

No.	Function/ Activity	Description	Disposal action	Justification
19.0.0	LAWS AND ENFORCEMENT	<p>The function of regulating, notifying, prosecuting, and applying penalties in relation to the organisation's regulatory role. Includes the carrying out of inspections and investigations, issue of infringements, notices and orders and prosecution of offences or breaches of regulations and legislation.</p> <p>See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, policies, procedures, and standards concerning the conduct of regulatory activities</p> <p>See CUSTOMER SERVICE Public Reaction for records relating to the handling of complaints concerning breaches of regulations</p> <p>See ENVIRONMENTAL MANAGEMENT for applications to prune and remove trees, tree preservation orders and the operation of pounds</p> <p>See relevant function/activity for records relating to the issue of permits to conduct activities, e.g. see RECREATION AND CULTURAL SERVICES - Permits for permits to undertake activities, such as filming, on property owned or managed by the organisation</p>		
19.1.0	Campaigns	<p>Activities associated with raising awareness of a program, issue or requirements to promote or improve compliance with laws and regulations.</p>		

19.1.1		<p>Records relating to campaigns to raise awareness of laws and regulatory requirements and/or improve compliance. Records include:</p> <ul style="list-style-type: none"> • draft and final versions of campaign material such as brochures, booklets and circulars • project plans for the conduct of campaigns. 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 19.1.1. Confirms existing authorised decision.
<i>SRNSW</i> Examples of records added.				
19.2.0	Infringements	<p>Activities associated with issuing of infringement and penalty notices for breaches of rules, regulations and laws. See LAWS AND ENFORCEMENT Notifications for records of notices and orders to cease an action or rectify a matter issued prior to the issue of a penalty or infringement notice See LAWS AND ENFORCEMENT Prosecutions for records relating to legal proceedings instigated by the organisation for failure to pay fines and penalties See LEGAL SERVICES Litigation for records of legal action instigated by recipients of infringements and penalty notices, such as appeals to courts, etc.</p>		
19.2.1		<p>Records relating to the issue of infringements and penalty notices for offences. Records include:</p> <ul style="list-style-type: none"> • infringement/penalty notices • inspectors/rangers 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entries 19.2.1 and 19.2.2. Confirms existing authorised decision for GDA10, entry 19.2.2. GDA10, entry 19.2.1 - retention decreased

		<ul style="list-style-type: none"> • diaries and reports • investigation records • supporting documentation • associated correspondence. <p>Note: Where infringements result in legal action, records may need to be retained for longer as part of case file (see LAWS AND ENFORCEMENT – Prosecutions and LEGAL SERVICES – Litigation).</p>		<p>from 7 to 5 years after action completed, as records of infringements that lead to legal action will be retained as part of case records under LAWS AND ENFORCEMENT - Prosecutions and/or LEGAL SERVICES - Litigation. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Once fines and penalties are paid no further action is taken. Summary records of infringements and records of infringements that proceed to legal action will be retained for longer (see LAWS AND ENFORCEMENT - Registration, LAWS AND ENFORCEMENT - Prosecutions and LEGAL SERVICES - Litigation).</p>
<i>SRNSW</i>	<p>Examples of records added.</p> <p>Note proposed decrease in retention period (GDA10, entry 19.2.1). All infringements (whether leading to legal action or not) are now covered in one class with a 5 year retention - where infringements lead to legal action, the records should be retained as per other case records, and will be now be covered under the Prosecutions activity, or under LEGAL SERVICES - Litigation. Examples of offences have now been indexed rather than included in the disposal class descriptions to avoid limiting the scope and application of the disposal class.</p>			
<i>SRNSW Queries</i>	<p>Could you please advise whether there would be any requirements to retain these for a shorter period - e.g. are the originals sent to another organisation for processing with Council retaining copies only?</p>			
19.3.0	Investigations	The activity of investigating breaches or potential breaches of laws and regulations.		
19.3.1		Records of investigations into a breach or potential	Retain minimum of 5	Equivalent to GDA10, entry

