

Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4



PROS 99/06 VAR 4

**Retention and Disposal Authority for Records of
the Gas Safety Function**

Issued Date: 03/02/2017

Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4

Public Records Act 1973

(Section 12)

Office of Gas Safety Disposal Schedule Public Record Office Standard (PROS) 99/06

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to records of Gas Safety, issued as Public Record Office Standard (PROS) 99/06 on 05 May 1999, as follows:

Extension of the application of this Authority until 30/12/2011

The title of the Standard to be changed from:

Office of Gas Safety Disposal Schedule

to:

Retention & Disposal Authority for Records of the Gas Safety Function.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 22/05/2009

Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Gas Safety Function Public Record Office Standard (PROS) 99/06

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention & Disposal Authority for Records of the Gas Safety Function (PROS) 99/06 on 05 May 1999, as follows:

Extension of the application of this Authority until 31/03/2014

This Variation shall have effect from its date of issue.

[signed]

Graeme Hairsine

Acting Director and Keeper of Public Records

Date of issue: 29/10/2010

Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Gas Safety Function Public Record Office Standard (PROS) 99/06

Variation 3:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention & Disposal Authority for Records of the Gas Safety Function, issued as Public Record Office Standard (PROS) 99/06 on 05/05/1999, as follows:

Extension of the application of this Standard until 31/12/2016

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 23/12/2013

Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Gas Safety Function (PROS 99/06)

Variation 4:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention & Disposal Authority for Records of the Gas Safety Function, issued as Public Record Office Standard (PROS) 99/06 on 05/05/1999, as follows:

Extension of the application of this Standard until 31/12/2019

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 03/02/2017

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Retention and Disposal Authority for Records of the Gas Safety Function

Authority number: PROS 99/06 VAR 4

Retention and Disposal Authority for Records of Gas Safety Function

Retention and Disposal Authority No	PROS 99/06 VAR 4
Scope	This RDA authorises the disposal of records of the Gas Safety Function.
Status	Issued by Keeper
Issue Date	03/02/2017

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

[signed]

Name: Ken Gardiner

Position: Director, Office of Gas Safety

Date: 03/05/1999

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Energy Safe Victoria. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[signed]

Ross Gibbs, Keeper of Public Records

Date of Issue: 05/05/1999

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Authority number: PROS 99/06 VAR 4

No	Function/Activity	Description	Status	Disposal Action
1	Committees/Working Parties.	<p>Committees/Working parties operate across OGS at all levels & with varying responsibilities & authorities. Committees/working parties result in records that include:</p> <ul style="list-style-type: none"> • agendas & schedules for committees working groups • committee membership lists • working papers & minutes • notices of meetings • releases, report & findings 		
1.1	Committees/Working Parties Convened by OGS.	<p>Includes Committees/Working Parties that:</p> <ul style="list-style-type: none"> • affect/establish OGS policy • determine/influence strategies or objectives • significantly affect OGS administrative or operational activities. <p>Examples are:</p> <ul style="list-style-type: none"> • OGS Managers Meeting • Gas Quality Working Group 		
1.1.1	Committees/Working	Includes activities to:	Temporary	Destroy 2 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>Committees/Working Parties. - Committees/Working Parties Convened by OGS.</i>				
	Parties - Facilitation	<ul style="list-style-type: none"> • arrange meetings/attendance • support management • prepare the issuing of results 		final action.
1.1.2	Committees/Working Papers - Results		Permanent	Retain as State archives
1.2	Committees/Working Parties - Not Convened by OGS.	<p>Includes where the:</p> <ul style="list-style-type: none"> • OGS has significant input into the findings or decision making process • OGS's policies, procedures, administrative arrangements are affected by the results or operations of the Committee/Working Party • Committee/Working Party influences or establishes precedent that affects the operations of OGS. <p>Examples are:</p> <ul style="list-style-type: none"> • Plumbers & Gas Fitters Registration Policy Board - Policy File • Gas Technical Regulators Committee (GTRC) • COAG Gas Reform Working Group - Technical 		

