

No.	Function/ Activity	Description	Disposal action	Justification
5.0.0	PROPERTY MANAGEMENT	<p>The function of acquiring, constructing, designing, developing, disposing and maintaining property, premises and facilities owned, leased or otherwise occupied or managed by the organisation, including Crown land. Includes the usage, hiring and management of the organisation's halls and centres for multipurpose uses, including those that meet the broad social and recreational needs of the community.</p> <p>Note: Properties of heritage significance can include buildings, objects, monuments, Aboriginal places, gardens, bridges, landscapes, archaeological sites, shipwrecks, relics, bridges, streets, industrial structures and conservation precincts.</p> <p>Note: For the purposes of this authority, a property is 'heritage listed' if it is featured on:</p> <ul style="list-style-type: none"> • the National Heritage List searchable via the Australian Heritage Database • the State Heritage Register • the organisation's heritage and conservation register 		

		<ul style="list-style-type: none"> • a local environmental planning (LEP) instrument • the Royal Australian Institute of Architects' (RAIA), NSW Chapter, Register of 20th Century Buildings of Significance and/or • the DOCOMOMO Register of Modern Movement Buildings, sites and landscapes in Australia (NSW). <p>See CORPORATE MANAGEMENT for records of committees, policies, procedures, standards, audits and reviews relating to the operation and administration of property, facilities and premises owned, occupied or managed by the organisation and for contracts or tenders for the provision of property management related services</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to the control and eradication of noxious plants / weeds on properties owned, managed or occupied by the organisation</p> <p>See LEGAL SERVICES Litigation for records of property</p>		
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		rights claims that proceed to litigation See RISK MANAGEMENT for records of property insurance and risk assessments associated with the management of property		
<i>SRNSW</i>	Function name changed from COUNCIL PROPERTIES to PROPERTY MANAGEMENT in order to broaden the scope of application and coverage of the function, and eliminate potential overlap and confusion (identified by users of the authority) with other functions that cover assets and properties, such as PARKS AND RESERVES, ROADS, etc. Additional see references have also been added for clarification. New classes have been added, and changes to scopes of existing classes and retention periods have been made in order to align this function with the PROPERTY MANAGEMENT function in the <i>General Retention and Disposal Authority - Administrative Records (GA28)</i> , which reflects current legislative and business requirements for the retention of property management records.			
<i>SRNSW Queries</i>	I note that in the DLG Circular to Councils - Changes to the Management of Crown land, no.05-60, 2005, councils that provide wharves and jetties to the community free of charge are entitled to rent rebates. Could you please advise what records relating to the rebates you maintain and create, and under which disposal class in the current GDA10 you sentence them? If there is no appropriate coverage for these records, please advise where you think these records should be covered (e.g. FINANCIAL MANAGEMENT, etc.).			
5.1.0	Access	Activities undertaken to provide fair, efficient and impartial access to the organisation's services and facilities. Includes programs to increase and improve public access, including access for disabled persons to the organisation's buildings and properties. See COMMUNITY RELATIONS Liaison for records of assistance provided to disabled persons to access properties, businesses and facilities owned or managed by other organisations		
5.1.1		Records relating to requirements for and	Retain minimum of 5 years after	Equivalent to GDA10, entry

		provision of access and facilities for people with a disability.	action completed, then destroy	5.1.1. Confirms existing authorised decision.
<i>SRNSW Queries</i>	Could you please provide some examples of records that would be covered under this class (policies and procedures are covered under CORPORATE MANAGEMENT and plans in the Planning activity below)?			
5.2.0	Acquisition, Disposal and Leasing	<p>The activities associated with the acquisition, leasing or disposal of property or premises by the organisation. Includes the management of native title claims on property owned, managed or occupied by the organisation.</p> <p>See LEGAL SERVICES Litigation for records of legal action relating to the compulsory acquisition of land and property by the organisation</p> <p>See PLANT, EQUIPMENT AND STORES Acquisition and Disposal for records relating to the acquisition and disposal of equipment and stores, such as furniture, etc.</p> <p>See PLANT, EQUIPMENT AND STORES Asset Register for summary records of plant, equipment and general stores</p> <p>See PROPERTY MANAGEMENT Conservation for heritage and conservation registers</p> <p>See PROPERTY MANAGEMENT Planning for conservation management plans</p> <p>See RISK MANAGEMENT Claims Management</p>		

		for records relating to claims for compensation arising from the compulsory acquisition of land by the organisation		
<i>SRNSW</i>	<p>Note change of activity name to Acquisition, Disposal and Leasing as it also covers records of acquisition of property by leasing, including long term leases of land. The Leasing-Out activity will only cover records relating to the leasing out of properties by Councils.</p> <p>GDA10, entry 5.2.7, which covered records relating to evaluations and negotiations of property acquisition by purchase or leasing, has been removed as records of these processes should be retained in accordance with periods applying to other records relating to the acquisition process. This is consistent with retention requirements identified for similar records in the <i>General Retention and Disposal Authority - Administrative Records - PROPERTY MANAGEMENT</i>. Coverage of these records has been incorporated into the relevant entries, see 5.2.1, 5.2.4, 5.2.3 and 5.2.6.</p>			
<i>SRNSW</i>	<p>Note addition of coverage for records relating to the dedication of public roads (over land not owned by the organisation) and for records relating to the widening of public roads.</p> <p>Under s.16 of the <i>Roads Act 1993</i>, councils may dedicate certain land as a public road after serving notice on the land owner (s.17), who may appeal to the Land and Environment Court.</p> <p>Under s. 18 - 28 of the <i>Roads Act 1993</i>, councils may survey roads and submit proposals for road widening. If successful a road widening order is issued - land affected by a road widening order is taken as land designated for acquisition by a public authority under the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>.</p> <p>Both of these processes seem to relate to resumptions of land by councils and have been covered here. Please advise if you do not agree.</p>			
5.2.1		<p>Records relating to resumptions or acquisition and disposal of properties considered to be of local, state or national significance because they are:</p> <ul style="list-style-type: none"> • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark, or • heritage listed. <p>Includes long term leases of land or</p>	Required as State archives	<p>Equivalent to GDA10, entry 5.2.1. Confirms existing authorised decision. Equivalent to GDA10, entry 5.2.7 for records relating to evaluations and negotiations of significant properties - retention increased from 7 years after action completed to required as State archives (GDA10, entry 5.2.7 has been removed to avoid unnecessary duplication). Equivalent to GDA10, entry 21.1.1 - confirms</p>