		breach of compliance that do not proceed to further action (i.e. that do not proceed to the issue of an order, or penalty or to prosecution). This includes cases where the outcome of the investigation confirms that no breach, infringement or offence has occurred or that it cannot be established and therefore no further action should be pursued.	years after action completed, then destroy	19.3.1. Retention decreased from 10 to 5 years after action completed. Retention encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Records of investigations that result in prosecutions or other legal action will be retained for longer (see LAWS AND ENFORCEMENT - Prosecutions and LEGAL SERVICES - Litigation).
<i>SRNSW</i>	<p>Note proposed reduction in retention period.</p> <p>Since investigations of breaches would be conducted for the purposes of undertaking legal action and issuing infringements and penalty notices, investigation records should be retained as per the retention requirements of the other activities (such as Infringements, Licensing, Prosecutions, Notifications, etc.). The retention periods in other activities are either longer or shorter than the 10 years stipulated by GDA10, entry 19.3.1. Suggest changing GDA10, entry 19.3.1 to cover only investigations of breaches that do not lead to any other action, such as the issue of an order or penalty or the prosecution of the individual.</p> <p>Retention decreased to 5 years after action completed as records of investigations that lead to further action will be retained for the appropriate period under the relevant activity (e.g. Prosecutions, Notifications, etc.)</p>			
<i>SRNSW Queries</i>	<p>Could you please provide some additional information about the investigations and records covered under GDA10, entry 19.3.1 - it is not immediately clear what types of investigations are covered, nor why the retention periods differ from other enforcement records.</p> <p>It is proposed to cover records of investigations of offences under Infringements, Notifications, Prosecutions so that they are retained for a period that is consistent with any further action taken in relation to the matter (as they may be required/relevant for prosecution purposes, etc). Can you advise if there would be instances of an investigation into a breach or potential breach that does not result in further action?</p> <p>Given that this entry now only covers investigations that do not proceed to further action, would a shorter retention period (e.g. 2 years) be more appropriate?</p>			
19.4.0	Licensing	<p>The activities associated with authorising and granting permission to conduct or carry out activities.</p> <p>See LAWS AND ENFORCEMENT Authorisations for records</p>		

		<p>relating to delegations, licences and authorities granted to the organisation to perform compliance and regulatory activities on behalf of other organisations</p> <p>See LAWS AND ENFORCEMENT Notifications, Infringements and Prosecutions for records relating to the handling and prosecution of breaches of licence conditions</p> <p>See LEGAL SERVICES Litigation for records of legal action taken by or against the organisation concerning licensing issues</p>		
<i>SRNSW</i>	GDA10, entry 19.4.1 has been removed as it contained only a see reference, which has been added at the activity level.			
19.4.1		<p>Records relating to the licensing of nursing homes, including investigations of applicants and transferrals of licences. Records include:</p> <ul style="list-style-type: none"> • applications • licences • investigation reports • supporting documentation and associated correspondence. 	<p>Retain minimum of 10 years after expiry or termination of licence, then destroy</p>	<p>Equivalent to GDA10, entry 19.4.2. Confirms existing authorised decision.</p>
<i>SRNSW Queries</i>	Could you please advise whether councils still license nursing homes managed by other organisations?			
19.4.2		<p>Records relating to the issue of licences for the conduct of businesses and activities by the organisation. Records include:</p> <ul style="list-style-type: none"> • licences • applications and supporting documentation • renewals • plans and specifications 	<p>Retain minimum of 5 years after expiry or termination of licence, then destroy</p>	<p>Equivalent to GDA10, entry 19.4.3 and entry 19.4.4 for records of licences where the council is the licensing/issuing organisation. Retention increased from 1/2 years after expiry to 5 years after expiry. Retention period encompasses potential use of the</p>

		<ul style="list-style-type: none"> associated correspondence. 		records for ongoing administrative and accountability purposes.
<i>SRNSW</i>	Note change of scope of entry to cover licences that are issued by the organisation. It was not immediately clear what the criteria/distinction was between GDA10, entries 19.4.3 and 19.4.4.			
19.4.3		Copies of approved licences for the conduct of businesses and activities which are issued by external organisations.	Retain minimum of 1 year after expiry or termination of licence, then destroy	Equivalent to GDA10, entry 19.4.3 for records of licences where the council is not the licensing/issuing organisation - retention decreased from 1 to 2 years after expiry or termination of licence. Equivalent to GDA10, entry 19.4.4 for records of licences where the council is not the licensing/issuing organisation - confirms existing authorised decision. Licences are issued by external organisations - records would only be required for reference and administrative purposes which are likely to be short term.
19.4.4		Records of licence applications or renewals that are not approved and related documentation.	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 19.4.5. Confirms existing authorised decision.
19.4.5		Records relating to the licensing and registration of companion animals. Records include: <ul style="list-style-type: none"> companion animal permanent identification forms and registration forms companion animal 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 19.4.3. Retention changed from 2 years after expiry to 5 years after action completed. The <i>Guideline on the Exercise of Functions Under the Companion Animals</i>

