

DRAFT - General Retention and Disposal Authority: Local Government records (Linking Table)

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                                | <b>Comments</b>   |
|------------------------|-----------------------|---|---|
| <b>GDA10 2.13.1</b>    | <b>5.3.8</b>          | PROPERTY MANAGEMENT - Design and Construction           |   |
| <b>GDA10 5.1.1</b>     | <b>5.1.1</b>          | PROPERTY MANAGEMENT - Access                            |   |
| <b>GDA10 5.2.1</b>     | <b>5.2.1</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing |   |
| <b>GDA10 5.2.2</b>     | <b>5.2.3</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | retention increased and disposal trigger changed to 12 years after property disposed of or after action completed   |
| <b>GDA10 5.2.3</b>     | <b>5.2.2</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | retention increased to 10 years after action completed  |
| <b>GDA10 5.2.4</b>     | <b>5.2.3</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | retention changed to include coverage for limitation periods for contracts under seal   |
| <b>GDA10 5.2.5</b>     | <b>5.2.4</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing |   |
| <b>GDA10 5.2.6</b>     | <b>5.2.5</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing |   |
| <b>GDA10 5.2.7</b>     | <b>5.2.1</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for records relating to evaluations and negotiations for acquisition of significant properties  |
| <b>GDA10 5.2.7</b>     | <b>5.2.2</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for records relating to the evaluation and negotiations for the acquisition of properties that do not proceed, retention increased to 10 years after action completed |
| <b>GDA10 5.2.7</b>     | <b>5.2.3</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for records relating to evaluations and negotiations for the acquisition of properties that are not of significance   |
| <b>GDA10 5.2.7</b>     | <b>5.2.5</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for records relating to negotiations and evaluations for the acquisition of properties by leasing   |
| <b>GDA10 5.2.8</b>     | <b>5.2.7</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing |   |
| <b>GDA10 5.2.9</b>     | <b>5.2.8</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | retention increased to 12 years after action completed  |
| <b>GDA10 5.2.10</b>    | <b>5.2.9</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing |   |
| <b>GDA10 5.3.1</b>     | <b>5.3.1</b>          | PROPERTY MANAGEMENT - Design and Construction           | for key design and construction records of significant properties   |
| <b>GDA10 5.3.1</b>     | <b>5.3.4</b>          | PROPERTY MANAGEMENT - Design and Construction           | for routine project management records relating to the design and   |

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| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                      | <b>Comments</b>  |
|------------------------|-----------------------|---|--|
|                        |                       |   | construction of significant properties   |
| <b>GDA10 5.3.1</b>     | <b>5.3.5</b>          | PROPERTY MANAGEMENT - Design and Construction | for routine design and construction records for significant properties   |
| <b>GDA10 5.3.1</b>     | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning                | for conservation management plans  |
| <b>GDA10 5.3.2</b>     | <b>5.3.2</b>          | PROPERTY MANAGEMENT - Design and Construction | for key design and construction records of non-significant properties  |
| <b>GDA10 5.3.2</b>     | <b>5.3.4</b>          | PROPERTY MANAGEMENT - Design and Construction | for routine project management records relating to the design and construction of non-significant properties   |
| <b>GDA10 5.3.2</b>     | <b>5.3.5</b>          | PROPERTY MANAGEMENT - Design and Construction | for routine design and construction records for non-significant properties   |
| <b>GDA10 5.3.3</b>     | <b>5.3.3</b>          | PROPERTY MANAGEMENT - Design and Construction |  |
| <b>GDA10 5.3.4</b>     | <b>5.3.3</b>          | PROPERTY MANAGEMENT - Design and Construction | retention increased to 7 years after action completed  |
| <b>GDA10 5.4.1</b>     | <b>5.4.1</b>          | PROPERTY MANAGEMENT - Leasing-Out             |  |