		<p>property, including Crown land, such as perpetual and 99 year leases.</p> <p>Records include:</p> <ul style="list-style-type: none"> • leases • agreements • applications for compulsory acquisition of land • Ministerial approvals • mines and minerals statements • land owner's consent • submissions • Native Title information and checks • records of investigations into and reports on the property • images, including digital recordings, photographs, maps etc. • records demonstrating public reaction to the purchase or disposal of the property • records of preparation undertaken before disposal • archival recordings of demolition • environmental impact assessments • budget estimates • feasibility studies • cost-benefit and market analyses 		<p>existing authorised decision.</p>
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		<ul style="list-style-type: none"> • correspondence with the vendor or owner • due diligence checks prior to purchase • draft and final versions of contracts of purchase or sale. 		
<i>SRNSW</i>	<p>Note now incorporates records relating to evaluations and negotiations for the acquisition of properties of significance (previously covered by GDA10, entry 5.2.7). This is consistent with decisions applying to similar records in the <i>General Retention and Disposal Authority: Administrative records</i> (GA28, entry 16.1.1 and 16.8.2). Examples of records added.</p>			
5.2.2		<p>Records relating to proposed purchases, resumptions and disposal of property not proceeded with. Records include:</p> <ul style="list-style-type: none"> • notices to owners • associated correspondence • negotiations • draft versions of contracts. 	<p>Retain minimum of 10 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 5.2.3. Equivalent to GDA10, entry 5.2.7 for records relating to evaluations and negotiations of significant properties (GDA10, entry 5.2.7 has been removed to avoid unnecessary duplication). Retention increased from 7 to 10 years after action completed for consistency with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records</i> (GA28) - PROPERTY MANAGEMENT - Acquisition (entry 16.1.5). Records may be contentious and negotiations to purchase or dispose of property may be resumed at a later date. If there are risks associated with land dealings there</p>

				may be a need to keep these records for longer periods.
<i>SRNSW</i>	Note proposed increase of retention period to 10 years after action completed for consistency with GA28 (Administrative Records) - PROPERTY MANAGEMENT - Acquisition (entry 16.1.5). Scope of class expanded to cover acquisitions and disposal not proceeded with (not just resumptions not proceeded with).			
5.2.3		<p>Records relating to the resumption, acquisition and disposal of land and property that is not heritage listed or otherwise considered to be of significance. Includes long term leases of land or property, including Crown land, such as perpetual and 99 year leases. Records include:</p> <ul style="list-style-type: none"> • leases • agreements • records of investigations into and reports on the property • images, including digital recordings, photographs, maps etc. • records demonstrating public reaction to the purchase • records of preparation undertaken before disposal • archival recordings of demolition • environmental impact assessments • budget estimates • feasibility studies • cost-benefit and market 	<p>For signed contracts under seal:</p> <p>Retain minimum of 12 years after disposal of property, then destroy</p> <p>For contracts that are not under seal:</p> <p>Retain minimum of 7 years after disposal of property, then destroy</p>	<p>Equivalent to GDA10, entry 5.2.2. Retention period increased from 10 years after action completed to 12 years after action completed or property disposed of. Records provide evidence of rights and entitlements of parties under the agreement. Retention periods encompass limitation periods for potential legal action or disputes concerning fulfilment and terms and conditions of the agreement.</p> <p>Equivalent to GDA10, entry 5.2.4. Equivalent to GDA10, entry 5.2.7 for records relating to evaluations and negotiations for properties not considered to be significant (GDA10, entry 5.2.7 has been removed to avoid unnecessary duplication). Retention changed from 7 years to 12 or 7 years to encompass limitation periods for contracts under seal. Records provide evidence of rights and entitlements of</p>

		<ul style="list-style-type: none"> analyses • correspondence with the vendor or owner • due diligence checks prior to purchase • draft versions of contracts of purchase or sale containing significant changes/alterations • final, approved versions of contracts of purchase or sale. <p>Note: Limitations periods for contractual arrangements or agreements may be longer in other states. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.</p>		<p>parties under the agreement. Retention periods encompass limitation periods for potential legal action or disputes concerning fulfilment and terms and conditions of the agreement and are consistent with that identified in the <i>General Retention and Disposal Authority - Administrative records (GA28) – PROPERTY MANAGEMENT – Acquisition and Disposal</i> (entries 16.1.2 and 16.8.2).</p>
<i>SRNSW</i>	<p>Note removal of GDA10, entry 5.2.7 to remove unnecessary duplication and of proposed change of retention period (GDA10, entries 5.2.4 and 5.2.7) from 7 years to 12 or 7 years.</p> <p>Note merger of GDA10 entries 5.2.2 and 5.2.4 - since resumption is a form of acquisition, a separate entry is not required. Note proposed change in retention period from 10 years to 7 or 12 years.</p>			
5.2.4		Deeds or certificates of title for property owned by the organisation.	Retain until property is disposed of, then transfer to new owner if required	Equivalent to GDA10, entry 5.2.5. Confirms existing authorised decision.
5.2.5		<p>Records relating to the leasing of property for use by the organisation. Records include:</p> <ul style="list-style-type: none"> • applications • evaluations • leases, contracts and agreements 	Retain minimum of 7 years after expiry or termination of lease, then destroy	Equivalent to GDA10, entry 5.2.6. Equivalent to GDA10, entry 5.2.7 for records relating to evaluations and negotiations of leases (GDA10, entry 5.2.7 has been removed to avoid unnecessary

		<ul style="list-style-type: none"> • negotiations • lease amendments • associated correspondence <p>Note: for long term leases of property and land, including Crown land, such as 99 year leases, see entries 5.2.1 and 5.2.3.</p>		duplication). Confirms existing authorised decisions.
<i>SRNSW</i> Note removal of GDA10, entry 5.2.7 to remove unnecessary duplication.				
5.2.6		Records relating to leasing which is not proceeded with.	Retain minimum of 2 years after action completed, then destroy	New entry. Retention period based on potential use of the records for ongoing administrative, accountability and reference purposes, which is likely to be short term and is consistent with that identified in the <i>General Retention and Disposal Authority - Administrative records (GA28) – PROPERTY MANAGEMENT – Leasing</i> (entry 16.4.3).
<i>SRNSW</i> New entry - records relating to leasing not proceeded with was not previously covered by GDA10. Records of resumptions and purchases not proceeded with are covered in entry 5.2.3.				
5.2.7		Records relating to native title or Aboriginal land rights claims to property owned, occupied or managed by the organisation, both successful and unsuccessful. Includes records relating to the notice of the claim and its outcome, liaison with other government departments or claimants in relation	Required as State archives	Equivalent to GDA10, entry 5.2.8. Equivalent to GDA10, entry 21.1.1 for records of Native Title claims on parks and reserves. Confirms existing authorised decisions.

		to the claim, advice, investigations or assessments relating to the claim, etc.		
<i>SRNSW</i>	Description amended to encompass Aboriginal land rights as well as native title claims.			
5.2.8		Records relating to the development of land owned by the organisation. Includes project management records, reports concerning valuation and future planning and records relating to market analysis, pricing and sales.	Retain minimum of 12 years after action completed, then destroy	Equivalent to GDA10, entry 5.2.9. Retention increased from 10 to 12 years after action completed to encompass limitation periods for potential legal action or disputes concerning fulfilment and terms and conditions of any sale or purchase agreements.
<i>SRNSW</i>	<p>GDA10, entries 5.2.9 and 5.2.10 seem to duplicate and overlap with other classes in this activity (i.e. records relating to acquisition and sale of property). Would these classes relate to projects for land improvement prior to sale to improve value or something else?</p> <p>Note proposed increase in retention period to 12 years.</p> <p>Scope of class amended to focus on the development of land - market analyses and other evaluation records relating to the acquisition and disposal of land are covered in other entries in this activity (e.g. 5.2.1, 5.2.4, etc.) and do not need to be covered again.</p>			
<i>SRNSW Queries</i>	Could you please advise what records you sentence under this entry and how you interpret the application of this class?			
5.2.9		Records of project administration for land development and sales, including routine enquiries, liaison with retailers and marketing methods.	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.2.10. Confirms existing authorised decision.
<i>SRNSW Queries</i>	GDA10, entries 5.2.9 and 5.2.10 seem to duplicate and overlap with other classes in this activity (i.e. records relating to acquisition and sale of property). Would these classes relate to project for land improvement prior to sale to improve value or something else?			
5.3.0	Design and Construction	The process of making, erecting, renovating or restoring a structure or environs. Includes major maintenance		

