

No.	Function/ Activity	Description	Disposal action	Justification
10.0.0	ENERGY SUPPLY AND TELECOMMUNICATIONS	<p>The function of providing energy supply and telecommunication infrastructure and services. Includes providing services directly to the local community, or negotiating with service providers. Also includes connections, monitoring and inspection of services.</p> <p>See CORPORATE MANAGEMENT for records relating to tenders and contracts for the outsourcing or provision of services, policies, procedures, reporting and standards concerning the conduct of operational processes or the provision of services</p> <p>See PLANT, EQUIPMENT AND STORES for records relating to the acquisition and disposal of energy supply and telecommunications plant and equipment</p> <p>See PROPERTY MANAGEMENT for records relating to the acquisition, conservation and disposal of land and properties used for the provision of infrastructure and services, including easements and for security of plant and infrastructure</p>		
10.1.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes agreements between the organisation and service</p>		

		<p>providers and other government organisations to provide services.</p> <p>See ENERGY SUPPLY AND TELECOMMUNICATIONS Notifications for records of notifications of works by utility providers, such as land access and activity notices</p>		
10.1.1		<p>Records relating to the establishment, negotiation, maintenance and review of agreements or contracts with other organisations, etc. to supply energy or to supply and provide energy and telecommunications services. Records include:</p> <ul style="list-style-type: none"> • correspondence and records of negotiations • final, approved versions and significant drafts of agreements • reviews of agreements. 	<p>Retain minimum of 10 years after expiry or termination of agreement, then destroy</p>	<p>Equivalent to GDA10, entry 10.1.1. Confirms existing authorised decision.</p>
10.1.2		<p>Records relating to the establishment, negotiation, maintenance and review of agreements or contracts for the occupation of or access to energy supply and telecommunications infrastructure or land on which the infrastructure is located, e.g. agreements with utility providers concerning works within road reservations, etc. Records include:</p>	<p>Retain minimum of 10 years after expiry or termination of agreement, then destroy</p>	<p>Equivalent to GDA10, entry 10.1.2. Confirms existing authorised decision.</p>

		<ul style="list-style-type: none"> • correspondence and records of negotiations • final, approved versions and significant drafts of agreements, deeds, etc. • reviews of agreements. 		
<i>SRNSW</i>	Scope of class revised to cover agreements only. GDA10, entry 10.1.2 referred to occupational permits, which will be covered in the Permits activity. Land Access and Activity Notices and Telstra notices will be covered in the Notifications activity as they are not agreements.			
10.1.3		Records relating to energy supply and telecommunications agreements which do not proceed. Records include draft versions of agreements, negotiations and associated correspondence.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 10.1.3. Confirms existing authorised decision.
<i>SRNSW</i>	Negotiations and correspondence relating to agreements that proceed are now covered in entries 10.1.1 and 10.1.2 above. Scope of class revised to cover only records relating to agreements that do not proceed.			
10.2.0	Campaigns	Activities associated with raising awareness of a special program to achieve a purpose, such as energy conservation, etc.		
10.2.1		Records relating to public awareness campaigns concerning energy supply and telecommunications, such as promotion of energy conservation, alternative energy, etc. Records include: <ul style="list-style-type: none"> • brochures, booklets • circulars and other information • posters and displays. 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 10.2.1. Confirms existing authorised decision.
10.3.0	Certification	The activity of providing		

		a statement which is by law evidence of the truth of the facts stated.		
10.3.1		Installation test certificates for gas works and gas mains.	Retain minimum of 2 years after service disconnected, then destroy	Equivalent to GDA10, entry 10.3.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Are there any other types of certificates issued or received by the organisation that need to be covered in this activity?			
10.4.0	Connection	The activities associated with connection to energy and telecommunications systems.		
10.4.1		Records of applications for connection and disconnections to or from energy supplies, such as electricity and gas. Records include applications, determinations and associated correspondence.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 10.4.1. Confirms existing authorised decision.
<i>SRNSW</i>	Examples of records added. Expanded scope to include applications for disconnections as well.			
<i>SRNSW Queries</i>	Does this entry cover council's connection applications or applications by residents, etc. to energy and telecommunications supplies/services provided by councils, or both? Do you think that these records warrant a longer retention - for example 7 years after disconnection - in case any issues arise?			
10.5.0	Design and Construction	The activity of designing and constructing energy and telecommunications infrastructure. Includes major maintenance work involving structural changes. See PROPERTY MANAGEMENT Design and Construction for records relating to the design and construction of non-specialised buildings and facilities		
<i>SRNSW</i>	Examples of works removed from activity description and indexed so as not to restrict the application of the activity to certain structures only.			