| <b>GDA10 5.5.1</b>     | <b>5.3.1</b>          | PROPERTY MANAGEMENT - Design and Construction | for records of major maintenance works involving structural changes on significant properties (including heritage conservation works involving structural changes) |
| <b>GDA10 5.5.1</b>     | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning                | for conservation management plans  |
| <b>GDA10 5.5.1</b>     | <b>5.14.3</b>         | PROPERTY MANAGEMENT - Conservation            | for records relating to the ongoing conservation and maintenance of heritage assets  |
| <b>GDA10 5.5.2</b>     | <b>5.5.2</b>          | PROPERTY MANAGEMENT - Maintenance             | retention changed to until property, structure, etc. is disposed of or demolished  |
| <b>GDA10 5.5.3</b>     | <b>5.5.3</b>          | PROPERTY MANAGEMENT - Maintenance             |  |
| <b>GDA10 5.5.4</b>     | <b>5.5.4</b>          | PROPERTY MANAGEMENT - Maintenance             | retention increased to 7 years after action completed  |
| <b>GDA10 5.6.1</b>     | <b>5.6.1</b>          | PROPERTY MANAGEMENT - Planning                |  |
| <b>GDA10 5.7.1</b>     | <b>5.7.1</b>          | PROPERTY MANAGEMENT - Programs                | for records relating to the implementation of property management programs   |
| <b>GDA10 5.8.1</b>     | <b>5.8.1</b>          | PROPERTY MANAGEMENT - Registration            |  |
| <b>GDA10 5.8.2</b>     | <b>5.8.1</b>          | PROPERTY MANAGEMENT - Registration            |  |
| <b>GDA10 5.8.3</b>     | <b>5.8.1</b>          | PROPERTY MANAGEMENT - Registration            |  |
| <b>GDA10 5.9.1</b>     | <b>5.5.1</b>          | PROPERTY MANAGEMENT - Maintenance             | for damage and fire reports, retention increased to 7 years  |

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                                       | <b>Comments</b>   |
|------------------------|-----------------------|--|---|
|                        |                       |  | after action completed  |
| <b>GDA10 5.9.1</b>     | <b>5.9.1</b>          | PROPERTY MANAGEMENT - Reporting                                |   |
| <b>GDA10 5.10.1</b>    | <b>5.10.1</b>         | PROPERTY MANAGEMENT - Security                                 |   |
| <b>GDA10 5.10.2</b>    | <b>5.10.2</b>         | PROPERTY MANAGEMENT - Security                                 | retention changed to 2 years after action completed   |
| <b>GDA10 5.11.1</b>    | <b>5.11.1</b>         | PROPERTY MANAGEMENT - Urban Design                             |   |
| <b>GDA10 5.11.2</b>    | <b>5.11.2</b>         | PROPERTY MANAGEMENT - Urban Design                             | disposal trigger changed to after project completed   |
| <b>GDA10 5.12.1</b>    | <b>5.12.1</b>         | PROPERTY MANAGEMENT - Usage                                    |   |
| <b>GDA10 5.12.2</b>    | <b>5.12.2</b>         | PROPERTY MANAGEMENT - Usage                                    |   |
| <b>GDA10 5.12.3</b>    | <b>5.12.3</b>         | PROPERTY MANAGEMENT - Usage                                    |   |
| <b>GDA10 5.12.4</b>    | <b>5.12.4</b>         | PROPERTY MANAGEMENT - Usage                                    |   |
| <b>GDA10 5.13.1</b>    | <b>5.13.1</b>         | PROPERTY MANAGEMENT - Valuations                               |   |
| <b>GDA10 8.11.6</b>    | <b>24.6.2</b>         | PUBLIC HEALTH - Inspections                                    | for records of routine inspections of meat/abattoirs, retention increased to 5 years after action completed                             |
| <b>GDA10 10.1.1</b>    | <b>10.1.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements              |   |
| <b>GDA10 10.1.2</b>    | <b>10.1.2</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements              |   |
| <b>GDA10 10.1.2</b>    | <b>10.11.2</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications           | for notices of works, such as land access and activity notices and Telstra notices, retention reduced to 5 years after action completed |
| <b>GDA10 10.1.3</b>    | <b>10.1.3</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements              |   |
| <b>GDA10 10.2.1</b>    | <b>10.2.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Campaigns               |   |