		<p>work involving structural change and the redevelopment of sites.</p> <p>See PROPERTY MANAGEMENT Naming for records relating to the naming and re-naming of properties</p> <p>See PROPERTY MANAGEMENT Planning for conservation management plans</p> <p>See relevant function/Design and Construction for records relating to the design and construction of specialised plant, equipment and infrastructure, e.g. see SEWERAGE AND DRAINAGE - Design and Construction for records relating to the design and construction of specialised sewerage and drainage plant and infrastructure, such as sewerage processing plants, etc.</p>		
5.3.1		<p>Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) 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 • an important local or regional 	Required as State archives	

		<p>landmark, or</p> <ul style="list-style-type: none"> • 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 • plans/designs as executed and variations • specifications • photographs • drawings • site plans • archival recordings of demolition • records of structural changes made for installations, fit-outs and maintenance • records of decisions or approvals regarding the use of coats of arms/heraldry and the 		
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		<p>erection of plaques on buildings, structures and public spaces</p> <ul style="list-style-type: none"> display models of architectural quality. 		
<i>SRNSW</i>	<p>Scope of class revised to cover key design and construction records of significant properties. Conservation management plans were duplicated (in Design and Construction and Maintenance activities), and are now covered in the Planning activity. Routine design and construction records for significant properties now covered in entries 5.3.5 and 5.3.6. Examples of records added.</p> <p>Amendments are consistent with the coverage of similar records in the <i>General Retention and Disposal Authority - Administrative Records - PROPERTY MANAGEMENT</i>.</p>			
5.3.2		<p>Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is not:</p> <ul style="list-style-type: none"> a recipient of prestigious State, national or international architectural or design awards 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 	<p>Retain minimum of 7 years after property or structure is disposed of or demolished, then destroy or transfer for new owner as required</p>	

		<p>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 • plans/designs as executed and variations • specifications • photographs • drawings • site plans • records of structural changes made for installations, fit-outs and maintenance • records of decisions or approvals regarding the use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces. 		
<i>SRNSW</i>	<p>Scope of class revised to cover key design and construction records of non-significant properties. Routine design and construction records for significant properties now covered in entries 5.3.5 and 5.3.6. Examples of records added.</p>			
5.3.3		<p>Records relating to the organisation's construction of fences and contribution towards the cost of fences, including requests for fences.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>Equivalent to GDA10, entry 5.3.3. Confirms existing authorised decision. Equivalent to GAD10, entry 5.3.4 - retention increased from 2 to 7 years after action completed. Retention period encompasses potential use of the</p>

				records for ongoing accountability purposes and encompasses limitation periods should issues arise with respect to construction works of financial expenditure.
<i>SRNSW</i>	Note that GDA10, entries 5.3.3 and 5.3.4 have been combined. Note proposed increase in retention period from 2 to 7 years for accountability reasons and in case issues arise.			
5.3.4		<p>Records relating to project management for construction works. Records include:</p> <ul style="list-style-type: none"> • records of budget and 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 reports • project risk management records and schedules • records of consultations. 	Retain minimum of 12 years after project completed, then destroy	<p>New entry. Equivalent to GDA10, entries 5.3.1 and 5.3.2 - for routine project management records relating to the design and construction of properties. Equivalent to GDA10, entries 21.3.1 and 21.3.2 - for routine project management records relating to the design and construction of parks and reserves. Retention changed to 12 years after project completed. Retention period is consistent with that identified for contract records and is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Construction (entry 16.7.3)</i>, and encompasses potential use of the records for ongoing administrative,</p>

				accountability and reference purposes.
<i>SRNSW</i>	New entry. Allows for earlier disposal of certain records relating to the design and construction of properties.			
5.3.5		Records for projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as non-architectural quality models, correspondence with builders and records relating to minor day-to-day repairs or maintenance of site.	Retain minimum of 7 years after construction work completed, then destroy	New entry. Equivalent to GDA10, entries 5.3.1, 5.3.2, 21.3.1 and 21.3.2 for routine design and construction records of properties and parks and reserves. Retention changed to 7 years after construction work completed. Retention period is consistent with that identified for contract records and is consistent with that of similar records in the General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Construction (entry 16.7.4), and encompasses potential use of the records for ongoing administrative, accountability and reference purposes.
<i>SRNSW</i>	New entry. Allows for earlier disposal of certain records relating to the design and construction of properties.			
5.3.6		Records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work.	Retain minimum of 75 years after removal or disposal of hazardous materials, then destroy or transfer to new owner on disposal of property	New entry. Records may be relevant to compensation claims. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) -</i>

				PROPERTY MANAGEMENT - Construction (entry 16.7.5).
<i>SRNSW</i>	New entry. Records relating to the management of hazardous materials associated with the design and construction of properties not previously covered in GDA10.			
5.3.7		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy	New entry. Records may be contentious and construction may be resumed at a later date.
<i>SRNSW</i>	New entry. Records relating to construction projects not proceeded with were not previously covered in GDA10.			
<i>SRNSW Queries</i>	Do you consider that records relating to the design of contentious or controversial projects that do not proceed should be retained as State archives? Should unsuccessful designs where there was a competition to select the final design also be retained as State archives?			
5.3.8		Key records relating to the concept, design and construction, collection of information, suggestions, historical research and concepts for memorials such as commemorative plaques, statues, clocks, time capsules etc. Records include: <ul style="list-style-type: none"> • site register • reports • final, approved designs, specifications • draft designs, etc. 	Required as State archives	Equivalent to GDA10, entry 2.13.1. Confirms existing authorised decision.
<i>SRNSW</i>	Previously covered under COMMUNITY RELATIONS - Memorials. Scope of entry broadened to also include records relating to the construction of memorials.			
5.3.9		Records relating to the design and installation of temporary equipment and structures for events. Includes: <ul style="list-style-type: none"> • lighting • temporary stages, kiosks and other amenities 	Retain minimum of 7 years after installation is removed, then destroy	New entry. Records may be required in case of public liability claims lodged by attendees after the event. Retention period is consistent with that of similar records in the <i>General Retention and Disposal</i>