	<p>GDA10, entry 10.5.6 (working drawings, including rough draft and duplicate plans) has been removed - these records may be routinely disposed of under the normal administrative practice (NAP) provisions of the State Records Act 1998. Further guidance on NAP will be provided in the Guidelines section of the authority.</p>			
10.5.1		<p>Key records relating to the design, construction, major renovation or restoration of specialised energy supply and telecommunications facilities, plant and infrastructure that is of significance due to the fact that it is:</p> <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • a unique or innovative design/technology • an important local or regional landmark, or • heritage listed. <p>Records include:</p> <ul style="list-style-type: none"> • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved, including 	Required as State archives	<p>Equivalent to GDA10, entry 10.5.1. Confirms existing authorised decision. Equivalent to GDA10, entry 10.9.1 for records of major maintenance works involving structural changes carried out on significant infrastructure - disposal action changed from 7 years after lifetime of structure/plant to required as State archives. Records document major changes to facilities and structures of heritage or other significance.</p>

		<p>connection and system plans</p> <ul style="list-style-type: none"> • plans/designs as executed and variations, including connection and system plans • specifications • photographs • drawings • site plans • archival recordings of demolition • records of structural changes made for installations, fit-outs and maintenance. 		
<i>SRNSW</i>	<p>Note change in disposal action to required as State archives for major maintenance records of significant structures involving structural changes (GDA10, entry 10.9.1). Added a new criteria for retention as State archives - infrastructure that is unique or innovative in design or technology. Examples of records added.</p>			
10.5.2		<p>Key records relating to the design, construction, major renovation or restoration of specialised energy supply and telecommunications facilities, plant and infrastructure that is not:</p> <ul style="list-style-type: none"> • a recipient of a prestigious State, national or international architectural or design award • a unique or innovative design/technology • an important local or regional landmark, or • heritage listed. <p>Records include:</p> <ul style="list-style-type: none"> • building and development 	<p>Retain minimum of 7 years after structure or plant is disposed of, replaced, or ceases operation, then destroy or transfer to new owner as required</p>	<p>Equivalent to GDA10, entry 10.5.2 and 10.9.1 (for records of major maintenance work involving structural changes). Confirms existing authorised decisions.</p>

		<p>applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements</p> <ul style="list-style-type: none"> • records demonstrating public reaction to the construction • plans/designs as approved, including connection and system plans • plans/designs as executed and variations, including connection and system plans • specifications • photographs • drawings • site plans • archival recordings of demolition • records of structural changes made for installations, fit-outs and maintenance. 		
<i>SRNSW</i>	<p>Examples added. Removed references to tenders, contracts and funding submissions as these are already covered under the CORPORATE MANAGEMENT and GRANTS AND SUBSIDIES functions. See references to this effect have been added at activity level.</p>			
10.5.3		<p>Records relating to project management for construction works. Records include:</p> <ul style="list-style-type: none"> • records of budget, estimates and 	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 10.5.3. Confirms existing authorised decision.</p>

		<ul style="list-style-type: none"> costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • periodic inspection and progress reports • installation records • project risk management records and schedules • records of consultations. 		
<i>SRNSW</i>	Examples of records added.			
10.5.4		Records relating to the location of gas pipes, electrical and telecommunication installations. Records include site plans.	Retain minimum of 2 years after date on which the layout changes, then destroy	Equivalent to GDA10, entry 10.5.4. Confirms existing authorised decision.
<i>SRNSW</i>	Expanded scope to include telecommunications installations as well.			
10.5.5		Records relating to daily work, including the installation of equipment such as gas and electricity meters. Records include: <ul style="list-style-type: none"> • correspondence • works orders and requests, e.g. equipment, connection and disconnection, etc. • diaries 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 10.5.5. Confirms existing authorised decision.

		<ul style="list-style-type: none"> • schedules, etc. 		
<i>SRNSW</i>	Scope of entry expanded to cover the installation of meters.			
10.6.0	Fees and Charges	The activities associated with the determination of fees and charges for items or services provided by the organisation and the management of customer accounts.		
10.6.1		Records relating to pricing reviews and the setting of fees and charges for the provision of energy supply and telecommunications services. Records include fee schedules and variations.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 10.6.1. Confirms existing authorised decision.
<i>SRNSW</i>	Scope of class expanded to include records relating to the setting of fees and charges. Note that the references to IPART submissions has been removed - these will now be required as State archives (see entry 10.6.4).			
10.6.2		Records relating to requests to waive charges for energy supply and telecommunications services. Records include applications and requests, supporting documentation and determinations.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 10.6.2. Retention increased from 2 to 7 years after action completed. Retention consistent with that of similar records in the draft general retention and disposal authority for electricity retailers and with records relating to payment arrangements and waivers in RATES AND VALUATIONS - Payments.