| <b>GDA10 10.3.1</b>    | <b>10.3.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Certification           |   |
| <b>GDA10 10.4.1</b>    | <b>10.4.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Connection              |   |
| <b>GDA10 10.5.1</b>    | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning                                 | for conservation management plans for energy supply and telecommunications facilities   |
| <b>GDA10 10.5.1</b>    | <b>10.5.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction |   |
| <b>GDA10 10.5.2</b>    | <b>10.5.2</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction |   |
| <b>GDA10 10.5.3</b>    | <b>10.5.3</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction |   |
| <b>GDA10 10.5.4</b>    | <b>10.5.4</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction |   |

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| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                                       | <b>Comments</b>   |
|------------------------|-----------------------|--|---|
| <b>GDA10 10.5.5</b>    | <b>10.5.5</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction |   |
| <b>GDA10 10.6.1</b>    | <b>10.6.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Fees and Charges        |   |
| <b>GDA10 10.6.2</b>    | <b>10.6.2</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Fees and Charges        | retention increased to 7 years after action completed   |
| <b>GDA10 10.6.3</b>    | <b>10.6.3</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Fees and Charges        | retention changed to 7 years after end of financial year in which transaction was completed   |
| <b>GDA10 10.7.1</b>    | <b>10.7.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Inspections             | retention changed to 7 years after action completed   |
| <b>GDA10 10.8.2</b>    | <b>10.8.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Liaison                 |   |
| <b>GDA10 10.9.1</b>    | <b>10.5.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction | for records relating to major maintenance works involving structural changes carried out on significant infrastructure, retention increased to required as State archives |
| <b>GDA10 10.9.1</b>    | <b>10.5.2</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction | for records of major maintenance work involving structural changes carried out on infrastructure  |
| <b>GDA10 10.9.1</b>    | <b>10.9.1</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Maintenance             |   |
| <b>GDA10 10.9.2</b>    | <b>10.9.2</b>         | ENERGY SUPPLY AND TELECOMMUNICATIONS - Maintenance             |   |
| <b>GDA10 10.10.1</b>   | <b>10.10.1</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Monitoring              |   |
| <b>GDA10 10.11.1</b>   | <b>10.11.1</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications           |   |
| <b>GDA10 10.12.1</b>   | <b>10.12.1</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Permits                 |   |
| <b>GDA10 10.13.1</b>   | <b>10.13.1</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Planning                |   |
| <b>GDA10 10.14.1</b>   | <b>10.14.1</b>        | ENERGY SUPPLY AND TELECOMMUNICATIONS - Service Providers       |   |
| <b>GDA10 11.1.1</b>    | <b>11.1.1</b>         | ENVIRONMENTAL MANAGEMENT - Animal Welfare                      |   |
| <b>GDA10 11.1.2</b>    | <b>11.1.2</b>         | ENVIRONMENTAL MANAGEMENT - Animal Welfare                      |   |
| <b>GDA10 11.1.3</b>    | <b>11.1.3</b>         | ENVIRONMENTAL MANAGEMENT - Animal Welfare                      |   |
| <b>GDA10 11.2.1</b>    | <b>11.2.1</b>         | ENVIRONMENTAL MANAGEMENT - Education                           | second disposal trigger added   |
| <b>GDA10 11.3.1</b>    | <b>11.3.1</b>         | ENVIRONMENTAL MANAGEMENT -                                     |   |

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| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                     | <b>Comments</b>  |
|------------------------|-----------------------|--|--|
|                        |                       | Inspections                                  |  |
| <b>GDA10 11.5.1</b>    | <b>11.5.1</b>         | ENVIRONMENTAL MANAGEMENT - Monitoring        |  |
