

Appraisal Report Amendment to an Existing Disposal Authority

Appraisal Report Amendment to an Existing Disposal Authority Treasury

File/Document ID	APP2018/0030
Agency	Treasury
Contact Name and Details	[Details removed]
Date	8/10/2018
Disposal Authority to be changed	DA582

Purpose/Circumstances

The purpose of this amendment is to remove the classes and sub-classes that the State Services Commission (SSC) were responsible for under the Central Agencies Shared Services (CASS) arrangement (CASS MOU).

After a consultation process with Treasury the SSC has withdrawn from the Central Agencies Shared Service (CASS) Supply Agreement. The withdrawal from the Information Management Services agreement was effective from 1 October 2018. SSC will now take ongoing responsibility for managing their information and records and the ongoing implementation of disposal and transfer.

As SSC is no longer a part of the CASS arrangement, it is necessary to remove those identified classes and sub-classes from the current disposal schedule DA582.

Description of Amendment

The proposed amendments to the DA are to:

- Remove SSC from the *Agency (for approval to dispose)* column in the current disposal schedule as they are no longer a part of the CASS arrangement (CASS MOU).
- Remove *Class 10 – Departmental Performance Investigations*, this is an SSC only function that is not performed by the other two agencies.
- Remove *Class 11 – Administration of Cabinet Fees Framework*, this is an SSC only function that is not performed by the other two agencies.
- Remove *Class 12 – Consultation and Advice over Collective Employment Agreement*, this is an SSC only function that is not performed by the other two agencies.
- Remove *Sub-classes 13.1, 13.2, 13.3, 13.4, 13.5, 13.6, 13.7, 13.8, 13.9* from the *Promotion and Development of Capability of State Sector* class, as these are SSC specific classes.
- Change the *Agency (for approval to dispose)* column for *Sub-Classes 13.10, 13.11, 13.12, 13.13* to Treasury as these functions were transferred to Treasury in 2013.
- Remove *Sub-Classes 14.1, 14.2, 14.3, 14.4, 14.5, 14.6*, from the *Appointment and Employment* class, as these are SSC specific classes. *Sub-Classes 14.7, 14.8, 14.9, 14.10*, will remain in the disposal schedule as these are sub-classes that Treasury are responsible for.
- Remove *Class 15 – Develop and Promote Workforce and Employment Policies and Standards*, this is an SSC only function that is not performed by the other two agencies.
- Remove *Class 16 – State Sector Retirement Savings Scheme Administration (SSRSS)*, this is an SSC only function that is not performed by the other two agencies.

2. a. Proposed Amendment (No Chief Archivist approval required – Minor changes):

Editorial changes (minor)	Current Details	Proposed amended Details
<i>i.e. class title, number, description</i>	Agency (for approval to dispose) – Treasury, DPMC, SSC	Agency (for approval to dispose) changed to – Treasury and DPMC
Justification	As SSC have exited the CASS arrangement (CASS MOU), any instance of them appearing in the Agency (for approval to dispose) column in the disposal schedule, has been removed, as SSC are now responsible for their own records.	

Editorial changes (minor)	Current Details	Proposed amended Details
<i>i.e. class title, number, description</i>	For Sub-Classes 13.10, 13.11, 13.12, 13.13: Agency (for approval to dispose) – SSC	For Sub-Classes 13.10, 13.11, 13.12, 13.13: Agency (for approval to dispose) changed to – Treasury
Justification	These functions were transferred to Treasury in 2013 and need to be changed in the disposal schedule as SSC is no longer responsible for them.	

2. b. Proposed Removal of a Current Class or Class Grouping:

Current Class or Class Grouping Details	
Title	Departmental Performance Investigations
Number	10
Description	This class covers records of investigations and inquiries undertaken by the State Services Commission into departmental performance and issues.
Retention Period	10 years from date of last action (10.1 & 10.2) 3 years from date of last action (10.3)
Disposal Action	(10.1 & 10.2) – Retain as Public Archives (10.3) - Destroy
Justification for removing the current Class/Grouping	
Removal of this entire class is necessary, it is a function that is only performed by State Services Commission and is not applicable to Treasury or the Department of Prime Minister and Cabinet.	