				Records may be required for financial audit purposes.
<i>SRNSW</i>	Note proposed increase in retention period from 2 to 7 years in line with similar records in the RATES AND VALUATIONS function.			
10.6.3		Records relating to rate accounts.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy	Equivalent to GDA10, entry 10.6.3. Retention changed from 6 years after audit to 7 years after end of financial year in which transaction was completed for consistency with other financial records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - FINANCIAL MANAGEMENT - Accounting</i> (entry 7.1.1).
<i>SRNSW</i>	Note proposed change in retention period to 7 years.			
10.6.4		Submissions to the Independent Pricing and Regulatory Tribunal (IPART).	Required as State archives	New entry. IPART submissions were previously covered in GDA10, entry 10.6.1 - retention has been changed from 5 years after action completed to required as State

				archives. Retention consistent with that of similar records in DA123 (Energy Australia) - COMPLIANCE - Submissions.
<i>SRNSW</i>	New entry. IPART submissions were previously retained for 5 years in GDA10, entry 10.6.1. Note change in retention to required as State archives.			
10.7.0	Inspections	The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards. See COUNCIL PROPERTIES Inspections for records of inspections carried out to determine the presence of hazardous substances, such as asbestos, in buildings and land		
10.7.1		Records relating to inspections of the organisation's energy supply and telecommunications constructions carried out by the responsible body, including inspections of gas works and mains, energy and telecommunications infrastructure, etc.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 10.7.1 - retention changed from 6 years after audit to 7 years after action completed. Records may be required to demonstrate that infrastructure and equipment was in good working condition should legal or other issues arise.

<i>SRNSW</i>	Note proposed change in retention period to 7 years after action completed - previous retention was 6 years after audit, and these records did not seem financial or to be kept for financial purposes.			
10.8.0	Liaison	<p>The activities associated with maintaining regular general contact between the organisation and professional associations in related fields, other organisations, and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See ENERGY SUPPLY AND TELECOMMUNICATIONS Service Providers for records relating to liaison with service and utility providers</p>		
<i>SRNSW</i>	Note that GDA10, entry 10.8.1 (liaison on major matters) has been removed - liaison and consultation on these types of matters is usually covered in appropriate activities, such as Design and Construction, Planning, etc.			
10.8.1		<p>Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters concerning the provision of infrastructure and energy.</p>	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 10.8.2. Confirms existing authorised decision.
10.9.0	Maintenance	<p>The activities associated with the upkeep, repair, servicing and preservation of the conditions of premises, equipment, infrastructure, and facilities.</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to the maintenance of buildings and the storage, removal and disposal of</p>		

		hazardous substances and chemicals See ENERGY SUPPLY AND TELECOMMUNICATIONS Design and Construction for records relating to major maintenance work involving structural changes		
10.9.1		Records relating to major maintenance work carried out during the lifetime of energy supply and telecommunications infrastructure and plant, e.g. sometimes referred to as the maintenance history. Records include: <ul style="list-style-type: none"> • plans of major maintenance work undertaken • records of outcomes of consultations • requests for quotes (when not part of contracting-out or tendering arrangements) • final, approved agreements • warranties. 	Retain minimum of 7 years after structure or plant is disposed of, replaced, or ceases operation, then destroy or transfer to new owner as required	Equivalent to GDA10, entry 10.9.1. Confirms existing authorised decision.
<i>SRNSW</i>	Records relating to major maintenance work involving structural changes are now covered in the Design and Construction activity (entries 10.5.1 and 10.5.2).			
10.9.2		Records relating to the maintenance of equipment installed by the organisation, such as gas and electricity meters. Records include maintenance requests and work orders.	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 10.9.2. Confirms existing authorised decision.
10.10.0	Monitoring	Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.		
10.10.1		Records relating to the	Retain	Equivalent to

		monitoring of energy supply and telecommunications services and equipment. Includes technical records, test sheets, calibration records, etc.	minimum of 10 years after action completed, then destroy	GDA10, entry 10.10.1. Confirms existing authorised decision.
<i>SRNSW</i>	Expanded scope of class to include records relating to the monitoring and testing of equipment.			
10.11.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance or of an intention to take action. Includes information notices received or sent by the organisation.		
10.11.1		Notices to relocate electricity structures.	Retain minimum of 10 years after action completed, then destroy	Equivalent to GDA10, entry 10.11.1. Confirms existing authorised decision.
10.11.2		Records of notices of intended works. Records include: <ul style="list-style-type: none"> • notices from utility providers • land access and activity notices • associated plans and correspondence. 	Retain minimum of 5 years after action completed, then destroy	New entry. Equivalent to GDA10, entry 10.1.2 for notices of works, such as land access and activity notices. Retention reduced from 10 years after agreement expires to 5 years after action completed. Retention period consistent with that of similar records in the <i>Disposal Schedule No. 11 for Council</i>

