documenting the following:</p> <ul style="list-style-type: none"> • employees' salaries and weekly/fortnightly pay history. Includes taxation declaration records, group certificates, payroll deduction authorities, and records relating to the recovery of overpayments • attendance, hours worked, flexi time sheets, staff rosters, and the management of duty allocations • superannuation payments including the employees' superannuation fund, payment amounts, period covered • eligibility for allowances and other entitlements/reimbursements e.g. relocation, overtime, clothing, travel, further study and training fees, first aid officers etc. • evidence supplied in support of leave applications e.g. medical certificates, statutory declarations • authorised work permits • employees' residential address, contact or next of kin details; employee's bank details • performance management and development plans and agreements with employees. Includes 	Temporary	Destroy 7 years after action completed.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Employment Management</i>			
	<p>notes from meetings with the employee, assessment and review reports etc.</p> <ul style="list-style-type: none"> • development of performance management programs • conflict of interest and private interest declarations - for declarations associated with recruitment see 1.5 • creation, variation, abolition, transfer or reclassification of positions and assigned duties. Includes work value reviews of roles and their resolution • the review of promotion decisions • human resources delegations and authorisations to appoint and dismiss • evidence of workplace certification e.g. Working with Children Check, First-Aid/CPR/Anaphylaxis qualification • evidence of compliance with employment conditions mandated by an employer or relevant legislation, such as public health orders • drug and alcohol testing of agency employees. Includes records of consent by the employee to undertake the testing and results • misconduct which does not result in dismissal or separation from the agency • grievances which do not result in separation from the agency • changes to work location of an agency, a business unit or team, or an individual • flexible working programs (e.g. hybrid working/work from home plans) • reasonable adjustments to support particular needs of employees (e.g. changes to premises or equipment). 		
1.5	Facilitative Records	Temporary	Destroy 2 years after

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Employment Management</i>			
	<p>Records documenting routine operational matters:</p> <ul style="list-style-type: none"> • applications to vary or establish positions and assigned duties which do not proceed • recruitment process including recruitment campaigns, establishment of panels, interview questions and assessment of applicants, conflict of interest declarations • exit interviews • pre-engagement, pre-employment and pre-appointment checks (security, financial/credit, confirmation of qualifications or professional accreditation/registration etc.) that are not subject to separate specific retention instruction under a check service provider agreement. (See 1.7 for records where there is a service provider agreement in place) • allocation of security passes and/or keys to employees, including registers • allegations of misconduct where no misconduct is found or proven • arrangements for work related travel, including trip reports and other visit verification documentation submitted upon return • establishment and promotion of employee support services e.g. parent rooms, prayer rooms, quiet rooms. 		action completed.
1.6	<p>Unsuccessful applications for employment</p> <p>Records of unsuccessful employment applications.</p> <p>NB: Unsolicited applications for employment received may be destroyed in accordance with the principles of Normal Administrative Process (NAP).</p>	Temporary	Destroy 6 months after action completed.
1.7	<p>Police or criminal history checks</p> <p>Records of security checks (vetting) carried out on existing or prospective staff that are subject to separate specific retention instruction under a check service provider agreement.</p>	Temporary	Destroy in accordance with service provider agreement

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Employment Management</i>			
	See 1.5 for records where there is not a service provider agreement in place.		
1.8	<p>Employment conditions verification</p> <p>Records collected relating to conditions of employment that are mandated by an employer or mandated by relevant legislation (excluding security vetting or police checks), for example, public health orders.</p> <p>This class includes documentary evidence of staff vaccine certification, medical exemptions, and any other records which are provided by an employee to an employer to demonstrate compliance with public health orders.</p>	Temporary	Destroy after compliance with employment condition is verified
1.9	<p>Expungement of personal information: consolidated employment record</p> <p>This class authorises the deletion or expungement of personal information in an individual's consolidated employment record where a request has been made under section 39 of the <i>Freedom of Information Act</i> 1982 and has been acceded to by the public office concerned.</p>	Temporary	Disposal is authorised with the documented consent of the officer in charge of the public office or their delegate

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Health, Wellbeing and Safety</i>			
2.0	<p>Health, Wellbeing and Safety</p> <p>The function of supporting and maintaining the health and wellbeing of employees at work. Includes all approved workplaces and while travelling on duty/official business for the agency.</p> <p>Includes programs, services, and activities which:</p> <ul style="list-style-type: none"> • establish and monitor safe working practices, procedures and preventative measures e.g. occupational health and safety programs, ergonomic design of work spaces • encourage staff to adopt work habits that support their overall health e.g. work life balance programs • promote healthy lifestyles and increase awareness of the warning signs and symptoms of chronic disease, especially those associated with sedentary work patterns • educate and increase awareness of the range and variety of support measures in place for employees experiencing difficulties at work or home • provide counselling and other support for employees who have been physically or psychologically injured by an event or incident, have experienced sudden or accumulated trauma, or who are regularly exposed to difficult circumstances/conflict/suffering as a component of their job leading to chronic emotional and/or physical fatigue. For example: front line responders, provision of services to clients experiencing hardship, family violence, grief and bereavement • encourage mental health and wellbeing • train employees who volunteer to undertake and deliver first aid, CPR, psychological first aid etc. in the workplace • train front line staff in personal safety and conflict management 		

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Health, Wellbeing and Safety</i>			
	<ul style="list-style-type: none"> • create a welcoming and safe workplace for all staff irrespective of cultural background, religious beliefs, economic status, gender identity etc. • encourage and facilitate workplace connections and peer support. <p>This function does not include the patient/case management records held by an external provider where staff access external wellbeing and/or counselling services.</p> <p>See <i>Records of Common Administrative Functions</i> Contracting-out records of contracted services, such as external health service providers</p> <p>See <i>Records of Common Administrative Functions</i> Property Management for records of monitoring of hazardous materials that are part of a building's construction e.g. asbestos</p>		
2.1	<p>Medium-term Records</p> <p>Records of medium-term value documenting:</p> <ul style="list-style-type: none"> • establishment, evaluation, and review of health, wellbeing and safety programs implemented to comply with legislative and regulatory requirements. Programs may deliver support services to employees, volunteers and/or contractors. Includes the purpose and scope of the program, legislative requirements, intended audience, and eligibility • summary records, including registers, of accidents and incidents • investigation of accidents or incidents resulting in serious injury or fatality. Includes records of investigations carried out by the agency, and copies of records received from external regulators and from the Coroner • successful claims for compensation submitted when an employee, visitor, contractor or member of the public dies or is seriously injured, and liability is with the agency • individual worker rehabilitation case records where liability rests with the agency, 	Temporary	Destroy 30 years after action completed.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Health, Wellbeing and Safety</i>			
	<p>including return to work plans, reports from treating health practitioners, advice and correspondence on suitable work duties</p> <ul style="list-style-type: none"> • final reports of all workplace inspections by external regulators. Includes those following an accident or incident, routine regulatory audit programs, and those focused on management of hazardous substances, high risk elements of workplace safety, and/or which arise in connections with a safety dispute • material safety data sheets or equivalent prepared by the manufacturers of a hazardous substance which describe the properties and use of the substance • regular or routine health monitoring or medical examination records for employees exposed to hazardous substances, e.g. carcinogens, radioactive materials, chemicals, air-borne particulates etc. • monitoring and surveillance of the effectiveness of risk management and mitigation activities concerning exposure to hazardous substances, traumatic events, or dangerous activities that potentially impact employee health and wellbeing. 		
2.2	<p>Short-term Records</p> <p>Records of short-term value documenting:</p> <ul style="list-style-type: none"> • detailed accident or incident reports where a fatality or serious injury did not occur • individual worker rehabilitation case records where liability does not rest with the agency, including return to work plans, reports from treating health practitioners, advice and correspondence on suitable work duties • records of trauma counselling organised by the agency • general referral information made available to staff about external wellbeing and/or counselling services subsidised by the agency. Includes referrals following an incident or traumatic event 	Temporary	Destroy 7 years after action completed.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Health, Wellbeing and Safety</i>			
	<ul style="list-style-type: none"> • summary records of first-aid treatment in the workplace of minor injuries etc. • unsuccessful claims for compensation • advice provided or received relating to health, wellbeing and/or safety queries or issues within the workplace • appointment of all health and safety representatives, first aid officers including mental health, emergency wardens, peer support officers etc. • routine inspections and assessments to monitor safety within the workplace. Includes drills and scenario testing • health and safety licence and permit applications and renewals • environmental monitoring of hazardous substances stored or present • promotion of safe work practices • implementation of measures to address recommendations made by regulators • non-compliance notices received • appeals against decisions by a regulator (e.g. WorkSafe Victoria) and their resolution • change management activities to support staff wellbeing and satisfaction • employee support programs and services which aim to promote the health of staff e.g. massage programs, yoga or Pilates classes, vouchers or reimbursement for staff attending classes or programs external to the agency • employee satisfaction surveys (e.g. People Matter Survey) including consolidated findings and reports. 		
2.3	Public Health Compliance	Temporary	Destroy 28 days after last action or in

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Health, Wellbeing and Safety</i>			
	<p>Records documenting attendees at a premises to enable contact tracing if required for public health reasons. Includes a register or record of the names of all persons (including staff) attending an agency premises, their contact information, and the date and time they visited the premises.</p> <p>Records of staff attestations, which attest staff are fit and healthy to work prior to commencing a shift or day's work, such as indications they are free from symptoms. Attestations may be presented in verbal or written form and can include results from testing.</p> <p>Notifications that staff are temporarily unable to attend the workplace due to infectious disease.</p>		<p>accordance with the Directions issued by the public health authority (e.g. Department of Health), whichever is longer</p>

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Industrial Relations</i>			
3.0	<p>Industrial Relations</p> <p>The function of establishing and maintaining formal relations with the agency's employees and their representatives.</p> <p>Includes negotiations conducted to obtain determinations, agreements and awards, industrial relations issues settled within the agency or by an external arbitrator, and reports of the state of industrial relations within an agency.</p>		
3.1	<p>Records of Continuing Value</p> <p>Records documenting instances where the agency is the primary negotiating employer (i.e. is writing its own workplace agreement or equivalent) and/or a major participant in negotiations:</p> <ul style="list-style-type: none"> • detailed advice concerning industrial relations matters • appeals made to the central arbitration or determining body (e.g. Fair Work Commission) against a decisions or an order • workplace disputes arising during workplace agreement negotiations • final approved workplace agreements • management of unprotected industrial action involving large numbers of agency employees, where the action has a major effect on the provision of services to the community or it has statewide implications. 	Permanent	Retain as State Archives, Transfer to PROV
3.2	<p>Short-term Records</p> <ul style="list-style-type: none"> • Development and negotiation of workplace agreements where the agency is the primary negotiating employer • records of workplace agreements where the agency is not the primary negotiating employer • general or routine advice received concerning industrial relations or handling of a workplace disputes (e.g. as part of routine evaluation processes) 	Temporary	Destroy 10 years after action completed.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
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Industrial Relations

	<ul style="list-style-type: none"> • appeals against an industrial relations decision where the agency is not a party to the appeal but has received 'for your information' notification • workplace disputes arising within the agency which are able to be resolved within the agency • instances of protected industrial action taken by employees as part of workplace agreement negotiations • workplace agreements which are not approved/accepted by the employees. 		
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Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Staff Development</i>			
4.0	<p>Staff Development</p> <p>The function of providing staff with opportunities to develop their professional skills and abilities through activities, programs, and events.</p> <p><i>See PROS 16/01 RDA for Records of Accredited Training</i> for records of accredited training provided by the agency where it holds registration as a training provider (Registered Training Organisation - RTO)</p> <p><i>See PROS 16/02 RDA for Records of Non-Accredited Training</i> for records of non-accredited training provided by the agency</p>		
4.1	<p>Short-term Records</p> <p>Records documenting:</p> <ul style="list-style-type: none"> • the establishment, review and evaluation of the content and focus of staff development programs. Includes decisions to wind up/cease delivery of a program • receipt and provision of advice on staff development programs • corporate and business unit staff development plans • the development and implementation of individual staff development plans, including training plans for skill and experience acquisition e.g. management training • career coaching and workplace mentoring arrangements. 	Temporary	Destroy 7 years after action completed.
4.2	<p>Facilitative Records</p> <p>Records which facilitate staff development activities, including:</p> <ul style="list-style-type: none"> • attendance by staff at conferences arranged by other organisations. Includes conference registration forms, copies of programs, and participants' reports 	Temporary	Destroy after action completed.

Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
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Staff Development

	<ul style="list-style-type: none"> • copies of published conference proceedings, papers, and presentations received at conferences • the evaluation of externally provided staff development training courses for inclusion in staff development plans • staff social clubs and events • staff reward and recognition programs • staff feedback after attendance at training courses recommended by the agency as part of staff development plans. 		
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Retention and Disposal Authority for Records of the Human Resources Management Function

Authority number: PROS 24/03

No	Function/Description	Status	Disposal Action
<i>Volunteer Management</i>			
5.0	<p>Volunteer Management</p> <p>The function of managing programs to support volunteers and work experience students to undertake unpaid work or educational placements at the agency. This function involves both the development of volunteer and work experience programs, and the management of volunteers and work experience students engaged by the agency.</p> <p><i>See PROS 19/08 Organisational Response to Child Sexual Abuse Incidents and Allegations for records of all reports and investigations of child sexual abuse incidents and allegations</i></p>		
5.1	<p>Medium-term records</p> <ul style="list-style-type: none"> • Individual records of volunteers performing hazardous duties, for example volunteer emergency services workers. Records may include engagement of volunteers, personal details and agreed undertakings relating to conditions of engagement, and details of work performed • Development of volunteer programs where the volunteers are required to perform hazardous duties, such as in the emergency services. 	Temporary	Destroy 30 years after action completed.
5.2	<p>Short-term records</p> <ul style="list-style-type: none"> • Individual records of volunteers not performing hazardous duties. Records may include engagement of volunteers, personal details and agreed undertakings relating to conditions of engagement and details of work performed • Individual records of work experience student placements, including personal details and agreed undertakings relating to conditions of engagement, and details of work performed • Development of volunteer and work experience placement programs that do not involve hazardous duties. 	Temporary	Destroy 10 years after action completed.