Current Class or Class Grouping Details

Title	Administration of Cabinet Fees Framework
Number	11
Description	This class covers records documenting the management and administration of the Cabinet Fees Framework.
Retention Period	15 years from date of last action (11.1 & 11.2) Until no longer administratively required (11.3) 3 years from date of last action (11.4)
Disposal Action	(11.1 & 11.2) – Retain as Public Archives (11.3 & 11.4) - Destroy

Justification for removing the current Class/Grouping

Removal of this entire class is necessary, it is a function that is only performed by State Services Commission and is not applicable to Treasury or the Department of Prime Minister and Cabinet.

Current Class or Class Grouping Details

Title	Consultation and Advice over Collective Employment Agreement
Number	12
Description	This class covers records documenting the development of and provision of advice about terms and conditions of employment within the state sector.
Retention Period	10 years from date of last action (12.1 & 12.2) 3 years from date of last action (12.3)
Disposal Action	(12.1 & 12.2) – Retain as a Public Archive (12.3) - Destroy

Justification for removing the current Class/Grouping

Removal of this entire class is necessary, it is a function that is only performed by State Services Commission and is not applicable to Treasury or the Department of Prime Minister and Cabinet.

Current Class or Class Grouping Details

Title	Promotion and Development of Capability of State Sector
Number	13
Description	This class covers records that document the functions of improvement of the capability of the state sector through leadership development and departmental performance assessment/major projects assurance.
Retention Period	10 years from date of last action (13.1, 13.2, 13.4, 13.5, 13.7, 13.9) 10 years from date of last action (13.3, 13.8) 5 years from date of last action (13.6)
Disposal Action	(13.1, 13.2, 13.4, 13.5, 13.7, 13.9) - Retain as Public Archive (13.3, 13.6, 13.8) - Destroy

Justification for removing the current Class/Grouping

Remove sub-classes 13.1 to 13.9 as these are State Services Commission functions only and are not applicable to Treasury or the Department of Prime Minister and Cabinet.

Current Class or Class Grouping Details

Title	Appointment and Employment
Number	14
Description	This class covers records relating to the appointment and performance management of state sector Chief Executives and appointment of Board members
Retention Period	15 years from date of last action (14.1, 14.3) 10 years from date of last action (14.2, 14.4, 14.6) Until no longer administratively required (14.5)
Disposal Action	(14.1, 14.2, 14.3, 14.4, 14.6) – Retain as Public Archive (14.5) - Destroy

Justification for removing the current Class/Grouping

Remove sub-classes 14.1 to 14.6 as these are State Services Commission functions only and are not applicable to Treasury or the Department of Prime Minister and Cabinet.

Current Class or Class Grouping Details

Title	Develop and Promote Workforce and Employment Policies and Standards
Number	15
Description	This class covers records that document the development and promotion of employment related policies and standards across the state sector.
Retention Period	10 years from date of last action (15.1, 15.2, 15.3) 3 years from date of last action (15.4)
Disposal Action	(15.1, 15.2, 15.3) – Retain as Public Archive (15.4) - Destroy

Justification for removing the current Class/Grouping

Removal of this entire class is necessary, it is a function that is only performed by State Services Commission and is not applicable to Treasury or the Department of Prime Minister and Cabinet.

Current Class or Class Grouping Details

Title	State Sector Retirement Savings Scheme Administration (SSRSS)
Number	16
Description	This class covers records created by the State Services Commission in its role as the Administrator of the State Sector Retirement Savings Scheme.
Retention Period	10 years from date of last action (16.1) 5 years from date of last action (16.2) 3 years from date of last action (16.3)
Disposal Action	(16.1, 16.2, 16.3) - Destroy

Justification for removing the current Class/Grouping

Removal of this entire class is necessary, it is a function that is only performed by State Services Commission and is not applicable to Treasury or the Department of Prime Minister and Cabinet.