| <b>GDA10 11.5.2</b>    | <b>11.5.2</b>         | ENVIRONMENTAL MANAGEMENT - Monitoring        | retention increased to 75 years after action completed                 |
| <b>GDA10 11.5.3</b>    | <b>11.5.3</b>         | ENVIRONMENTAL MANAGEMENT - Monitoring        |  |
| <b>GDA10 11.6.1</b>    | <b>11.6.1</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.3</b>    | <b>11.6.2</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.4</b>    | <b>11.6.3</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.5</b>    | <b>11.6.4</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.6</b>    | <b>11.6.5</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.7</b>    | <b>11.6.6</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     |  |
| <b>GDA10 11.6.8</b>    | <b>11.6.7</b>         | ENVIRONMENTAL MANAGEMENT - Notifications     | retention changed to 7 years after tree is removed or order superseded |
| <b>GDA10 11.7.1</b>    | <b>11.7.1</b>         | ENVIRONMENTAL MANAGEMENT - Permits           | retention increased to 7 years after action completed                  |
| <b>GDA10 11.7.2</b>    | <b>11.7.2</b>         | ENVIRONMENTAL MANAGEMENT - Permits           |  |
| <b>GDA10 11.8.1</b>    | <b>11.8.1</b>         | ENVIRONMENTAL MANAGEMENT - Planning          |  |
| <b>GDA10 11.8.2</b>    | <b>11.8.2</b>         | ENVIRONMENTAL MANAGEMENT - Planning          |  |
| <b>GDA10 11.9.1</b>    | <b>11.9.1</b>         | ENVIRONMENTAL MANAGEMENT - Programs          |  |
| <b>GDA10 11.9.2</b>    | <b>11.9.2</b>         | ENVIRONMENTAL MANAGEMENT - Programs          |  |
| <b>GDA10 11.9.3</b>    | <b>11.9.3</b>         | ENVIRONMENTAL MANAGEMENT - Programs          |  |
| <b>GDA10 11.9.4</b>    | <b>11.9.4</b>         | ENVIRONMENTAL MANAGEMENT - Programs          |  |
| <b>GDA10 11.10.1</b>   | <b>11.10.1</b>        | ENVIRONMENTAL MANAGEMENT - Registration      |  |
| <b>GDA10 11.11.1</b>   | <b>11.11.1</b>        | ENVIRONMENTAL MANAGEMENT - Reporting         |  |
| <b>GDA10 11.11.2</b>   | <b>11.11.2</b>        | ENVIRONMENTAL MANAGEMENT - Reporting         |  |
| <b>GDA10 11.12.1</b>   | <b>11.12.1</b>        | ENVIRONMENTAL MANAGEMENT - Service Provision |  |
| <b>GDA10 11.12.2</b>   | <b>11.12.2</b>        | ENVIRONMENTAL MANAGEMENT - Service Provision |  |
| <b>GDA10 19.1.1</b>    | <b>19.1.1</b>         | LAWS AND ENFORCEMENT - Campaigns             |  |
| <b>GDA10 19.2.1</b>    | <b>19.2.1</b>         | LAWS AND ENFORCEMENT -                       | retention decreased to 5   |

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| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>              | <b>Comments</b>   |
|------------------------|-----------------------|---------------------------------------|---|
|                        |                       | Infringements                         | years after action completed  |
| <b>GDA10 19.2.2</b>    | <b>19.2.1</b>         | LAWS AND ENFORCEMENT - Infringements  |   |
| <b>GDA10 19.3.1</b>    | <b>19.3.1</b>         | LAWS AND ENFORCEMENT - Investigations | retention decreased to 5 years after action completed   |
| <b>GDA10 19.4.2</b>    | <b>19.4.1</b>         | LAWS AND ENFORCEMENT - Licensing      |   |
| <b>GDA10 19.4.3</b>    | <b>19.4.2</b>         | LAWS AND ENFORCEMENT - Licensing      | for records of licences where the council is the licensing/issuing organisation, retention increased to 5 years after expiry or termination or licence    |
| <b>GDA10 19.4.3</b>    | <b>19.4.3</b>         | LAWS AND ENFORCEMENT - Licensing      | for records of licences where the council is not the licensing/issuing organisation, retention decreased to 1 year after expiry or termination of licence |
| <b>GDA10 19.4.3</b>    | <b>19.4.5</b>         | LAWS AND ENFORCEMENT - Licensing      | for records relating to the licensing of companion animals, retention changed to 5 years after action completed   |
| <b>GDA10 19.4.4</b>    | <b>19.4.2</b>         | LAWS AND ENFORCEMENT - Licensing      | for records of licences where the council is the licensing/issuing organisation, retention increased to 5 years after expiry or termination or licence    |
| <b>GDA10 19.4.4</b>    | <b>19.4.3</b>         | LAWS AND ENFORCEMENT - Licensing      | for records of licences where the council is not the licensing/issuing organisation   |
| <b>GDA10 19.4.5</b>    | <b>19.4.4</b>         | LAWS AND ENFORCEMENT - Licensing      |   |