		<ul style="list-style-type: none"> • playing surfaces • seating • signage • air conditioning • sound systems. <p>Records include:</p> <ul style="list-style-type: none"> • plans and specifications • costs and quotations • associated correspondence 		<p><i>Authority – Sporting and Recreational Venues and Facilities (GA32) – FACILITIES & VENUE MANAGEMENT – Design & Construction (entry 3.2.4).</i></p>
<i>SRNSW</i>	<p>New entry - records relating to the installation of temporary structures for venues not previously covered in GDA10.</p>			
5.4.0	Leasing-Out	<p>The activity of managing the leasing out, licensing or use of property by others, including public, community, Crown land, open space etc.</p> <p>See CORPORATE MANAGEMENT Tendering for records of tendering for long term community land leases (i.e. leases over 5 years)</p> <p>See PROPERTY MANAGEMENT Usage for records relating to the leasing-out of premises or facilities for commercial or residential uses, including permissive occupancy agreements, and the hire of facilities and buildings for sporting, recreational and community purposes</p> <p>See ROADS Street Management for records of short term leases and usage of public spaces, e.g. for kiosks and placement</p>		

		of street furniture on footpaths, etc.		
SRNSW	Added reference to Crown land. Comments and feedback received indicated a need to provide more explicit coverage for the management of Crown land.			
5.4.1		Records relating to the leasing or licensing of property under perpetual or 99 year leases. Records include: <ul style="list-style-type: none"> • leases and licences • submissions and objections • Ministerial determinations and approvals • associated correspondence 	Required as State archives	Equivalent to GDA10, entry 5.4.1. Confirms existing authorised decision.
SRNSW Queries	Could you please advise under what circumstances 99 year and perpetual leases are granted and over what land (under s.46(3) of the <i>Local Government Act 1993</i> a council must not grant a lease or licence over community land for a period exceeding 21 years)? I note that some councils can lease land for 99 years/perpetually, but can they or did they ever grant such leases?			
SRNSW	Note coverage for the long term leasing of air space above/land below roads - under s.149 of the <i>Roads Act 1993</i> a roads authority may lease out these spaces with the approval of the Director of Planning. The terms of the lease, with options to renew, must not exceed 99 years. See entry 5.4.2 for short term leases of these spaces.			
5.4.2		Records relating to all other leasing-out or licensing of public land and open spaces. Records include: <ul style="list-style-type: none"> • leases and licences • submissions and objections • Ministerial determinations and approvals • associated correspondence 	Retain minimum of 7 years after expiry or termination of lease, then destroy	New entry. Retention period encompasses limitation periods for potential legal action or disputes concerning fulfilment of terms and conditions of the lease.
SRNSW	New entry added to cover short term leases over community land, and all other leasing-out of properties. ROADS - Street Management was not appropriate to cover all short term leases, and neither was PROPERTY MANAGEMENT - Usage as they covered leases of footpath areas and leases of premises and facilities rather than			

	<p>open spaces and community land.</p> <p>Note coverage for short term leases of air space above/land below public roads owned by the organisation (s.149 of the <i>Roads Act 1993</i>) and of unused public roads (s.153-157 of the <i>Roads Act 1993</i>).</p>			
5.4.3		<p>Records relating to proposed leasing-out or licensing arrangements not proceeded with.</p>	<p>Retain minimum of 2 years after action completed, then destroy</p>	<p>New entry. Retention encompasses potential use of the records for ongoing administrative and reference purposes, which are likely to be short term, and is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Leasing-Out</i> (entry 16.15.2).</p>
<i>SRNSW</i>	<p>New entry. Records of leasing-out not proceeded with were not previously covered in GDA10.</p>			
5.4.4		<p>Records relating to agreements and leases to advertise on properties, facilities and equipment owned, occupied or managed by the organisation, e.g. litter bins, etc. Records include:</p> <ul style="list-style-type: none"> • leases • agreements • applications and determinations. 	<p>Retain minimum of 7 years after expiry or termination of lease or agreement, then destroy</p>	<p>New entry. Encompasses GDA10, entry 31.2.4 (agreements to advertise on litter bins) - retention increased from 2 years after action completed to 7 years after expiry or termination of lease or agreement. Retention period encompasses limitation periods for potential legal action or disputes concerning fulfilment of terms and conditions of leases or agreements.</p>
<i>SRNSW</i>	<p>New entry. Encompasses GDA10, entry 31.2.4 - note proposed increase in retention period due to expanded scope of entry. Entry now also covers all leases/agreements</p>			

	for advertising on council properties, facilities and equipment, not just on litter bins.			
5.5.0	Maintenance	<p>The activities associated with the upkeep, repair, servicing and preservation of internal and external conditions of property, premises and facilities.</p> <p>See CORPORATE MANAGEMENT Contracting and Tendering for records relating to tenders and contracts for the maintenance of properties</p> <p>See PARKS AND RESERVES Horticultural Services for records relating to the maintenance of trees and plants in parks and reserves and of heritage trees</p> <p>See PARKS AND RESERVES Maintenance for records relating to the maintenance of parks, reserves, playing fields and associated facilities</p> <p>See PROPERTY MANAGEMENT Conservation for records relating to the management of heritage properties and the remediation of contaminated sites</p> <p>See PROPERTY MANAGEMENT Design and Construction for records relating to maintenance work involving structural changes</p> <p>See PROPERTY MANAGEMENT Installation for</p>		

		<p>records relating to the installation of service systems that do not involve structural changes</p> <p>See PROPERTY MANAGEMENT Planning for plans for the maintenance of properties, including conservation management plans</p> <p>See ROADS Maintenance for records relating to the maintenance of roads and street and roadside trees</p>		
<i>SRNSW</i>	<p>GDA10, entry 5.5.1 (records relating to conservation and maintenance of heritage properties and to major maintenance works on significant properties) has been removed. Conservation records are now covered under the new Conservation activity (5.14.0) and records of major maintenance works involving structural changes are covered under the Design and Construction activity (entry 5.3.1).</p>			
5.5.1		<p>Records relating to accidents or damage occurring to premises. Records include reports of fires, accidents or damage and associated maintenance work undertaken.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>New entry. Encompasses GDA10, entry 5.9.1 for records of damage and fire reports - retention increased from 5 to 7 years after action completed. Records may be required in case claims for compensation arise. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records</i> (GA28) - PROPERTY MANAGEMENT - Maintenance (entry 16.16.2).</p>
<i>SRNSW</i>	<p>New entry, replaces GDA10, entry 5.5.1 (now covered under Design and Construction and Conservation) and encompasses records of damage and fire reports (GDA10, entry 5.9.1 - note proposed increase in retention period to 7 years after action completed).</p> <p>See also note in the Maintenance activity.</p>			

5.5.2		<p>Records relating to major maintenance work carried out during the lifetime of a building, structure, etc. sometimes referred to as the maintenance history of a building. Records include:</p> <ul style="list-style-type: none"> • plans, specifications and drawings 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 until property, structure, etc. is disposed of or demolished, then destroy or transfer to new owner as required	Equivalent to GDA10, entry 5.5.2. Retention changed from 7 years after action completed to until property, etc. is removed for consistency with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Maintenance (entry 16.16.1)</i> . Records may be required to conduct further maintenance work or in case issues arise regarding the nature and quality of works undertaken.
<i>SRNSW</i> Note proposed changed to disposal action and retention period.				
5.5.3		<p>Records relating to routine maintenance of property, not involving structural changes. Includes cleaning, painting, grounds maintenance, electrical and air-conditioning maintenance, minor modifications for disabled access, pest control etc. Excludes maintenance/service contracts.</p> <p>Records include:</p> <ul style="list-style-type: none"> • requests and arrangements for services • records relating to works 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.5.3. Confirms existing authorised decision.

		carried out.		
5.5.4		<p>Records relating to inspections of properties, facilities, structures, etc. to ensure that they comply with regulations, standards, requirements, etc. Includes inspections and monitoring of fire safety and regulated systems, such as cooling towers and air conditioning, water quality testing of swimming pools, etc. Records include certificates of compliance, test results, service log sheets, etc.</p> <p>Note: Where records become part of compensation claims, they may need to be retained for longer as part of the claim case file (see RISK MANAGEMENT – Compensation).</p>	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entry 5.5.4. Retention increased from 1 to 7 years after action completed. Records may be required as evidence of compliance and the good working order and safety of properties should any issues arise.
<i>SRNSW</i>	<p>Note revision of scope of entry to encompass inspections and compliance records for all regulated systems and fire safety as well as swimming pools and the proposed retention increase from 1 to 7 years after action completed. Previously not covered in GDA10 for council's own properties.</p>			
5.5.5		<p>Records relating to the monitoring of building management systems or energy management systems to ensure they are operating effectively.</p>	Retain minimum of 3 years after action completed, then destroy	<p>New entry. Retention period is based on potential use of the records for ongoing administrative, accountability or reference purposes and is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT -</i></p>

				Maintenance (entry 16.16.5).
<i>SRNSW</i>	New entry. Records not previously covered in GDA10.			
5.5.6		Records relating to the storage, removal and off-site disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is high, e.g. asbestos, radioactive waste, some pesticides etc. Note: In some circumstances it may be appropriate for organisations to keep these records for longer periods.	Retain minimum of 75 years after action completed, then destroy	New entry. Records may be relevant to compensation claims for personal injury. Retention period is consistent with those for identified for other records relating to significant hazards, and with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Maintenance</i> (entry 16.16.6).
<i>SRNSW</i>	New entry. Records relating to the storage, removal and disposal of hazardous substances on council premises were not previously covered in GDA10.			
5.5.7		Records relating to the storage, removal and off-site disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is low, e.g. petrol, gas, some chemicals etc.	Retain minimum of 30 years after action completed, then destroy	New entry. Records may be relevant to compensation claims for personal injury. Retention period is consistent with that identified for occupational health and safety risk management records, and with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Maintenance</i> (entry 16.16.7).
<i>SRNSW</i>	New entry. Records relating to the storage, removal and disposal of hazardous substances on council premises were not previously covered in GDA10.			
5.5.8		Records relating to the storage, removal and off-site disposal of	Retain minimum of 1 year after action completed,	New entry. Retention period is based on potential

		non-toxic, non-hazardous substances.	then destroy	use of the records for administrative and reference purposes which is likely to be short term, and is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Maintenance (entry 16.16.8)</i> .
<i>SRNSW</i>	New entry. Records relating to the storage, removal and disposal of substances on council properties were not previously covered in GDA10.			
5.5.9		<p>Records relating to the maintenance of trees on the organisation's properties. Records include:</p> <ul style="list-style-type: none"> • requests and complaints from members of the public to prune, remove or maintain trees on council properties • tree condition reports and advice • records relating to works carried out • work orders. <p>Note: Where records become part of compensation claims, they may need to be retained for longer as part of the claim case file (see RISK MANAGEMENT – Compensation).</p> <p>Note: This class should not be used to sentence applications and permits to prune</p>	Retain minimum of 7 years after action completed, then destroy	New entry. Retention period encompasses potential use of the records for ongoing administrative, accountability and reference purposes. Records required for compensation claims will be retained for longer. Retention period consistent with that of similar records in DA180 (Joint Committee of Necropolis Trustees) – HORTICULTURE – Maintenance (entry 8.6.3).

		and remove road/street trees and trees on private property – see ENVIRONMENTAL MANAGEMENT – Permits and Notifications and ROADS - Maintenance.		
<i>SRNSW</i>	New entry. Coverage of tree maintenance records under this function was requested by users of the authority, as GDA10 previously did not cover tree maintenance adequately, especially trees on roadsides or other properties owned, occupied or managed by councils.			
<i>SRNSW Queries</i>	Could you please advise whether there are any trees considered to be heritage/significant on council properties (other than parks and reserves), where maintenance records would need to be retained for longer?			
5.6.0	Planning	<p>The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.</p> <p>See PROPERTY MANAGEMENT Conservation for records relating to the management of heritage properties</p> <p>See PROPERTY MANAGEMENT Design and Construction for records relating to conservation works involving structural changes</p>		
5.6.1		Records relating to the development of plans and strategies to support the management of property, e.g. accommodation plans, facility and usage plans, plans for disabled access, security plans, energy management plans, environment management plans, waste reduction plans,	Retain minimum of 5 years after plan superseded, then destroy	Equivalent to GDA10, entry 5.6.1. Scope of class expanded to include plans other than just for accommodation. Confirms existing authorised decision. Retention period for other plans is consistent with that of similar records in the <i>General Retention</i>

		<p>purchasing plans, etc. Excludes conservation management plans. Records include:</p> <ul style="list-style-type: none"> • significant drafts and final versions of plans • background research. 		<p><i>and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Planning (entry 16.8.2).</i></p>
<i>SRNSW</i>	<p>Scope of class expanded to cover property management related plans other than just accommodation.</p>			
5.6.2		<p>Records relating to the development of conservation management plans.</p> <ul style="list-style-type: none"> • significant drafts and final versions of plans • background research. 	<p>Required as State archives</p>	<p>New entry - equivalent to GDA10, entries 5.3.1 (for conservation management plans), 5.5.1 (for conservation management plans), 10.5.1 (conservation management plans for energy supply and telecommunications facilities), 21.3.1 (for conservation management plans of parks, reserves and associated structures and facilities), 31.2.1 and 31.6.1 (conservation management plans for waste management facilities). Confirms existing authorised decisions.</p>
<i>SRNSW</i>	<p>New entry - covers conservation management plans (GDA10, entries 5.3.1 and 5.5.1) and records relating to major conservation/restoration work carried out on heritage properties (GDA10, entry 5.5.1).</p>			
5.7.0	Programs	<p>The activities associated with the implementation of projects to assist with the management of the organisation's properties.</p>		

		See CORPORATE MANAGEMENT Procedures for records of procedures for the implementation and operation of property management programs and projects		
5.7.1		Records relating to the implementation of property management programs, such as energy efficiency management and conservation. Records include:	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.7.1. Confirms existing authorised decision.
<i>SRNSW</i>	Procedures relating to property management will now be covered under CORPORATE MANAGEMENT - Procedures (the existing disposal trigger in this class is not appropriate for procedures).			
<i>SRNSW Queries</i>	Could you please provide some examples of records covered under this class, e.g. information memos/sheets, routine correspondence with energy providers, etc?			
5.8.0	Registration	Compiled registers and summary records. See FINANCIAL MANAGEMENT Registration and PLANT, EQUIPMENT AND STORES - Asset Register for registers of properties and assets		
<i>SRNSW</i>	GDA10, entry 5.8.4 (asset registers) has been removed. Asset registers are already covered under FINANCIAL MANAGEMENT and PLANT, EQUIPMENT AND STORES . A see reference has been added to this effect.			
5.8.1		Summary records created to facilitate the management of property owned or managed by the organisation, including: <ul style="list-style-type: none"> • property registers • conservation and heritage registers, including records of changes to the heritage status 	Required as State archives	Equivalent to GDA10, entries 5.8.1, 5.8.2 and 5.8.3. Confirms existing authorised decisions.

		<ul style="list-style-type: none"> of properties registers or other summary records of resumptions registers of leases for reserves. 		
<i>SRNSW</i>	GDA10, entries 5.8.1, 5.8.2 and 5.8.3 have been combined as they all covered summary records relating to property management and had the same disposal outcome. Coverage for heritage/conservation registers has been added.			
5.9.0	Reporting	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p>See CORPORATE MANAGEMENT Reporting for reports to external organisations, including statutory reports, concerning the management of properties</p>		
5.9.1		<p>Records relating to routine, internal reporting concerning the management of properties. Includes statistical or summary reports to business unit managers detailing property usage, maintenance work etc. Records include:</p> <ul style="list-style-type: none"> significant drafts and final, approved versions of reports background 	Retain minimum of 5 years after action completed, then destroy	Equivalent to GDA10, entry 5.9.1. Confirms existing authorised decision.

		research.		
<i>SRNSW</i>	Damage and fire reports are now covered under the Maintenance activity (entry 5.5.1).			
5.10.0	Security	<p>The activities associated with measures taken to protect people or property from damage, harm, unauthorised access etc. Includes the management of security for all properties owned or managed by the organisation, including parks and reserves, waste, water supply and sewerage facilities, aerodromes, parking stations, etc.</p> <p>See INFORMATION TECHNOLOGY Security for records relating to the security of systems and technology and telecommunications equipment</p> <p>See PLANT, EQUIPMENT AND STORES Security for records relating to the security of equipment and stores</p> <p>See PROPERTY MANAGEMENT Installation for records relating to the installation of security equipment such as alarms, etc.</p> <p>See PROPERTY MANAGEMENT Maintenance for records relating to repairs of damage to properties, etc. resulting from security incidents</p> <p>See GDA8 <i>Video/visual surveillance records</i></p>		

		CRIME PREVENTION Surveillance for crime prevention surveillance records.		
<i>SRNSW</i>	<p>This activity now covers security for all council properties, including parks and reserves. The scope of the activity was broadened to avoid duplication of activities/classes in several functions.</p> <p>Entries 5.10.3 and 5.10.4 (video/visual surveillance records) have been removed - as in the COMMUNITY SERVICES function, these records will now be covered by the <i>General Disposal Authority - Video/Visual Surveillance Records (GDA8)</i>.</p>			
5.10.1		<p>Records of security arrangements and incidents, access records and the distribution of security keys. Records include:</p> <ul style="list-style-type: none"> • access registers (e.g. visitors books, sign in sheets) • keys registers • security data logs • reports on responses to alarm warnings. 	Retain minimum of 7 years after action completed, then destroy	Equivalent to GDA10, entries 5.10.1 and 21.9.1. Confirms existing authorised decisions.
<i>SRNSW</i>	<i>Examples added.</i>			
5.10.2		<p>Records of daily security operations. Records include:</p> <ul style="list-style-type: none"> • lists of keys issued • lists of authorised persons • staff instructions • security rosters • daily and weekly security reports. <p>Note: Some of these records may be relevant to an investigation into a security breach, in which case they should be retained for</p>	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.10.2 and 21.9.2. Retention changed from until superseded to 2 years after action completed for consistency with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28)</i> - PROPERTY MANAGEMENT - Security (entry 16.24.4).

		the same period as breach records.		
5.10.3		<p>Records relating to security breaches or incidents where it is strongly suspected or proven that sabotage was intended. May include cases of:</p> <ul style="list-style-type: none"> • unauthorised access or entry/trespass to buildings or restricted areas • acts of terrorism • intentional, major damage resulting in death or serious injury • bomb threats where it is established that the threat was real • arson (fires) • armed hold ups. <p>Records include:</p> <ul style="list-style-type: none"> • reports of breaches or incidents • records of investigations • records of liaison with law enforcement agencies. 	Required as State archives	New entry. Records are important for protecting Government assets and individuals and will be of public and historical interest. Retention period consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Security</i> (entry 16.24.1).
<i>SRNSW</i>	New entry added - GDA10 did not provide coverage for records of security breaches, other than surveillance records.			
5.10.4		Records relating to security breaches or incidents where charges are laid or damage or injury has occurred, but where sabotage is not strongly suspected or proven. May include	Retain minimum of 15 years after action completed, then destroy	New entry. Retention period is consistent with that identified for litigation records and with that of similar records in the <i>General Retention and</i>

		<p>cases of:</p> <ul style="list-style-type: none"> • unauthorised access or entry/trespass to building or restricted areas • intentional, major damage • bomb threats where it is established that the threat was real • arson (fires) • armed hold ups. <p>Records include:</p> <ul style="list-style-type: none"> • reports of breaches or incidents • records of investigations • records of liaison with law enforcement agencies. 		<p><i>Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Security (entry 16.24.2).</i></p>
<i>SRNSW</i>	<p>New entry added - GDA10 did not provide coverage for records of security breaches, other than surveillance records.</p>			
5.10.5		<p>Records relating to minor security breaches or incidents, e.g. where charges are not laid or significant damage has not occurred. May include cases of unintentional unauthorised access or entry/trespass to buildings or minor damage.</p> <p>Records include reports of breaches or incidents and records of investigations.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>	<p>New entry. Retention period is based on potential use of the records for ongoing administrative, accountability or reference purposes and is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Security (entry 16.24.3).</i></p>
<i>SRNSW</i>	<p>New entry added - GDA10 did not provide coverage for records of security breaches, other than surveillance records.</p>			

5.10.6		Records relating to combinations for building locks.	Retain until combination changes, then destroy	New entry. Records are only of value to the organisation while they are current. Retention period consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Security</i> (entry 16.24.6).
<i>SRNSW</i>	New entry added - no previous coverage for records of lock combinations.			
5.11.0	Urban Design	The activities associated with the development of precincts and public spaces to create aesthetically pleasing environments. Includes major public art initiatives, such as sculptures, paving, fountains, etc. See PROPERTY MANAGEMENT Design and Construction for records relating to the design and construction of urban design projects		
5.11.1		Records relating to planning for public art and urban design initiatives, such as sculptures, paving and fountains. Records include proposals, reports and associated correspondence.	Required as State archives	Equivalent to GDA10, entry 5.11.1. Confirms existing authorised decision.
5.11.2		Records relating to minor urban planning initiatives. Records include proposals, reports and associated correspondence.	Retain minimum of 10 years after project completed, then destroy	Equivalent to GDA10, entry 5.11.2. Confirms existing authorised decision.

<i>SRNSW</i> Disposal trigger changed to after project completed.				
5.11.3		Records relating to the development of and planning for public art and urban design initiatives, such as sculptures, paving and fountains, which do not proceed.	Retain minimum of 7 years after action completed, then destroy	New entry. Projects may be contentious and construction may be resumed at a later date.
<i>SRNSW</i> New entry added to cover records relating to urban design projects proposals which do not proceed. Not previously covered in GDA10.				
<i>SRNSW Queries</i> Please advise if these records warrant a longer or shorter retention period.				
5.12.0	Usage	<p>The activities associated with managing the use of facilities and properties. Includes bookings for the use of premises, occupancy rates, and the hiring or leasing of premises or facilities. Includes bookings for the usage of parks and reserves, e.g. for special events, sporting use, etc.</p> <p>See PROPERTY MANAGEMENT Leasing-Out for records of leases over community land and open spaces, including long-term leases</p> <p>See RECREATION AND CULTURAL SERVICES Arrangements and Event Management for records relating to the arrangement and conduct of events by the organisation or by other organisations, community groups, etc.</p> <p>See RECREATION AND CULTURAL SERVICES Permits for records of permits to conduct activities on the organisation's</p>		

		properties, including parks and reserves, e.g. filming and fireworks permits, etc.		
5.12.1		<p>Records of leasing of council facilities for commercial enterprises or residences, such as:</p> <ul style="list-style-type: none"> • houses • halls and meeting rooms • council facilities, swimming pools, sporting and cultural centres, playing fields. <p>Records include:</p> <ul style="list-style-type: none"> • leases and licences • negotiations • correspondence with tenants and real estate agents. 	Retain minimum of 7 years after expiry or termination of lease, then destroy	Equivalent to GDA10, entry 5.12.1. Confirms existing authorised decision.
5.12.2		<p>Records of permissive occupancy agreements over the organisation's and Crown land. Records include:</p> <ul style="list-style-type: none"> • agreements • negotiations • correspondence with tenants and real estate agents. 	Retain minimum of 7 years after expiry or termination of agreement, then destroy	Equivalent to GDA10, entry 5.12.2. Confirms existing authorised decision.
<i>SRNSW</i>	Added reference to Crown land. Comments and feedback received indicated a need to provide more explicit coverage for the management of Crown land.			
5.12.3		Records relating to the hire of council facilities and buildings for sporting and other community purposes and events. Records	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.12.3. Confirms existing authorised decision.

		<p>include:</p> <ul style="list-style-type: none"> • bookings and cancellations • applications for the usage and hire of properties, parks and facilities • fees • terms and conditions of use • copies of indemnity and insurance certificates of hirers. <p>Note: Where records become part of an investigation or prosecution, records should be retained as part of the investigation or legal case record.</p>		
5.12.4		<p>Administrative records relating to the leasing and usage of properties. Records include:</p> <ul style="list-style-type: none"> • vacancies • tenants listings • bookings schedules and timetables. 	Retain minimum of 2 years after action completed, then destroy	Equivalent to GDA10, entry 5.12.4. Confirms existing authorised decision.
5.13.0	Valuations	The activities associated with the valuing of land. Includes the valuation of properties owned by the organisation.		
5.13.1		Records of valuations of the organisation's properties.	Retain until valuation superseded, or until property disposed of, then destroy	Equivalent to GDA10, entry 5.13.1. Confirms existing authorised decision.
5.14.0	Conservation	The activities associated with the		

		<p>preservation, protection, maintenance, restoration and enhancement of properties and land. Includes the management of heritage property, remediation of contaminated land and the conservation of Aboriginal sites.</p> <p>See ENVIRONMENTAL MANAGEMENT Programs for records relating to the remediation and management of contaminated land not owned or occupied by the organisation, i.e. where the organisation is involved in the remediation of contaminated land owned by other organisations and individuals, or where the contamination is in bushland, waterways, etc. that the organisation is responsible for managing</p> <p>See LAND USE AND PLANNING for records relating to heritage protection and management for properties not owned or occupied by the organisation</p> <p>See PROPERTY MANAGEMENT Planning for conservation management plans</p> <p>See PROPERTY MANAGEMENT Registration for summary records and registers of heritage assets, e.g. heritage</p>		
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		and conservation registers		
<i>SRNSW</i>	New activity added in order to align coverage of property management records with that of GA28 (Administrative Records).			
5.14.1		<p>Records relating to the identification and assessment of assets owned, managed or occupied by the organisation where the assessment has confirmed that the asset is of heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include:</p> <ul style="list-style-type: none"> • internal organisational assessments • records of consultation with communities and other stakeholders • consultants' reports • nominations and submissions on proposed listings • correspondence with heritage bodies • notifications of inclusion on heritage listings • notifications of interim and permanent heritage orders. 	Required as State archives	<p>New entry. Records substantially contribute to the knowledge and understanding of these significant properties. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Conservation</i> (entry 16.6.2).</p>
<i>SRNSW</i>	New entry added in order to align coverage of property management records with that of GA28 (Administrative Records). Note that this relates to council properties –			

	other heritage and remediation records are covered in other functions, e.g. LAND USE AND PLANNING, ENVIRONMENTAL MANAGEMENT, etc.			
5.14.2		<p>Records relating to the identification and assessment of assets owned, managed or occupied by the organisation where the assessment has determined that the asset is not of heritage significance. Includes records relating to assets provisionally listed on the organisation's heritage and conservation register that, once assessed, are subsequently removed. Records include:</p> <ul style="list-style-type: none"> • internal organisational assessments • records of consultation with communities and other stakeholders • consultants' reports • nominations and submissions on proposed listings • correspondence with heritage bodies • notifications of outcome • notifications of interim heritage orders. 	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 Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Conservation</i> (entry 16.6.3).
<i>SRNSW</i>	New entry added in order to align coverage of property management records with that of GA28 (Administrative Records). Note that this relates to council properties – other heritage and remediation records are covered in other functions, e.g. LAND USE AND PLANNING, ENVIRONMENTAL MANAGEMENT, etc.			
5.14.3		Records relating to the ongoing conservation	Required as State	New entry. Encompasses

		<p>maintenance of assets owned, managed or occupied by the organisation that have been identified as having heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include:</p> <ul style="list-style-type: none"> • applications seeking changes to heritage places • notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair • advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation • condition treatment reports • conservation reports • heritage agreements • records of site inspections and monitoring • records of remedial 	<p>archives</p>	<p>GDA10, entry 5.5.1 for records of the ongoing conservation and maintenance of heritage assets - confirms existing authorised decision. Records substantially contribute to the knowledge and understanding of these significant properties. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Conservation</i> (entry 16.6.4).</p>
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<i>SRNSW</i>	New entry added in order to align coverage of property management records with that of GA28 (Administrative Records). Note that this relates to council properties – other heritage and remediation records are covered in other functions, e.g. LAND USE AND PLANNING, ENVIRONMENTAL MANAGEMENT, etc. Entry includes coverage for certain records relating to the ongoing conservation maintenance of heritage properties, previously covered in GDA10, entry 5.5.1.			
5.14.4		<p>Records relating to the remediation of contaminated sites that:</p> <ul style="list-style-type: none"> • present a major long term public health risk, e.g. toxic waste • involve major public controversy, or • have a significant impact on policies/procedures. <p>Records include:</p> <ul style="list-style-type: none"> • environmental and heritage impact assessments and plans • records of consultations • records of site inspections • records of remedial action • records of environmental monitoring. 	Required as State archives	New entry. Records provide evidence which may impact on future usage of the site or which may be relevant to compensation claims for personal injury. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Conservation</i> (entry 16.6.5).
<i>SRNSW</i>	New entry added in order to align coverage of property management records with that of GA28 (Administrative Records). Note that this relates to council properties – other heritage and remediation records are covered in other functions, e.g. LAND USE AND PLANNING, ENVIRONMENTAL MANAGEMENT, etc.			
5.14.5		Records relating to the remediation of contaminated sites that do not :	Retain minimum of 75 years after action completed, then destroy	New entry. Records may be relevant to compensation claims. Retention period is consistent