		<p>change of owner/details forms</p> <ul style="list-style-type: none"> • verifications of existing microchips • statutory declarations of animal ownership. 		<p>Act (s.4.2.2) stipulates that certain records relating to companion animals (including records relating to registration, identification and notification of changes to the status of the animal) are to be retained for at least 2 years and not more than 5 years from the date of the creation of the record.</p>
<i>SRNSW</i>	<p>Examples of forms/records added. From 2000, the Department of Local Government took over the administration of the Companion Animals Register. Councils have retained certain responsibilities with regard to companion animals, including the registration of companion animals. The <i>Guideline on the Exercise of Functions Under the Companion Animals Act (s.4.2.2)</i> stipulates that certain records relating to companion animals (including records relating to registration, identification and notification of changes to the status of the animal) are to be retained for at least 2 years and not more than 5 years from the date of the creation of the record.</p> <p>Feedback from users of the authority indicated that the previous retention requirement (2 years after expiry, GDA10, entry 19.4.3) was not able to be applied as animals are registered for life, and the council responsible for registration may not be the same council that receives the notification of the death of the animal.</p>			
19.5.0	Local Laws	<p>The process of enactment of State legislation and regulation by the powers invested in the local government.</p> <p>See CORPORATE MANAGEMENT Legislation for records relating to the development of local laws and regulations</p> <p>See LAWS AND ENFORCEMENT - Prosecutions and LEGAL SERVICES - Litigation for records of precedent setting cases which lead to changes in local or other laws and regulations or their interpretation or enforcement</p>		
<i>SRNSW</i>	<p>GDA10, entry 19.5.1 (records relating to the making of local laws and regulations) has been removed and will now be covered under CORPORATE MANAGEMENT - Legislation to avoid unnecessary duplication. GDA10, entry 4.8.2 already covers the</p>			

	<p>formulation of regulations issued by Councils.</p> <p>GDA10, entry 19.5.2 (records of precedent-setting cases) has been removed and will now be covered under LAWS AND ENFORCEMENT - Prosecutions or LEGAL SERVICES - Litigation, as it does not relate to the development of laws and regulations, but rather to legal cases resulting in changes to local laws and regulations.</p>			
19.6.0	<p>Notifications</p>	<p>The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation.</p> <p>See ENVIRONMENTAL MANAGEMENT Notifications for records relating to certification that land is not subject to notice regarding aquatic pests and noxious plants</p> <p>See LAWS AND ENFORCEMENT Infringements for records relating to the issue of infringement notices and penalties for breaches of regulations or non-compliance with orders and notices</p> <p>See LAWS AND ENFORCEMENT Prosecutions for records of prosecutions for breaches of regulations or non-compliance with orders and notices</p> <p>See relevant function/Notifications for records of notifications related to specific issues, e.g. see WASTE MANAGEMENT – Notifications for records of notices issued for rubbish dumping or littering, etc.</p>		
19.6.1		<p>Records relating to the issue of notices and orders for offences under local and other laws and instructions for rectification or remediation. Records include :</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 19.6.1. Confirms existing authorised decision.</p>