| <b>GDA10 19.5.2</b>    | <b>19.7.2</b>         | LAWS AND ENFORCEMENT - Prosecutions   |   |
| <b>GDA10 19.6.1</b>    | <b>19.6.1</b>         | LAWS AND ENFORCEMENT - Notifications  |   |
| <b>GDA10 19.7.1</b>    | <b>19.7.1</b>         | LAWS AND ENFORCEMENT - Prosecutions   |   |
| <b>GDA10 19.8.1</b>    | <b>19.8.1</b>         | LAWS AND ENFORCEMENT - Registration   | for licence registers of licensed premises/businesses   |
| <b>GDA10 19.8.1</b>    | <b>19.8.10</b>        | LAWS AND ENFORCEMENT - Registration   | for summary records of bulding notices issued   |
| <b>GDA10 19.8.2</b>    | <b>19.8.1</b>         | LAWS AND ENFORCEMENT - Registration   | for licence registers of licensed premises/businesses, retention increased to required as State archives  |
| <b>GDA10 19.8.2</b>    | <b>19.8.2</b>         | LAWS AND ENFORCEMENT - Registration   |   |

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|------------------------|-----------------------|---|--|
| <b>GDA10 19.8.3</b>    | <b>19.8.3</b>         | LAWS AND ENFORCEMENT - Registration                     | retention increased to 7 years after action completed  |
| <b>GDA10 19.8.4</b>    | <b>19.8.4</b>         | LAWS AND ENFORCEMENT - Registration                     |  |
| <b>GDA10 19.8.5</b>    | <b>19.8.5</b>         | LAWS AND ENFORCEMENT - Registration                     |  |
| <b>GDA10 19.8.6</b>    | <b>19.8.6</b>         | LAWS AND ENFORCEMENT - Registration                     |  |
| <b>GDA10 19.8.7</b>    | <b>19.8.7</b>         | LAWS AND ENFORCEMENT - Registration                     | retention increased to 7 years after action completed  |
| <b>GDA10 19.8.8</b>    | <b>19.8.8</b>         | LAWS AND ENFORCEMENT - Registration                     | disposal trigger changed to after last infringement in register has been finalised   |
| <b>GDA10 19.9.1</b>    | <b>19.9.1</b>         | LAWS AND ENFORCEMENT - Submissions                      |  |
| <b>GDA10 19.9.2</b>    | <b>19.9.2</b>         | LAWS AND ENFORCEMENT - Submissions                      |  |
| <b>GDA10 21.1.1</b>    | <b>5.2.1</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for records of acquisition of parks, reserves, etc.  |
| <b>GDA10 21.1.1</b>    | <b>5.2.7</b>          | PROPERTY MANAGEMENT - Acquisition, Disposal and Leasing | for Native Title claims associated with the acquisition of parks and reserves  |
| <b>GDA10 21.1.1</b>    | <b>21.8.1</b>         | PARKS AND RESERVES - Planning                           | for plans of management and zoning of parks, reserves, etc. acquired by the organisation   |
| <b>GDA10 21.2.1</b>    | <b>21.2.1</b>         | PARKS AND RESERVES - Agreements                         |  |
| <b>GDA10 21.2.2</b>    | <b>21.2.2</b>         | PARKS AND RESERVES - Agreements                         |  |
| <b>GDA10 21.2.3</b>    | <b>21.2.3</b>         | PARKS AND RESERVES - Agreements                         |  |
| <b>GDA10 21.3.1</b>    | <b>5.3.1</b>          | PROPERTY MANAGEMENT - Design and Construction           | for key design and construction records of significant parks, reserves and associate structures or facilities  |
| <b>GDA10 21.3.1</b>    | <b>5.3.4</b>          | PROPERTY MANAGEMENT - Design and Construction           | for routine project management records relating to the design and construction of significant parks, reserves and associated structures and facilities |
| <b>GDA10 21.3.1</b>    | <b>5.3.5</b>          | PROPERTY MANAGEMENT - Design and Construction           | for routine design and construction records of significant parks, reserves and associated structures and facilities                                    |
| <b>GDA10 21.3.1</b>    | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning                          | for conservation management plans of heritage parks, reserves and associated structures and facilities   |
| <b>GDA10 21.3.2</b>    | <b>5.3.2</b>          | PROPERTY MANAGEMENT - Design and Construction           | for key design and construction records of non-significant parks, reserves   |

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                      | <b>Comments</b>  |
|------------------------|-----------------------|---|--|
|                        |                       |   | and associated structures and facilities   |
| <b>GDA10 21.3.2</b>    | <b>5.3.4</b>          | PROPERTY MANAGEMENT - Design and Construction | for routine project management records relating to the design and construction of non-significant parks, reserves and associated structures and facilities |
| <b>GDA10 21.3.2</b>    | <b>5.3.5</b>          | PROPERTY MANAGEMENT - Design and Construction | for routine design and construction records of non-significant parks, reserves and associated structures and facilities                                    |
| <b>GDA10 21.4.1</b>    | <b>21.4.1</b>         | PARKS AND RESERVES - Horticultural Services   |  |
| <b>GDA10 21.4.2</b>    | <b>21.4.2</b>         | PARKS AND RESERVES - Horticultural Services   | retention increased to 7 years after works superseded  |
| <b>GDA10 21.4.3</b>    | <b>21.4.3</b>         | PARKS AND RESERVES - Horticultural Services   |  |
| <b>GDA10 21.4.4</b>    | <b>21.4.4</b>         | PARKS AND RESERVES - Horticultural Services   |  |
| <b>GDA10 21.4.5</b>    | <b>21.4.5</b>         | PARKS AND RESERVES - Horticultural Services   |  |
| <b>GDA10 21.5.1</b>    | <b>21.5.1</b>         | PARKS AND RESERVES - Licensing                |  |
| <b>GDA10 21.6.1</b>    | <b>21.6.1</b>         | PARKS AND RESERVES - Maintenance              |  |
| <b>GDA10 21.7.1</b>    | <b>21.7.1</b>         | PARKS AND RESERVES - Naming                   |  |
| <b>GDA10 21.7.2</b>    | <b>21.7.2</b>         | PARKS AND RESERVES - Naming                   |  |
| <b>GDA10 21.8.1</b>    | <b>21.8.1</b>         | PARKS AND RESERVES - Planning                 |  |
| <b>GDA10 21.8.2</b>    | <b>21.8.2</b>         | PARKS AND RESERVES - Planning                 |  |
| <b>GDA10 21.9.1</b>    | <b>5.10.1</b>         | PROPERTY MANAGEMENT - Security                |  |
| <b>GDA10 21.9.2</b>    | <b>5.10.2</b>         | PROPERTY MANAGEMENT - Security                | retention changed to 2 years after action completed  |
| <b>GDA10 21.10.1</b>   | <b>21.10.1</b>        | PARKS AND RESERVES - Service Provision        |  |
| <b>GDA10 21.10.2</b>   | <b>21.10.2</b>        | PARKS AND RESERVES - Service Provision        |  |
| <b>GDA10 21.11.1</b>   | <b>21.11.1</b>        | PARKS AND RESERVES - Trusts                   |  |
| <b>GDA10 21.12.1</b>   | <b>21.12.1</b>        | PARKS AND RESERVES - Usage                    |  |
| <b>GDA10 24.1.1</b>    | <b>24.1.1</b>         | PUBLIC HEALTH - Agreements                    |  |
| <b>GDA10 24.2.1</b>    | <b>24.2.1</b>         | PUBLIC HEALTH - Appointments                  |  |
| <b>GDA10 24.3.1</b>    | <b>24.3.1</b>         | PUBLIC HEALTH - Approvals                     | retention decreased to 7 years after expiry or termination of accreditation  |
| <b>GDA10 24.4.2</b>    | <b>24.4.2</b>         | PUBLIC HEALTH - Campaigns                     |  |
| <b>GDA10 24.4.3</b>    | <b>24.4.3</b>         | PUBLIC HEALTH - Campaigns                     |  |
| <b>GDA10 24.5.1</b>    | <b>24.5.1</b>         | PUBLIC HEALTH - Cemeteries                    |  |
| <b>GDA10 24.5.2</b>    | <b>24.5.1</b>         | PUBLIC HEALTH - Cemeteries                    |  |

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>             | <b>Comments</b>  |
|------------------------|-----------------------|--------------------------------------|--|
| <b>GDA10 24.5.3</b>    | <b>24.5.3</b>         | PUBLIC HEALTH - Cemeteries           |  |
| <b>GDA10 24.5.4</b>    | <b>24.5.4</b>         | PUBLIC HEALTH - Cemeteries           | retention increased to 7 years after action completed                                |
| <b>GDA10 24.5.5</b>    | <b>24.5.5</b>         | PUBLIC HEALTH - Cemeteries           |  |
| <b>GDA10 24.5.6</b>    | <b>24.5.6</b>         | PUBLIC HEALTH - Cemeteries           | retention increased to 7 years after action completed                                |
| <b>GDA10 24.6.1</b>    | <b>24.6.1</b>         | PUBLIC HEALTH - Inspections          |  |
| <b>GDA10 24.6.2</b>    | <b>24.6.2</b>         | PUBLIC HEALTH - Inspections          |  |
| <b>GDA10 24.6.3</b>    | <b>24.6.3</b>         | PUBLIC HEALTH - Inspections          |  |
| <b>GDA10 24.6.4</b>    | <b>24.6.4</b>         | PUBLIC HEALTH - Inspections          |  |
| <b>GDA10 24.7.1</b>    | <b>24.7.1</b>         | PUBLIC HEALTH - Monitoring           |  |
| <b>GDA10 24.7.2</b>    | <b>24.7.2</b>         | PUBLIC HEALTH - Monitoring           |  |
| <b>GDA10 24.7.3</b>    | <b>24.7.3</b>         | PUBLIC HEALTH - Monitoring           |  |
| <b>GDA10 24.7.4</b>    | <b>24.7.4</b>         | PUBLIC HEALTH - Monitoring           |  |
| <b>GDA10 24.7.5</b>    | <b>24.7.5</b>         | PUBLIC HEALTH - Monitoring           | for records of external monitoring of nursing homes run by the organisation          |
| <b>GDA10 24.7.5</b>    | <b>24.16.1</b>        | PUBLIC HEALTH - Liaison              | for records of liaison with external organisations on the operation of nursing homes |
| <b>GDA10 24.8.1</b>    | <b>24.8.1</b>         | PUBLIC HEALTH - Notifications        |  |
| <b>GDA10 24.8.2</b>    | <b>24.8.2</b>         | PUBLIC HEALTH - Notifications        |  |
| <b>GDA10 24.8.3</b>    | <b>19.6.3</b>         | LAWS AND ENFORCEMENT - Notifications |  |
| <b>GDA10 24.8.3</b>    | <b>24.8.3</b>         | PUBLIC HEALTH - Notifications        |  |
| <b>GDA10 24.8.4</b>    | <b>24.8.4</b>         | PUBLIC HEALTH - Notifications        |  |
| <b>GDA10 24.8.5</b>    | <b>24.8.5</b>         | PUBLIC HEALTH - Notifications        |  |
| <b>GDA10 24.9.1</b>    | <b>24.9.1</b>         | PUBLIC HEALTH - Permits              |  |
| <b>GDA10 24.9.2</b>    | <b>24.9.2</b>         | PUBLIC HEALTH - Permits              |  |
| <b>GDA10 24.9.3</b>    | <b>24.9.3</b>         | PUBLIC HEALTH - Permits              | disposal trigger changed to after expiry or termination of permit                    |
| <b>GDA10 24.9.4</b>    | <b>24.9.4</b>         | PUBLIC HEALTH - Permits              | disposal trigger changed to after expiry or termination of permit                    |
| <b>GDA10 24.10.1</b>   | <b>24.10.1</b>        | PUBLIC HEALTH - Planning             |  |
| <b>GDA10 24.11.1</b>   | <b>24.11.1</b>        | PUBLIC HEALTH - Programs             | for records relating to the administration and implementation of programs            |
| <b>GDA10 24.11.2</b>   | <b>24.10.1</b>        | PUBLIC HEALTH - Planning             | for plans of unique or significant public health programs                            |
| <b>GDA10 24.11.2</b>   | <b>24.11.2</b>        | PUBLIC HEALTH - Programs             |  |
| <b>GDA10 24.11.3</b>   | <b>24.11.3</b>        | PUBLIC HEALTH - Programs             |  |
| <b>GDA10 24.11.4</b>   | <b>24.11.1</b>        | PUBLIC HEALTH - Programs             |  |

DRAFT - General Retention and Disposal Authority: Local Government records (Linking Table)

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>          | <b>Comments</b>   |
|------------------------|-----------------------|-----------------------------------|---|
| <b>GDA10 24.12.1</b>   | <b>24.12.1</b>        | PUBLIC HEALTH - Registration      |   |
| <b>GDA10 24.12.1</b>   | <b>24.12.2</b>        | PUBLIC HEALTH - Registration      | for summary records of immunisations, retention decreased to 7 years after action completed   |
| <b>GDA10 24.12.2</b>   | <b>24.12.2</b>        | PUBLIC HEALTH - Registration      |   |
| <b>GDA10 24.14.1</b>   | <b>24.14.1</b>        | PUBLIC HEALTH - Reporting         |   |
| <b>GDA10 24.14.2</b>   | <b>24.14.2</b>        | PUBLIC HEALTH - Reporting         |   |
| <b>GDA10 24.14.3</b>   | <b>24.14.3</b>        | PUBLIC HEALTH - Reporting         |   |
| <b>GDA10 24.14.4</b>   | <b>24.14.4</b>        | PUBLIC HEALTH - Reporting         |   |
| <b>GDA10 24.15.1</b>   | <b>24.10.2</b>        | PUBLIC HEALTH - Planning          | for operational plans of health care services   |
| <b>GDA10 24.15.1</b>   | <b>24.15.1</b>        | PUBLIC HEALTH - Service Provision | for records of routine operation of health services   |
| <b>GDA10 24.15.2</b>   | <b>24.15.2</b>        | PUBLIC HEALTH - Service Provision |   |
| <b>GDA10 24.15.3</b>   | <b>24.15.3</b>        | PUBLIC HEALTH - Service Provision | retention changed to 7 years after last attendance or official contact or access by or on behalf of the patient or until patient reaches or would have reached 25 years of age, whichever is the longer |
| <b>GDA10 24.15.4</b>   | <b>24.15.3</b>        | PUBLIC HEALTH - Service Provision | retention changed to 7 years after last attendance or official contact or access by or on behalf of the patient or until patient reaches or would have reached 25 years of age, whichever is the longer |