				<p><i>Records (Tasmania) - ENGINEERING, WATER, SEWERAGE AND DRAINAGE - Public Utilities (entry 15.8.2) and the Local Government Sector Retention and Disposal Schedule (Queensland) - ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications (entry 10.13.2), and encompasses potential use of the records for ongoing administrative, accountability and reference purposes.</i></p>
<i>SRNSW</i>	<p>New entry. These notices were covered in GDA10, entry 10.1.2 (Agreements activity), however comments from users indicated that the retention was overlong (10 years) and the disposal trigger inappropriate (after expiry of agreement). The proposed 5 year retention period is consistent with that of similar records in the Queensland and Tasmanian local government disposal authorities.</p>			
10.12.0	Permits	The activity of managing permission to undertake activities or processes.		
10.12.1		Records relating to permits to occupy land or to enter land to undertake work, including cable installations.	Retain minimum of 10 years after expiry or termination of permit, then destroy	Equivalent to GDA10, entry 10.12.1. Confirms existing authorised decision.
10.12.2		Records of permits, licences, registrations, etc. required for the installation, operation or use of energy and	Retain minimum of 7 years after expiry or termination	New entry. Retention is consistent with that of similar

		<p>telecommunications equipment, apparatus and infrastructure. Records include:</p> <ul style="list-style-type: none"> • applications for registration or permit, renewals, cancellations or details regarding cancellation or suspension of permits, licences or registration • copies of permits, licences, certificates of registration • conditions of licensing or registration • applications for review of decisions regarding licensing or registration. 	of permit, then destroy	records in the <i>General Retention and Disposal Authority - Administrative Records</i> (GA28) - EQUIPMENT & STORES - Compliance (entry 5.7.2).
<i>SRNSW</i> New entry added at request of users.				
10.13.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.		
10.13.1		<p>Records relating to the development of plans and strategies for the provision of energy supply and telecommunications infrastructure and services, including plans for meeting future demand for services. Records include:</p> <ul style="list-style-type: none"> • final versions and significant drafts of plans • background 	Retain minimum of 20 years after action completed, then destroy	Equivalent to GDA10, entry 10.13.1. Confirms existing authorised decision.

		research, etc.		
10.14.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community. Includes negotiations and liaison with service providers over the provision of energy and telecommunications services, e.g. cable locations, county councils, substations, installation of cabling, etc.		
10.14.1		Records relating to negotiations and liaison with electricity, gas and telecommunications service providers to ensure acceptable levels of service in the local area. Records include correspondence, minutes or notes of meetings, etc.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 10.14.1. Confirms existing authorised decision.
10.15.0	Service Provision	The activities relating to the provision of energy supply and telecommunications services by the organisation. See ENERGY SUPPLY AND TELECOMMUNICATIONS Connection for records of applications for connection and disconnection to or from energy supplies See ENERGY SUPPLY AND TELECOMMUNICATIONS Design and Construction for records relating to the installation of meters for customers See ENERGY SUPPLY AND TELECOMMUNICATIONS		

		NS Fees and Charges for records relating to customer accounts, including requests to waive rates and charges		
<i>SRNSW</i>	New activity added at request of users to cover records relating to service provision.			
10.15.1		Summary records relating to the connection and disconnection of properties to energy supplies, including address, meter details and position, date of connection/disconnection, etc.	Retain until property is disconnected from the supply, then destroy	New entry. Retention period is consistent with that of similar records in the <i>Local Government Sector Retention and Disposal Schedule</i> (Queensland) - ENERGY SUPPLY AND TELECOMMUNICATIONS - Connection (entry 10.6.1.).
<i>SRNSW</i>	New entry. Coverage for service provision records related to the provision of energy supplies was requested by users of the authority.			
10.15.2		Records of service provision and interaction with customers. Includes records used for the calculation of charges, such as meter readings. Records include: <ul style="list-style-type: none"> • records of individual meter readings, including data from hand held electronic readers • notifications of faults • complaints regarding services provided • account disputes • updates of customer details, etc. 	Retain minimum of 7 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative and accountability purposes and in case issues arise with relation to service provision or the accuracy of accounts/charges.