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No	Function/Activity	Description	Status	Disposal Action
<i>Committees/Working Parties. - Committees/Working Parties - Not Convened by OGS.</i>				
		<ul style="list-style-type: none"> • Standards Committees. 		
1.2.1	Committees/Working Parties - Facilitation	Includes activities to: <ul style="list-style-type: none"> • arrange meetings/attendance • support management • prepare the issuing of results. 	Temporary	Destroy 2 years after final action.
1.2.2	Committees/Working Papers - Results.		Temporary	Destroy 2 years after reference ceased.
1.3	Committees/Working Parties - Not Convened by OGS.	Where OGS has no input into the findings or decision making process & where OGS's policy is not affected by the findings/results. Note: If a change to OGS policy or procedure is involved, use class 10.0.0	Temporary	Destroy after reference ceases.
2	Complaints/Enquiries.	Records documenting one or more of: <ul style="list-style-type: none"> • complaints concerning the activities of OGS • enquiries concerning OGS functions • representations & approaches to the Minister or OGS for assistance, information, the reconsideration of a decision, or which suggest changes to policy or procedures. 		

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No	Function/Activity	Description	Status	Disposal Action
<i>Complaints/Enquiries.</i>				
		<p>See classes 3.1.0 & 3.2.0 of PROV <i>General Disposal Schedule</i> (PROV96/13) for the management of enquiries or investigations by the Ombudsman.</p> <p>Does not include records resulting from exemptions to regulations, see 6.2.3.</p> <p>Note. Complaints/enquiries - non routine are dealt with the Appeals Board (non-OGS body) and therefore are not part of the responsibility of OGS.</p>		
2.1	Complaints/Enquiries - Routine	Other cases resulting in the provision of a routine reply or printed material.	Temporary	Destroy 5 years after final action.
2.2	Parliamentary Information	Facilitative actions to assist in identification of Parliamentary activities	Temporary	Destroy after reference ceases.
2.3	Ministerial/Parliamentary Questions.	<p>Includes possible questions/questions without notice.</p> <ul style="list-style-type: none"> • development of policy & procedure for the preparation & communication of answers • answers, comments & data prepared • briefing notes for the Premier or Minister. 		
2.3.1	Ministerial/Parliamentary Questions.	Background development to answers to Ministerial/Parliamentary questions that document a change in policy or procedures, reversal of a decision or a substantial investigation by OGS.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Complaints/Enquiries. - Ministerial/Parliamentary Questions.</i>				
2.3.2	Ministerial/Parliamentary Question.	Where the answer documents a routine statement of fact (documenting or reiterating existing policies procedures etc).	Temporary	Destroy 5 years after action completed.
2.4	Complaints/Enquiries - Summaries & Controls.	Activities that summarise & establish controls (register) complaints.	Permanent	Retain as State archives
3	Forms Management.	OGS generates forms that are employed internally & externally. These forms regulate & standardise information & data input.		
3.1	Forms - Functional Activities.	Forms designed primarily for management of activities that are specified within legislation that OGS administers.	Permanent	Retain as State archives
3.2	Forms - Routine.	Forms designed primarily for use within OGS, that are employed to manage activities outside the legislation that OGS administers.	Temporary	Destroy after when superseded.
3.3	Forms - Facilitation.	Arrangements for the printing , distribution & review of forms.	Temporary	Destroy after reference ceases.
4	Information Services	Requests for information, includes enquires, surveys & or questionnaires from other agencies, organisations & members of the public regarding the agency & its functions, policies & activities. See classes 3.1.0 & 3.2.0 of PROV <i>General Disposal Schedule</i> (PROV96/13) for information services		

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No	Function/Activity	Description	Status	Disposal Action
<i>Information Systems & Technology</i>				
		management.		
5	Information Systems & Technology	Involves the identification, installation & support of information technology, systems & services.		
5.1	Project Development & System Analysis	Investigation of the feasibility of introducing/adapting electronic systems, their implementation, enhancement, maintenance & review.		
5.1.1	Projects/Systems - Significant.	Systems that support OGS's operational functions. Includes requests/purchase of equipment/systems that are unusual or significant. Includes WMS.	Permanent	Retain as State archives
5.1.2	Projects/Systems - Minor.	Systems that do not support OGS's main operational functions. Includes requests for equipment/systems. Includes Domino.doc	Temporary	Destroy 5 years after action completed.
5.1.3	Equipment/System Management.	<p>Management & arrangements ensuring effective operations & maintenance of computer equipment & systems. Includes:</p> <ul style="list-style-type: none"> • allocation & control of user ids, access/security codes, change requests • technical liaison with users, system designers or database/network managers, processing of work requests, system changes (use class 3.1.1 for locally developed systems/software) & approvals to store information 	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Inspection Management.</i>				
		<ul style="list-style-type: none"> • system fault &/or enhancement reports. 		
6	Inspection Management.	A function of the OGS identified by the <i>Gas Safety Act 1997 (99/1997) (s11c)</i> is to monitor compliance of appliances, gas components, gas installations, gas related services and conveyance, sale, measurement, supply measurement control and use of gas with the specified safety standards. Division 5 of the Act also specifies that appliances and installations must be accepted by the OGS before commissioning.		
6.1	Standard Installations.	Standard installations are where an installation has been undertaken according to established standards & methods.	Temporary	Destroy 7 years after notification accepted.
6.2	Standard Appliances	Standard Appliances are not inspected by the OGS		
6.3	Appliance & Installation Inspections.	Complex inspections of appliances & installations involves inspection resulting from a submission by the applicant. Includes Type B appliance & installations.	Temporary	Destroy 7 years after submission accepted.
6.4	Exemptions.	Exemptions to regulations are granted in circumstances where the exemption is appropriate.	Temporary	Destroy 7 years after exemption expired.
6.5	Actions Supporting Inspection Management.	This includes data used to document, allocate & summarise activities undertaken such as correspondence issued or received and assignment details.		