| <b>GDA10 24.15.5</b>   | <b>24.15.4</b>        | PUBLIC HEALTH - Service Provision |   |
| <b>GDA10 24.15.6</b>   | <b>24.15.3</b>        | PUBLIC HEALTH - Service Provision | retention changed to 7 years after last attendance or official contact or access by or on behalf of the patient or until patient reaches or would have reached 25 years of age, whichever is the longer |
| <b>GDA10 24.15.7</b>   | <b>24.15.5</b>        | PUBLIC HEALTH - Service Provision |   |
| <b>GDA10 31.1.1</b>    | <b>31.1.1</b>         | WASTE MANAGEMENT - Campaigns      |   |
| <b>GDA10 31.2.1</b>    | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning    | for conservation management plans of waste management facilities  |

| <b>GDA10 reference</b> | <b>GAXX reference</b> | <b>Function/Activity</b>                   | <b>Comments</b>   |
|------------------------|-----------------------|--|---|
| <b>GDA10 31.2.1</b>    | <b>31.2.1</b>         | WASTE MANAGEMENT - Design and Construction |   |
| <b>GDA10 31.2.1</b>    | <b>31.11.11</b>       | WASTE MANAGEMENT - Service Provision       | for records relating to the development of waste management processes, schemes or systems that are innovative or significant  |
| <b>GDA10 31.2.2</b>    | <b>31.2.2</b>         | WASTE MANAGEMENT - Design and Construction | retention increased to 7 years after structure or plant is disposed of, replaced or ceases operation  |
| <b>GDA10 31.2.2</b>    | <b>31.11.1</b>        | WASTE MANAGEMENT - Service Provision       | for records relating to the development of waste management processes, systems and schemes that are not innovative or significant, retention increased to 20 years after facility ceases to operate |
| <b>GDA10 31.2.3</b>    | <b>31.11.4</b>        | WASTE MANAGEMENT - Service Provision       | retention changed to 1 year after action completed  |
| <b>GDA10 31.2.4</b>    | <b>5.4.4</b>          | PROPERTY MANAGEMENT - Leasing-Out          | retention increased to 7 years after expiry or termination of lease or agreement  |
| <b>GDA10 31.3.1</b>    | <b>31.3.1</b>         | WASTE MANAGEMENT - Fees and Charges        |   |
| <b>GDA10 31.3.2</b>    | <b>31.3.2</b>         | WASTE MANAGEMENT - Fees and Charges        |   |
| <b>GDA10 31.4.1</b>    | <b>31.4.1</b>         | WASTE MANAGEMENT - Guidelines              |   |
| <b>GDA10 31.5.1</b>    | <b>31.5.1</b>         | WASTE MANAGEMENT - Liaison                 |   |
| <b>GDA10 31.6.1</b>    | <b>5.6.2</b>          | PROPERTY MANAGEMENT - Planning             | for conservation management plans for waste management facilities   |
| <b>GDA10 31.6.2</b>    | <b>31.6.1</b>         | WASTE MANAGEMENT - Maintenance             |   |
| <b>GDA10 31.6.3</b>    | <b>31.6.2</b>         | WASTE MANAGEMENT - Maintenance             |   |
| <b>GDA10 31.6.4</b>    | <b>31.6.3</b>         | WASTE MANAGEMENT - Maintenance             |   |
| <b>GDA10 31.7.1</b>    | <b>31.7.1</b>         | WASTE MANAGEMENT - Notifications           |   |
| <b>GDA10 31.7.2</b>    | <b>31.7.2</b>         | WASTE MANAGEMENT - Notifications           |   |
| <b>GDA10 31.8.1</b>    | <b>31.8.1</b>         | WASTE MANAGEMENT - Planning                |   |
| <b>GDA10 31.9.1</b>    | <b>31.9.1</b>         | WASTE MANAGEMENT - Registration            |   |
| <b>GDA10 31.10.1</b>   | <b>31.10.1</b>        | WASTE MANAGEMENT - Reporting               |   |
| <b>GDA10 31.11.1</b>   | <b>31.11.1</b>        | WASTE MANAGEMENT - Service Provision       |   |
| <b>GDA10 31.11.2</b>   | <b>31.11.2</b>        | WASTE MANAGEMENT - Service Provision       |   |
| <b>GDA10 31.11.3</b>   | <b>31.11.3</b>        | WASTE MANAGEMENT - Service Provision       |   |
| <b>GDA10 31.11.4</b>   | <b>31.11.4</b>        | WASTE MANAGEMENT - Service Provision       |   |

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| <b>GDA10 reference</b>   | <b>GAXX reference</b> | <b>Function/Activity</b>             | <b>Comments</b> |
|--------------------------|-----------------------|--------------------------------------|-----------------|
| <b>GDA10<br/>31.11.5</b> | <b>31.11.5</b>        | WASTE MANAGEMENT - Service Provision |                 |
| <b>GDA10<br/>31.11.6</b> | <b>31.11.6</b>        | WASTE MANAGEMENT - Service Provision |                 |
| <b>GDA10<br/>31.11.7</b> | <b>31.11.7</b>        | WASTE MANAGEMENT - Service Provision |                 |