		<ul style="list-style-type: none"> • present a major long term public health risk • involve major public controversy, or • have a significant impact on policies/procedures. <p>Records include:</p> <ul style="list-style-type: none"> • environmental and heritage impact assessments and plans • records of consultations • records of site inspections • records of remedial action • records of environmental monitoring. 		with those identified for other records relating to hazards. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority – Administrative Records (GA28) – PROPERTY MANAGEMENT – Conservation</i> (entry 16.6.6).
<i>SRNSW</i>	New entry added in order to align coverage of property management records with that of GA28 (Administrative Records). Note that this relates to council properties – other heritage and remediation records are covered in other functions, e.g. LAND USE AND PLANNING, ENVIRONMENTAL MANAGEMENT, etc.			
5.15.0	Inspections	The process of officially examining facilities, properties, equipment and items to ensure compliance with standards.		
<i>SRNSW</i>	New activity added in order to align coverage of property management records with that of GA28 (Administrative Records).			
5.15.1		Records relating to inspections to determine whether asbestos and other hazardous substances are present in buildings or land.	Retain minimum of 75 years after action completed, then destroy or transfer to new owner if property is sold before this date	New entry. Records may be relevant to compensation claims for personal injury. Retention period is consistent with those identified for other records of significant hazards and with that of

				similar records in the General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Inspections (entry 16.11.1).
5.15.2		Records relating to audits of processes and systems to detect the presence of hazardous substances or conditions in buildings or land.	Retain minimum of 75 years after action completed, then destroy	New entry. Records may be relevant to compensation claims for personal injury. Retention period is consistent with those identified for other records of significant hazards and with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Audits</i> (entry 16.3.1).
5.16.0	Installation	<p>The activities involved in placing equipment in position and connecting and adjusting it for use.</p> <p>See INFORMATION TECHNOLOGY Implementation for records relating to the routine installation of technology and telecommunications equipment</p> <p>See PROPERTY MANAGEMENT Design and Construction for records relating to installations undertaken as part of construction or renovation projects that involve structural changes</p>		

<i>SRNSW</i>	New activity added in order to align coverage of property management records with that of GA28 (Administrative Records).			
5.16.1		Plans relating to the installation of service systems within the organisation's property, e.g. installation of heating, plumbing, air conditioning, security equipment, cabling, alarms etc. that do not involve structural changes.	Retain until installation is removed, then destroy or retain until building or structure is disposed of, then destroy or transfer to new owner as required	New entry. Plans are required to be retained while installation is in place to facilitate ongoing maintenance and management. Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Installation</i> (entry 16.12.1).
<i>SRNSW</i>	New entry - not previously covered in GDA10.			
5.16.2		Records relating to the installation of service systems within the organisation's property, other than plans, that do not involve structural changes.	Retain minimum of 2 years after action completed, then destroy	New entry. Retention period is based on potential use of the records for administrative and reference purposes which is likely to be short term. Key information is contained in the plans, which will be retained for longer (see entry 5.16.1 above). Retention period is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Installation</i> (entry 16.12.2).
<i>SRNSW</i>	New entry - not previously covered in GDA10.			
5.17.0	Moving	The process of relocating to another		

		premises.		
<i>SRNSW</i>	New activity added in order to align coverage of property management records with that of GA28 (Administrative Records).			
5.17.1		Records relating to the moving of business or other operations. Records include: <ul style="list-style-type: none"> • inventories • records of costings • records of arrangements with removalists. 	Retain minimum of 2 years after action completed, then destroy	New entry. Retention period is based on potential use of records for administrative and reference purposes which is likely to be short term, and is consistent with that of similar records in the <i>General Retention and Disposal Authority - Administrative Records (GA28) - PROPERTY MANAGEMENT - Moving</i> (entry 16.17.1).
<i>SRNSW</i>	New entry - not previously covered in GDA10.			
5.18.0	Naming	The activities associated with the naming of buildings, structures, facilities, open spaces, topographical features, etc. owned, managed or occupied by the organisation. See PARKS AND RESERVES Naming for records relating to the naming and dedication of parks and reserves See ROADS Naming for records relating to the naming of roads and streets		
<i>SRNSW</i>	New activity added in order to provide coverage for the naming of council properties/assets other than parks, reserves and roads.			
5.18.1		Records relating to the naming and re-naming of buildings, structures, facilities and open spaces, including correspondence with external organisations	Required as State archives	New entry. Records provide evidence of the changes to significant buildings, structures, open spaces, etc. and of community input

		<p>such as the Geographic Names Board. Records include:</p> <ul style="list-style-type: none"> • Gazette notices • notifications • submissions and suggestions, etc. 		<p>into the naming of them. Changes to names reflect and commemorate current popular persons and events of significance. Retention period consistent with that of similar records in the <i>General Retention and Disposal Authority - Sporting and Recreational Venues and Facilities (GA32) - FACILITIES AND VENUE MANAGEMENT - Naming</i> (entry 3.5.1).</p>
<i>SRNSW</i>	<p>New entry - naming of properties, etc. other than roads and parks and reserves not previously covered in GDA10.</p>			
5.18.2		<p>Records relating to naming suggestions for properties which are not accepted.</p>	<p>Retain minimum of 2 years after action completed, then destroy</p>	<p>New entry. Retention period encompasses potential use of the records for ongoing administrative and reference purposes, which are likely to be short term, and is consistent with that of similar records in the <i>General Disposal Authority - Local Government Records (GDA10) - PARKS AND RESERVES - Naming</i> (entry 21.7.2).</p>
<i>SRNSW</i>	<p>New entry - naming of properties, etc. other than roads and parks and reserves not previously covered in GDA10.</p>			
5.18.3		<p>Routine, administrative records relating to the naming of properties, facilities, open spaces, topographical features, etc. Records include letters of</p>	<p>Retain minimum of 2 years after action completed, then destroy</p>	<p>New entry. Retention period encompasses potential use of the records for ongoing administrative and reference purposes, which are likely to</p>

		acknowledgement for suggestions, etc.		be short term. Key records relating to the naming of properties will be retained for longer (see entry 5.18.1 above).
<i>SRNSW</i>	New entry - routine, administrative records relating to the naming of properties not previously covered in GDA10. Class added to allow for earlier disposal of these records.			
<i>SRNSW Queries</i>	Please provide any additional examples of records.			