		<ul style="list-style-type: none"> • notifications of a failure of compliance and of the organisation's intention to act • notices or orders to comply or to undertake an action • notices of intention to give an order • objections and submissions • authorisations from other agencies to issue orders and notices • affidavits of service of notices • supporting documentation • field officers/inspectors diaries • investigation reports • associated correspondence. <p>Note: Where notices and orders result in legal action, records may need to be retained for longer as part of case file (see LAWS AND ENFORCEMENT – Local Laws and Prosecutions and LEGAL SERVICES – Litigation).</p>		
<i>SRNSW</i>	<p>Examples of records added. Entry now covers all notifications, not just those leading to legal action (notices leading to legal action should be retained as part of the legal case file and retained accordingly).</p> <p>References to rubbish and waste have been removed as they are already covered under WASTE MANAGEMENT - Notifications.</p>			
<i>SRNSW</i>	<p>Removed reference to food offences - notifications relating to food offences are already covered under PUBLIC HEALTH - Notifications.</p>			
<i>SRNSW Queries</i>	<p>Please advise whether the proposed retention period is appropriate given that this class now covers all notices, not just those resulting in legal action.</p>			
19.6.2		<p>Records relating to notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>New entry. Records may be required to provide evidence of compliance should issues arise.</p>

		<p>regulations. Includes certification of regulated systems. Records include:</p> <ul style="list-style-type: none"> inspection reports and certificates, e.g. quarterly water cooling tower reports, annual and supplementary fire safety statements, certificates of compliance for dangerous/restricted dog enclosures, etc. <p>Note: Final/interim fire safety certificates and fire safety schedules required for new developments are covered under DEVELOPMENT AND BUILDING CONTROLS – Applications – Building and Development.</p>		
<i>SRNSW</i>	New entry. Requested by users of the authority.			
<i>SRNSW Queries</i>	Is the proposed retention period too long, given that some of these are routinely submitted? Perhaps 2 or 5 years is more appropriate?			
19.6.3		Records relating to notices of entry to inspect private land and property, where notices are accompanied by authorisations to use force to enter property or enter without notice.	Retain minimum of 7 years after action completed, then destroy	New entry. Retention period is consistent with that of similar records in the <i>General Disposal Authority - Local Government Records - PUBLIC HEALTH - Notifications</i> (entry 24.8.3).
<i>SRNSW</i>	New entry - Council officers may enter private land for purposes other than just public health inspections.			
19.6.4		Records relating to routine notifications of entry to private land and property to conduct inspections and enforcement activities.	Retain minimum of 2 years after action completed, then destroy	New entry. Retention period is consistent with that of similar records in the <i>General Disposal Authority - Local Government Records</i> , entries 11.6.5 (ENVIRONMENTAL MANAGEMENT - Notifications) and

				24.8.4 (PUBLIC HEALTH - Notifications).
<i>SRNSW</i>	New entry - Council officers may enter private land for purposes other than public health or environmental inspections.			
19.6.5		Records relating to certifications and notifications that land is not subject to outstanding notices or orders. Records include: <ul style="list-style-type: none"> certificates and applications associated correspondence. 	Retain minimum of 7 years after action completed, then destroy	New entry - requested by users of the authority. Retention period encompasses potential use of the records for ongoing administrative, accountability or reference purposes and in case legal or other issues arise.
<i>SRNSW</i>	New entry. Examples of specific forms and records added as requested by users of the authority.			
19.6.6		Listings of notices issued and notices outstanding, including tracking and update records.	Retain until ceases to be of administrative or reference use, then destroy	New entry. Facilitative records only - retention requirements are likely to be short term. Retention is consistent with that of similar records in ENVIRONMENTAL MANAGEMENT - Notifications, GDA10 entry 11.6.6 and PUBLIC HEALTH - Notifications, GDA10 entry 24.8.5.
<i>SRNSW</i>	New entry - records not previously covered in this function.			
19.7.0	Prosecutions	The activities involved in managing legal proceedings instigated by the organisation, for non-compliance with notices, orders and infringements of for breaches of laws and regulations. See LEGAL SERVICES Litigation for records of legal action instigated by recipients of notices, orders and infringements, such as appeals to external Tribunals and courts		
19.7.1		Records relating to legal proceedings instigated by	Retain minimum of 7	Equivalent to GDA10, entry