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No	Function/Activity	Description	Status	Disposal Action
<i>Inspection Management. - Actions Supporting Inspection Management.</i>				
6.5.1	Registration.	Includes information that allows: <ul style="list-style-type: none"> • identifies significant Inspections • monitors Gas Safety sensitive claims. 	Permanent	Retain as State archives
6.5.2	Facilitation of Supporting Inspection Management.	Includes data used to document inspections such as assignment details.	Temporary	
7	Investigation and Prosecution.			
7.1	Investigation (Results Not Included in Briefs of Evidence).	Includes routine assessments and audits and investigations not proceeded to prosecution (includes; incident & explosion investigations).	Temporary	Destroy 15 years after final action.
7.2	Prosecution	The Prosecution function follows the Investigation function and involves processes which are concerned with the production of evidence for Court and the management of legal cases under Acts within the responsibility of OGS.		
7.2.1	Briefs of Evidence.	Briefs of Evidence are the results of investigation identified and selected to support the legal action.		
7.2.1.1	Evidence included in a Brief and not Approved for Action		Temporary	Destroy 3 years after decision made.

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No	Function/Activity	Description	Status	Disposal Action
<i>Investigation and Prosecution. - Prosecution - Briefs of Evidence.</i>				
	in Court.			
7.2.1.2	Evidence included in a Brief and Approved for Action in Court - Routine Cases.	Includes statements of witnesses, records of interview (photographs, video and audio tapes).	Temporary	
7.2.1.3	Evidence included in a Brief and Approved for Action in Court - Routine Cases.		Temporary	Destroy 15 years after the resolution of the case.
7.2.1.4	Evidence included in a Brief and Approved for Action in Court - Safety Management Sensitive.	<p>For example:</p> <ul style="list-style-type: none"> • establish legal precedent • highlight the need for legislative reform • interpret new legislation or provisions not previously tested • may result in increases quantum benchmarks • involve strategic issues • involve unfavourable publicity for the Government or OGS. 	Permanent	Retain as State archives
7.2.1.5	Evidence included in a Brief and Approved for Action in Court -		Temporary	

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No	Function/Activity	Description	Status	Disposal Action
<i>Investigation and Prosecution. - Investigation & Prosecution Management</i>				
	Example			
7.3	Investigation & Prosecution Management	Prosecution management includes those activities that ensure that the prosecution and the records derived from the prosecution are correctly undertaken and documented.		
7.3.1	Summary and Registration.	Actions that result in the unique identification, control and summary of investigations & prosecutions.	Permanent	Retain as State archives
7.3.2	Investigation & Prosecution Tracking.	Actions that allow investigation & prosecutions to be managed and performed according to timetables and appropriate methods.	Temporary	Destroy after with the records of the relevant investigation case.
8	Legislation.	<p>OGS undertakes analysis & planning in regard to the development of the Gas Safety, including:</p> <ul style="list-style-type: none"> • the preparation of principal legislation • the drafting of subordinate legislation & Executive Council instruments • the provision of legal advice in relation to relevant legislation • involvement in the development of policy which has legislation ramifications. 		
8.1	Legislation - Development.	Proposals for new legislation & amendments to existing legislation administered by OGS (includes	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Legislation.</i>				
		acts & regulations).		
8.2	Legal Opinions.	Legal opinions concerning the validity of legislation administered by OGS or the legality of decisions made in pursuance of the legislation.	Permanent	Retain as State archives
9	Planning and Reporting.	Planning and reporting in regard to the administration of the Gas Safety, OGS or any of its elements, including; development, summaries/statistics & reports.		
9.1	Gas Safety or OGS Development.	Activities that involve the development, evaluation or research of the Gas Safety or OGS. Includes inputs into Parliamentary Committees reviewing the Gas Safety or OGS.	Permanent	Retain as State archives
9.2	Gas Safety or OGS Reports & Summaries.	Reports & summaries of Gas Safety or OGS activities, that detail performance against objectives, including legislated objectives & functions of the Gas Safety & OGS.		
9.2.1	Key Performance Reports & Summaries.	Includes reports, statistics, summaries & evaluations of the Gas Safety & OGS or their critical elements.	Permanent	Retain as State archives
9.2.2	Routine Performance Reports & Summaries.	Includes subsidiary reports & briefs, input information supplied for key performance reports and summaries.	Temporary	Destroy 5 years after final action.
9.2.3	Support Activities for Reports &	Includes information & reference material, administrative arrangements.	Temporary	Destroy after reference ceases.

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No	Function/Activity	Description	Status	Disposal Action
<i>Policies, Procedures, Circulars & Instructions</i>				
	Summaries.			
10	Policies, Procedures, Circulars & Instructions	<p>Policy & procedural records are derived from the following sources:</p> <ul style="list-style-type: none"> • alteration/adjustment due to the effects of individual or various cases • government policy or legislative/regulatory requirements. <p>Policies procedures, circulars & instructions identify, define, prescribe or direct functions or actions specific to OGS & its key objectives.</p> <p>Policy & procedural records will exist for all OGS activities, including:</p> <ul style="list-style-type: none"> • Safety Case Management • Inspections Management • Investigation & Prosecution • Information Technology • Publicity & Publications. 		
10.1	Functional Specific Policy & Procedure Development.	Functional specific policy & procedures includes precedent or significant case files or other incident records that provide policy/procedural guidelines for	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Policies, Procedures, Circulars & Instructions</i>				
		the management, implementation or guidance.		
10.2	Minor Procedures.	Minor procedures are those that regulate activities that are not critical to the operations of the Gas Safety or OGS.	Temporary	Destroy 5 years after final action.
10.3	Policies & Procedures - Public Service Wide.	Includes policies & procedures developed by other government bodies. Includes; FOI management, Purchasing & Vehicle management.	Temporary	Destroy after superseded or updated.
10.4	Policies & Procedures - Facilitative Actions.	Includes development & distribution of policies, procedures, circulars & instructions.	Temporary	Destroy 5 years after final action.
11	Publicity, Exhibitions & Displays.	Publicity material relating to OGS functions & activities, includes pamphlets, posters, photographs, films/videos cassettes (& other audiovisual material), exhibitions & displays. Note duplicates of material can be destroyed under normal administrative practice.		
11.1	Publicity.	Publicity involves the distribution of information about the activities of OGS through all forms of media. Publicity also involves the tracking & monitoring of media for references to OGS or activities of relevance to OGS.		
11.1.1	Publicity Tracking & Recording.	Master of press reports or press cuttings, relating to OGS functions & activities, excludes press cuttings placed on file among other records.	Permanent	Retain as State archives
11.1.2	Publicity Material -		Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>Publicity, Exhibitions & Displays. - Publicity.</i>				
	Masters.			
11.1.3	Publicity - Facilitation.	Activities that allow the distribution of publicity across all media outlets. Does not include financial records.	Temporary	Destroy 2 years after action completed.
11.2	Exhibitions & Displays.	Where OGS undertakes or is involved in an exhibition or display of issues or matters of functional relevance (ie. health & safety, injury insurance, rehabilitation).		
11.2.1	Exhibitions & Displays - Arrangements.		Temporary	Destroy 2 years after action completed.
11.2.2	Exhibitions & Displays - Facilitation.	Activities that support the mounting exhibitions & displays. Does not include financial records.	Temporary	Destroy 2 years after action completed.
12	Publications	Activities ensuring the writing, editing, design, printing & distribution of OGS information.		
12.1	OGS Publications - Preparation	Includes requests for additional information, interpretation & or statistical data.		
12.1.1	OGS Publications - Major.	Includes development & finals of key OGS publications. Including comments on drafts/revisions of significant agency publications	Permanent	Retain as State archives
12.1.2	OGS Publications -	Background material & arrangements relating other	Temporary	Destroy 5 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>Publications</i>				
	Minor.	publications, pamphlets, reports, periodicals, gazettes etc.		action completed.
12.2	OGS Publications - Approvals.	Requests & responses from/to other organisations for permission to use/reproduce material.	Temporary	Destroy 2 years after action completed.
12.3	Publications - Non OGS	Input into & comments on, drafts/revision of publications prepared by other agencies.		
12.3.1	Publications - Non OGS.	Provision of significant legal, technical, statistical or other agency specific information otherwise not normally available to the originator or which raise policy issues.	Permanent	Retain as State archives
12.3.2	Publications - Non OGS.	Provision of routine material or comments.	Temporary	Destroy 2 years after action completed.
12.4	Publications - Subscription/Distribution	Arrangements for subscriptions and/or the distribution of copies and amendments.	Temporary	Destroy 2 years after action completed.
13	Safety Case Management.	Divisions 2 & 3 of the <i>Gas Safety Act (99/1997)</i> identifies that the OGS gas responsibility for the assessment of safety cases for facilities and installations. Gas companies have responsibility to comply with the requirements of a Safety Case and to identify changes that will affect the Safety Case and resubmit a Safety Case after 5 years.		
13.1	Approved Safety Case.	The approved Safety Case is the final documented identification of the safety case for the facility or		

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No	Function/Activity	Description	Status	Disposal Action
<i>Safety Case Management. - Approved Safety Case.</i>				
		installation. Includes: <ul style="list-style-type: none"> • overview, safety assessment & safety management system • facilities/installation description & plans/diagrams. 		
13.1.1	Approved Safety Case - Significant.	Safety Cases involving significant safety changes or requirements to facilities or installations.	Permanent	Retain as State archives
13.1.2	Approved Safety Case - Remainder.		Temporary	Destroy 7 years after expiry of the Safety Case.
13.2	Safety Case Certification & Monitoring.	The establishment of an approved Safety Case and the monitoring of the Safety Case after approval is undertaken by the OGS.		
13.2.1	Safety Case Certification & Monitoring - Significant.	Significant safety changes or requirements to facilities or installations.	Permanent	Retain as State archives
13.2.2	Safety Case Certification & Monitoring - Remainder.		Temporary	Destroy 7 years after the expiry of the Safety Case.
13.3	Safety Case Reference &	This includes data used to document, allocate & summarise activities, ie correspondence issued or		

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No	Function/Activity	Description	Status	Disposal Action
<i>Safety Case Management. - Safety Case Reference & Facilitation.</i>				
	Facilitation.	received & assignment details.		
13.3.1	Registration.	Identifying & monitoring Safety Cases.	Permanent	Retain as State archives
13.3.2	Facilitation of Safety Case Process.	Includes data used to document cases such as: <ul style="list-style-type: none"> • assignment details • file reporting & routine statistics. 	Temporary	
13.3.3	Reference	Documentation for Safety Cases identifying suppliers or manufacturers operations & activities.	Temporary	Destroy 7 years after the expiry of the Safety Case.
14	Speeches, Lectures & Addresses.	Representatives of OGS (including Ministers & employees of OGS) are called upon to provide information about OGS operations, methods, policies, objectives & strategies.		
14.1	Speeches, lectures, Addresses - Representatives of OGS.	On matters of considerable public interests that establish milestone changes to the OGS or gas safety.	Permanent	Retain as State archives
14.2	Speeches, Lectures & Addresses - Routine.	On routine matters of agency responsibility Preparation & background material.	Temporary	Destroy 2 years after action completed.
14.3	Speeches, lectures, Addresses - Facilitation.	Requests for & distribution of copies of speeches, lectures & addresses.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>Training & Education Management.</i>				
15	Training & Education Management.	<p>OGS has a policy objective of the development & provision of induction & ongoing gas safety training & education programs.</p> <p>This does not include activities for the training of OGS staff. See class 5.4.5 of PROV General Disposal Schedule (PROV 96/13).</p>		
15.1	Training & Education Course Material.	Training & course material prepared by OGS. Includes the development, assessment & review of course content.	Temporary	Destroy. 2 years after final action
15.2	Training & Education Course Arrangements & Administration.	Includes arrangements for attendance by participants.	Temporary	Destroy. 2 years after final action
15.3	Training & Education Course Assessment.	Includes course reports & assessments on participants.	Temporary	Destroy. 2 years after final action