		<p>the organisation for non-compliance with notices, orders and infringements or for breaches of laws and regulations and licence conditions, which are not precedent-setting and do not lead to changes of laws and regulations or the organisation's policies. Records include case files, briefs of evidence, etc.</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>	years after action completed, then destroy	19.7.1. Confirms existing authorised decision.
19.7.2		<p>Records relating to legal proceedings instigated by the organisation for non-compliance with notices, orders and infringements and for breaches of laws and regulations and licence conditions, which are precedent-setting and/or lead to changes of laws and regulations or the organisation's policies. Records include case files, briefs of evidence, etc.</p>	Required as State archives	Equivalent to GDA10, entry 19.5.2. Confirms existing authorised decision.
19.8.0	Registration	<p>Compiled registers and summary records.</p>		
19.8.1		<p>Summary records and registers of licences of licensed premises and businesses.</p>	Required as State archives	Equivalent to GDA10, entry 19.8.1 - for licence registers of licensed premises/businesses. Confirms existing authorised decision. Equivalent to

				GDA10, entry 19.8.2 - for licence registers of licensed premises/businesses. Retention changed from 10 years after expiry to required as State archives. Records provide evidence of changes to the nature of local businesses and premises over time and of the evolution of the local area.
<i>SRNSW</i>	References to building notices, immunisation and usage of hazardous substances have been removed as they are already covered elsewhere in the authority and are not all specifically related to licences:			
	<ul style="list-style-type: none"> • summary records of building notices issued are covered in entry 19.8.10 and GDA10, entry 24.12.2 • summary records of immunisations are covered in entry 24.12.1 and in GDA10, entry 24.12.1 • summary records of the usage of hazardous substances are covered in entries 11.10.1 and 24.12.1 and GDA10, entry 11.10.1. 			
	Note change in scope of entry to cover licence registers of licensed premises/businesses.			
19.8.2		Summary records and registers of licences or permits issued to carry out certain activities, e.g. blasting.	Retain minimum of 10 years after expiry or termination of the last licence entered in the register, then destroy	Equivalent to GDA10, entry 19.8.2. Confirms existing authorised decision.
<i>SRNSW</i>	Note change in scope of entry to cover licence registers of licences issued to conduct activities.			
19.8.3		Records of payments and payment arrangements for licensing, infringements and penalties. Records include: <ul style="list-style-type: none"> • requests for extensions of time to pay or requests and arrangements to pay in instalments • summary records of payments received, 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 19.8.3. Retention increased from 6 to 7 years after action completed for consistency with that of other financial records (see FINANCIAL MANAGEMENT and the <i>General Retention and Disposal Authority</i> -

		etc.		<i>Administrative Records (GA28) - FINANCIAL MANAGEMENT).</i> Records may be required for financial audits and reporting.
<i>SRNSW</i>	<i>Note proposed increase in retention to 7 years after action completed for consistency with that of other financial records (see FINANCIAL MANAGEMENT and the General Retention and Disposal Authority - Administrative Records (GA28) - FINANCIAL MANAGEMENT).</i>			
19.8.4		Register of companion animals.	Retain minimum of 15 years after action completed, then destroy	Equivalent to GDA10, entry 19.8.4. Confirms existing authorised decision.
19.8.5		Register of applications for noxious trades licences.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 19.8.5. Confirms existing authorised decision.
19.8.6		Registers of the issue of licence books.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 19.8.6. Confirms existing authorised decision.
19.8.7		Summary records, such as registers, documenting details of legal action or proceedings commenced or of cases prosecuted, including name, identification, description and outcome of case. Includes summary records of summonses issued.	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 19.8.7 - retention increased from 5 years after expiry to 7 years after action completed for consistency with that of similar records in GDA10 - PUBLIC HEALTH - Registration (entry 19.8.7) and with that of legal cases (see entry 19.7.1). Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes while legal matters are current and in

				case further issues arise. Case records of precedent-setting cases will be retained as State archives (see entry 19.7.2 above).
<i>SRNSW</i>	Note proposed change in retention 7 years after action completed for consistency with that of GDA10, entry 24.12.2 and of other legal actions (see entry 19.7.2).			
19.8.8		Summary records of infringement and penalty notices issued, such as registers.	Retain minimum of 10 years after last infringement in register has been finalised, then destroy	Equivalent to GDA10, entry 19.8.8. Confirms existing authorised decision.
<i>SRNSW</i>	Disposal trigger changed to after last infringement in register has been finalised. Scope of entry encompasses all registers of notices or orders issued, in addition to those specifically covered under entries GDA10 entry 31.9.1 (WASTE MANAGEMENT – Registration) and GDA10 part of entry 24.12.2 (PUBLIC HEALTH – Registration). This entry would also cover the Register of building notices previously listed as an example in GDA10 entry 19.8.1 (Licence registers). Please advise if you consider these types of registers to warrant longer retention.			
19.8.9		Summary records and registers of water cooling systems and warm water systems installed in regulated premises within the local area.	Retain until system no longer in place, then destroy	New entry. Summary records of water cooling and warm water systems are required to be kept under the <i>Public Health (Microbial Control) Regulation 2000</i> , cl.15.
<i>SRNSW</i>	New class in this activity. Records required to be kept under the <i>Public Health (Microbial Control) Regulation 2000</i> , cl.15.			
<i>SRNSW Queries</i>	No retention periods for these records are mandated by legislation - please advise whether the proposed retention period is appropriate.			
19.8.10		Summary records or registers of issued notices or orders.	Retain minimum of 7 years after action completed, then destroy	New entry. Equivalent to GDA10, entry 24.12.2 for summary records of health notices and notices to comply - confirms existing authorised decision. Also covers registers/summary records of building notices issued - previously required as State archives

				under GDA19, entry 19.8.1. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Key records of precedent setting legal cases arising from the issue of orders and notices are required as State archives (see entries 19.7.2 and 20.3.1).
<i>SRNSW</i>	<p>New entry, encompasses part of GDA10, entry 24.12.2 (summary records of health notices and notices to comply) - scope of class broadened to include all summary records of issued notices or orders, not just those relating to public health.</p> <p>Class now also covers summary records of building notices issued. Note change in disposal action to 7 years after action completed (previously required as State archives under GDA10, entry 19.8.1).</p> <p>GDA10, entry 19.8.1 relates to registers of licences (not notices) issued - it is possible that building notices were included as an example there by mistake.</p>			
19.9.0	Submissions	<p>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or internally, for the purpose of either gain or support.</p> <p>See CORPORATE MANAGEMENT - Legislation and GOVERNMENT RELATIONS - Submissions for records of submissions relating directly to the functions of the organisation and submissions which do not relate to regulatory or enforcement matters</p>		
19.9.1		Records of substantive submissions made on regulatory and enforcement matters, including submissions or complaints regarding applications for liquor licences made to external organisations and	Required as State archives	Equivalent to GDA10, entry 19.9.1. Confirms existing authorised decision.

		submissions concerning licensed premises.		
<i>SRNSW</i>	Included coverage for council submissions regarding proposed liquor licences and complaints and submissions made by councils regarding licensed premises in the local area.			
19.9.2		Records relating requests for comments on regulatory and enforcement matters, where only routine information is provided or where there is no response.	Retain minimum of 1 year after action completed, then destroy	Equivalent to GDA10, entry 19.9.2. Confirms existing authorised decision.
19.10.0	Authorisations	The process of seeking and granting permission to undertake a requested action. Includes authorisations from external organisations for the organisation and its staff to carry out regulatory and enforcement activities, such as entering private property and conducting inspections.		
<i>SRNSW</i>	New activity. Added to provide coverage for all delegations, authorisations and licences enabling Councils to undertake regulatory and compliance activities.			
19.10.1		Records of licences, authorisations and delegations of authority enabling the organisation and individual staff to carry out compliance and regulatory activities, e.g. licences from the Environmental Protection Authority, delegations from the Food Authority, authorities for rangers to destroy dogs, authorities to enter private property, search warrants, etc.	Retain minimum of 7 years after licence, authority or delegation expires or is superseded or revoked, then destroy	New entry. Records document authorisations to carry out regulatory and enforcement activities. Retention period encompasses potential use of the records for administrative, accountability and reference purposes while the authorities are current and in case issues arise in relation to the performance of authorised duties by the organisation.
<i>SRNSW Queries</i>	Should these records be covered under the PERSONNEL function?			
19.11.0	Liaison	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.		
<i>SRNSW</i>	New activity added. The addition of a Liaison activity to relevant functions was requested by users of the authority.			
19.11.1		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters concerning the carrying out of regulatory and enforcement activities by the organisation	Retain minimum of 5 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes.