**Linking tables: linking former entries in GDA2, GDA6, GDA7 and GDA12 to entries in GA28**

**Mapping of disposal entries to GA28**

*General Retention and Disposal Authority – Administrative records* (GA28) replaces:

1. • GDA2 as the legal authority for the disposal of general administrative records

• GDA6 as the legal authority for the disposal of Year 2000 project records

• certain classes in GDA7 Financial and accounting records and GDA12 Personnel records.

Records that were sentenced under GDA2, GDA12 and relevant classes in GDA7 and GDA12 that have not been destroyed should be re-sentenced using the new authority. The linking tables provided here may assist organisations in this process.

**Note:** The linking documents are provided for information purposes only. The sentencing of records should be done after consulting the relevant authority and determining appropriate disposal entries and disposal actions.

**Linking table from GDA2 to GA28**

|  |  |
| --- | --- |
| **GDA2** | **GA28** |
| 1.1.1 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.0 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 **FLEET MANAGEMENT** – ACQUISITION, 8.2.0 **PROPERTY MANAGEMENT** – ACQUISITION, 16.1.0 **TECHNOLOGY & TELECOMMUNICATIONS** – ACQUISITION, 20.1.0 **TENDERING**, 21.0.0 |
| 1.1.2 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.0 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 **FLEET MANAGEMENT** – ACQUISITION, 8.2.0 **PROPERTY MANAGEMENT** – ACQUISITION, 16.1.0 **TECHNOLOGY & TELECOMMUNICATIONS** – ACQUISITION, 20.1.0 **TENDERING**, 21.0.0 |
| 1.5.1 | **PROPERTY MANAGEMENT** – CONSTRUCTION, 16.7.0 |
| 1.5.2 | **PROPERTY MANAGEMENT** – CONSTRUCTION, 16.7.0 |
| 1.5.3 | **PROPERTY MANAGEMENT** – CONSERVATION, 16.6.1 |

|  |  |
| --- | --- |
| 1.9.1 | **EQUIPMENT & STORES** – DISPOSAL, 5.8.1 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 **FLEET MANAGEMENT** – DISPOSAL, 8.7.1 **PROPERTY MANAGEMENT** – DISPOSAL, 16.8.0 **TECHNOLOGY & TELECOMMUNICATIONS** – DISPOSAL, 20.10.1 |
| 1.9.2 | **EQUIPMENT & STORES** – DISPOSAL, 5.8.1 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 **FLEET MANAGEMENT** – DISPOSAL, 8.7.1 **PROPERTY MANAGEMENT** – DISPOSAL, 16.8.0 **TECHNOLOGY & TELECOMMUNICATIONS** – DISPOSAL, 20.10.1 |
| 1.10.1 | **EQUIPMENT & STORES** – STOCKTAKE, 5.20.1 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 |
| 1.11.1 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3-4 |
| 1.11.2 | Use relevant function/activities of ACQUISITION or EVALUATION |
| 1.14.1 | **STRATEGIC MANAGEMENT** 19.0.0 – IMPLEMENTATION, PLANNING, POLICY, PROCEDURES, REPORTING etc |
| 1.17.1 | Use relevant functions and activities e.g. SUBMISSIONS, REPORTING |
| 2.1.1 | **COMMITTEES**, 1.0.1-3, 1.0.8 |
| 2.1.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 2.1.3 | **COMMITTEES**, 1.0.1-3, 1.0.8 |
| 2.1.4 | **COMMITTEES**, 1.0.9 |
| 2.2.1 | **COMMITTEES**, 1.0.4 |
| 2.2.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 2.2.3 | **COMMITTEES**, 1.0.9 |
| 2.3.1 | **COMMITTEES**, 1.0.5 |
| 2.3.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 2.4.1 | **COMMITTEES**, 1.0.7 |
| 2.4.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 2.5.1 | **COMMITTEES**, 1.0.8 |
| 2.5.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 3.1.1 | **COMMUNITY RELATIONS** – ADDRESSES, 2.2.2-3 |
| 3.1.2 | **COMMUNITY RELATIONS** – ADDRESSES, 2.2.4 |
| 3.1.3 | **COMMUNITY RELATIONS** – ADDRESSES, 2.2.4 **COMMUNITY RELATIONS** – CELEBRATIONS, CEREMONIES, FUNCTIONS, 2.4.3 |
| 3.2.1 | **COMMUNITY RELATIONS** – CELEBRATIONS, CEREMONIES, FUNCTIONS, 2.4.1, 2.4.3 |
| 3.2.2 | **COMMUNITY RELATIONS** – CELEBRATIONS, CEREMONIES, FUNCTIONS, 2.4.2-3 |
| 3.6.1 | **COMMUNITY RELATIONS** – DONATIONS, 2.7.3 |
| 3.6.2 | **COMMUNITY RELATIONS** – DONATIONS, 2.7.1-2 |
| 3.6.3 | **COMMUNITY RELATIONS** – DONATIONS, 2.7.1-2 |
| 3.6.4 | **COMMUNITY RELATIONS** – DONATIONS, 2.7.1-2 |
| 3.7.1 | Use the organisation’s functional retention and disposal authority for records relating to the handling of enquiries or provision of formal advice regarding specific functions and activities of the organisation |
| 3.7.2 | **COMMUNITY RELATIONS** – ENQUIRIES, 2.8.1 **COMMUNITY RELATIONS** – LIAISON, 2.13.2 |
| 3.8.1 | **COMMUNITY RELATIONS** – EXHIBITIONS, 2.10.1 |
| 3.8.2 | **COMMUNITY RELATIONS** – CELEBRATIONS, CEREMONIES, FUNCTIONS, 2.4.0 **COMMUNITY RELATIONS** – MARKETING, 2.14.1 |
| 3.9.1 | **COMMUNITY RELATIONS** – GREETINGS, 2.11.1 |
| 3.9.2 | **COMMUNITY RELATIONS** – GREETINGS, 2.11.1 |
| 3.11.1 | **COMMUNITY RELATIONS** – MEDIA RELATIONS, 2.15.1 |
| 3.11.2 | **COMMUNITY RELATIONS** – MEDIA RELATIONS, 2.15.2 |
| 3.11.3 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 3.14.1 | Use the organisation’s functional retention and disposal authority or **COMMUNITY RELATIONS** – PUBLIC REACTION, 2.19.1 |
| 3.14.2 | **COMMUNITY RELATIONS** – PUBLIC REACTION, 2.19.2 |
| 3.14.3 | **COMMUNITY RELATIONS** – PUBLIC REACTION, 2.19.1 |
| 3.15.1 | **COMMUNITY RELATIONS** – VISITS, 2.23.1-2 |
| 3.15.2 | **COMMUNITY RELATIONS** – VISITS, 2.23.3 |
| 3.16.1 | **COMMUNITY RELATIONS** – VISITS, 2.23.4 |
| 3.17.1 | **COMMUNITY RELATIONS** – VISITS, 2.23.2 or **PERSONNEL** – EMPLOYMENT CONDITIONS GDA12, 2.12.6 |
| 4.1.1 | **COMPENSATION** – ADVICE, 3.1.1 |
| 4.1.2 | **COMPENSATION** – CLAIMS, 3.2.0 |
| 4.2.1 | **COMPENSATION** – CLAIMS, 3.2.0 |
| 4.3.1 | **COMPENSATION** – CLAIMS, 3.2.1-3 |
| 4.3.2 | Entry removed. Use **PERSONNEL** GDA12 and **COMPENSATION** – CLAIMS, 3.2.1-3 |
| 4.3.3 | Entry removed. Use **COMPENSATION** – CLAIMS, 3.2.1-3 for medical records on claims files |
| 4.4.1 | **COMPENSATION** – CLAIMS, 3.2.5 |
| 4.4.2 | **COMPENSATION** – CLAIMS, 3.2.4 |
| 4.4.3 | **COMPENSATION** – CLAIMS, 3.2.4 |
| 4.5.1 | **COMPENSATION** – INSURANCE, 3.4.1 |
| 4.5.2 | **COMPENSATION** – INSURANCE, 3.4.2 |
| 4.8.1 | **COMPENSATION** – CLAIMS, 3.2.0 |
| 4.8.2 | **COMPENSATION** – POLICY, 3.5.0 **COMPENSATION** – PROCEDURES, 3.6.0 |
| 4.8.3 | Entry removed. Use **PERSONNEL** GDA12 and **COMPENSATION** – CLAIMS, 3.2.1-3 |
| 5.1.1 | Use relevant function/COMPLIANCE |
| 5.1.2 | Use relevant function/COMPLIANCE (or in the case of fleet management use FLEET MANAGEMENT - INFRINGEMENTS) |
| 5.2.1 | Use relevant function/COMPLIANCE |
| 5.3.1 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 5.3.2 | Entry removed |
| 6.1.1 | **COMMUNITY RELATIONS** – CONFERENCES, 2.5.2 |
| 6.1.2 | **COMMUNITY RELATIONS** – CONFERENCES, 2.5.1 |
| 6.1.3 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 6.2.1 | **COMMUNITY RELATIONS** – CONFERENCES, 2.5.4 |
| 6.2.2 | **COMMUNITY RELATIONS** – CONFERENCES, 2.5.3 |
| 7.1.1 | Use relevant function/AGREEMENTS or **CONTRACTING-OUT**, 4.0.1 |
| 7.1.2 | Use relevant function/AGREEMENTS or **CONTRACTING-OUT**, 4.0.1 |
| 7.2.1 | **CONTRACTING-OUT**, 4.0.1 |
| 7.2.2 | **CONTRACTING-OUT**, 4.0.1 |
| 7.3.1 | **CONTRACTING-OUT**, 4.0.1 |
| 7.3.2 | **CONTRACTING-OUT**, 4.0.2 |
| 7.3.3 | **CONTRACTING-OUT**, 4.0.1 |
| 7.4.1 | **CONTRACTING-OUT**, 4.0.1, **TENDERING**, 21.0.3 or relevant function/activity of ACQUISITION or AGREEMENTS |
| 7.4.2 | **CONTRACTING-OUT**, 4.0.1, **TENDERING**, 21.0.3 or relevant function/ activity of ACQUISITION or AGREEMENTS |
| 7.4.3 | **CONTRACTING-OUT**, 4.0.1, **TENDERING**, 21.0.3 or relevant function/activity of ACQUISITION or AGREEMENTS |
| 7.7.1 | Use the organisation’s functional retention and disposal authority |
| 7.7.2 | **TENDERING**, 21.0.0 |
| 7.7.3 | **TENDERING**, 21.0.2 |
| 7.7.4 | **TENDERING**, 21.0.1 |
| 7.7.5 | **TENDERING**, 21.0.1 for originals. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 8.1.1 | **STRATEGIC MANAGEMENT** – CORRUPTION, 19.5.1 **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3-4 **STRATEGIC MANAGEMENT** – POLICY, 19.15.0 **STRATEGIC MANAGEMENT** – PROCEDURES, 19.16.0 |
| 8.2.1 | **PERSONNEL** – DISCIPLINE GDA12, 2.10.0 |
| 8.5.1 | Entry removed |
| 8.5.2 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 9.2.1 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.4 |
| 9.2.2 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3 |
| 9.2.3 | Entry removed |
| 9.2.4 | Entry removed |
| 9.2.5 | **STRATEGIC MANAGEMENT** – REPORTING, 19.17.3-4 |
| 9.3.1 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.4 |
| 9.3.2 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3 |
| 9.3.3 | Entry removed |
| 9.3.4 | **STRATEGIC MANAGEMENT** – REPORTING, 19.17.3-4 |
| 9.3.5 | Entry removed |
| 9.6.1 | **STRATEGIC MANAGEMENT** – IMPLEMENTATION, 19.9.1 |
| 9.7.1 | Entry removed |
| 10.1.1 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.0 or **TENDERING**, 21.0.0 or functional retention and disposal authority |
| 10.1.2 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.0 or **TENDERING**, 21.0.0 |
| 10.1.3 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 10.3.1 | **EQUIPMENT & STORES** – ALLOCATION, 5.3.1 or functional retention and disposal authority |
| 10.3.2 | **EQUIPMENT & STORES** – ALLOCATION, 5.3.1 |
| 10.3.3 | **EQUIPMENT & STORES** – ALLOCATION, 5.3.3 for usage of equipment **EQUIPMENT & STORES** – COMPLIANCE, 5.7.2 for licensing for operation of plant |
| 10.6.1 | **EQUIPMENT & STORES** – DISPOSAL, 5.8.1 or functional retention and disposal authority |
| 10.6.2 | **EQUIPMENT & STORES** – DISPOSAL, 5.8.1 |
| 10.7.1 | **EQUIPMENT & STORES** – EVALUATION, 5.9.1 |
| 10.7.2 | Use the organisation’s functional retention and disposal authority |
| 10.7.3 | **EQUIPMENT & STORES** – EVALUATION, 5.9.1 |
| 10.9.1 | **EQUIPMENT & STORES** – INSTALLATION, 5.10.1 |
| 10.10.1 | **EQUIPMENT & STORES** – STOCKTAKE, 5.20.1 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.0 |
| 10.12.1 | **EQUIPMENT & STORES** – MAINTENANCE, 5.14.0 |
| 10.12.2 | **EQUIPMENT & STORES** – MAINTENANCE, 5.14.0 |
| 10.14.1 | **EQUIPMENT & STORES** – STOCKTAKE, 5.20.1 |
| 10.14.2 | **EQUIPMENT & STORES** – ACQUISITION GDA7, 1.1.4 **FINANCIAL MANAGEMENT** – ASSET REGISTER GDA7, 2.4.1 |
| 10.15.1 | **EQUIPMENT & STORES** – ARRANGEMENTS, 5.4.2 |
| 11.1.1 | **ESTABLISHMENT** – RESTRUCTURING, 6.6.1 |
| 11.1.2 | **ESTABLISHMENT** – RESTRUCTURING, 6.6.2 |
| 11.2.1 | **PERSONNEL** – EVALUATION GDA12, 2.13.0 |
| 11.6.1 | **ESTABLISHMENT** – REPORTING, 6.5.0 |
| 11.7.1 | **ESTABLISHMENT** – RESTRUCTURING, 6.6.1 |
| 11.7.2 | **ESTABLISHMENT** – RESTRUCTURING, 6.6.2 |
| 11.7.3 | **ESTABLISHMENT** – RESTRUCTURING, 6.6.1-2 for final version of charts. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 11.7.4 | **ESTABLISHMENT** – VARIATIONS, 6.7.1 |
| 12.2.1 | **FINANCIAL MANAGEMENT** – ADVICE, 7.1.1-2 |
| 12.2.2 | **FINANCIAL MANAGEMENT** – ADVICE, 7.1.3 |
| 12.3.1 | **FINANCIAL MANAGEMENT** – ALLOCATION, 7.3.1. |
| 12.3.2 | **FINANCIAL MANAGEMENT** – ALLOCATION, 7.3.1. |
| 12.5.1 | **FINANCIAL MANAGEMENT** – AGREEMENTS, 7.2.1 |
| 12.6.1 | **FINANCIAL MANAGEMENT** – BUDGETING GDA7, 2.7.1-2 |
| 12.6.2 | **FINANCIAL MANAGEMENT** – BUDGETING GDA7, 2.7.4 |
| 12.7.1 | **PROPERTY MANAGEMENT** – CONSTRUCTION, 16.7.3 |
| 12.7.2 | **PROPERTY MANAGEMENT** – CONSTRUCTION, 16.7.3 |
| 12.12.1 | **FINANCIAL MANAGEMENT** – PLANNING, 7.8.1 or relevant function/activity of ACQUISITION, EVALUATION or PLANNING |
| 12.19.1 | **FINANCIAL MANAGEMENT** – TREASURY MANAGEMENT, 7.13.1 |
| 12.19.2 | **FINANCIAL MANAGEMENT** – TREASURY MANAGEMENT, 7.13.2 |
| 13.1.1 | **FLEET MANAGEMENT** – ACCIDENTS, 8.1.1 |
| 13.2.1 | **FLEET MANAGEMENT** – ACQUISITION, 8.2.1 **FLEET MANAGEMENT** – LEASING, 8.10.0 |
| 13.6.1 | **FLEET MANAGEMENT** – DISPOSAL, 8.7.1 |
| 13.7.1 | **FLEET MANAGEMENT** – INFRINGEMENTS, 8.8.1 |
| 13.10.1 | **FLEET MANAGEMENT** – LEASING OUT, 8.11.0 |
| 13.11.1 | **FLEET MANAGEMENT** – MAINTENANCE, 8.12.0 |
| 13.15.1 | **FLEET MANAGEMENT** – ARRANGEMENTS, 8.3.1 |
| 13.15.2 | **FLEET MANAGEMENT** – ARRANGEMENTS, 8.3.2 |
| 14.1.1 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.1 |
| 14.1.2 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.2 |
| 14.2.1 | **GOVERNMENT RELATIONS** – AGREEMENTS, 10.3.1 |
| 14.2.2 | **GOVERNMENT RELATIONS** – AGREEMENTS, 10.3.2 |
| 14.5.1 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.0, or use the organisation’s functional retention and disposal authority for records relating to the handling of enquiries or provision of formal advice regarding specific functions and activities of the organisation |
| 14.5.2 | **COMMUNITY RELATIONS** – ENQUIRIES, 2.8.1 **COMMUNITY RELATIONS** – LIAISON, 2.13.2 |
| 14.8.1 | **GOVERNMENT RELATIONS** – LEGISLATION, 10.7.1 |
| 14.8.2 | **GOVERNMENT RELATIONS** – SUBMISSIONS, 10.13.3 |
| 14.9.1 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.1 |
| 14.9.2 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.2 |
| 14.9.3 | **GOVERNMENT RELATIONS** – SUBMISSIONS, 10.13.1 |
| 14.9.4 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.1-2 **GOVERNMENT RELATIONS** – REPRESENTATIONS, 10.12.3 |
| 14.9.5 | **GOVERNMENT RELATIONS** – ADVICE, 10.2.1-2 **GOVERNMENT RELATIONS** - REPRESENTATIONS, 10.12.3 |
| 14.13.1 | Use relevant function/REPORTING |
| 14.13.2 | Entry removed |
| 14.13.3 | **GOVERNMENT RELATIONS** – REPORTING, 10.11.0 |
| 14.13.4 | Use relevant function/REPORTING |
| 14.13.5 | Use relevant function/REPORTING |
| 14.14.1 | **GOVERNMENT RELATIONS** – REPRESENTATIONS, 10.12.1 |
| 14.14.2 | **GOVERNMENT RELATIONS** – REPRESENTATIONS, 10.12.2 |
| 14.14.3 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.0 |
| 14.17.1 | **GOVERNMENT RELATIONS** – SUBMISSIONS, 10.13.0 |
| 14.17.2 | **GOVERNMENT RELATIONS** – SUBMISSIONS, 10.13.1 |
| 14.17.3 | **GOVERNMENT RELATIONS** – SUBMISSIONS, 10.13.2 |
| 14.17.4 | **GOVERNMENT RELATIONS** – REPRESENTATIONS, 10.12.3 |
| 14.18.1 | **GOVERNMENT RELATIONS** – VISITS, 10.14.1 |
| 15.1.1 | **INDUSTRIAL RELATIONS** and relevant activity |
| 15.1.2 | **INDUSTRIAL RELATIONS** and relevant activity |
| 15.2.1 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.1 |
| 15.2.2 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.2 |
| 15.2.3 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.1-2, 11.1.4 |
| 15.2.4 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 15.3.1 | Entry removed. See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 15.5.1 | **INDUSTRIAL RELATIONS** – REPORTING, 11.11.1 |
| 15.7.1 | **INDUSTRIAL RELATIONS** – DISPUTES, 11.4.1 |
| 15.7.2 | **INDUSTRIAL RELATIONS** – DISPUTES, 11.4.2 |
| 15.8.1 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.4 |
| 15.8.2 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.1 |
| 15.8.3 | **INDUSTRIAL RELATIONS** – AGREEMENTS, 11.1.3 for originals. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 15.8.4 | **COMMITTEES**, 1.0.6 |
| 15.10.1 | **INDUSTRIAL RELATIONS** – DISPUTES, 11.4.1 |
| 15.10.2 | **INDUSTRIAL RELATIONS** – DISPUTES, 11.4.2 |
| 15.15.1 | Entry removed |
| 15.16.1 | **INDUSTRIAL RELATIONS** – MEETINGS, 11.7.0 |
| 16.1.1 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.1-4 |
| 16.1.2 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.1-4 |
| 16.2.1 | **STRATEGIC MANAGEMENT** – INTELLECTUAL PROPERTY, 19.10.1 |
| 16.2.2 | **PUBLICATION** – INTELLECTUAL PROPERTY, 17.9.1 **TECHNOLOGY & TELECOMMUNICATIONS** – INTELLECTUAL PROPERTY, 20.14.1-2 |
| 16.2.3 | **INFORMATION MANAGEMENT** – INTELLECTUAL PROPERTY, 12.17.2 **PUBLICATION** - INTELLECTUAL PROPERTY, 17.9.1-2 **TECHNOLOGY & TELECOMMUNICATIONS** – INTELLECTUAL PROPERTY, 20.14.1-2 |
| 16.2.4 | **LEGAL SERVICES** – LITIGATION, 13.4.0 |
| 16.2.5 | **PUBLICATION** – COMPLIANCE, 17.3.1 |
| 16.3.1 | **INFORMATION MANAGEMENT** – CUSTOMER SERVICE, 12.10.0 |
| 16.3.2 | **INFORMATION MANAGEMENT** – CUSTOMER SERVICE, 12.10.3 |
| 16.4.1 | **INFORMATION MANAGEMENT** – DISTRIBUTION, 12.12.1 |
| 16.6.1 | **INFORMATION MANAGEMENT** – EVALUATION, 12.15.1 **TECHNOLOGY & TELECOMMUNICATIONS** – EVALUATION, 20.11.1 |
| 16.8.1 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.5 |
| 16.8.2 | Entry removed. Use INFORMATION MANAGEMENT and relevant activity for the provision of library services |
| 16.8.3 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 16.8.4 | **COMMUNITY RELATIONS** – MEDIA RELATIONS, 2.15.3 |
| 16.8.5 | **COMMUNITY RELATIONS** – ACQUISITION, 2.1.1 |
| 16.9.1 | **STRATEGIC MANAGEMENT** – MEETINGS, 19.13.2 |
| 16.9.2 | **STRATEGIC MANAGEMENT** – MEETINGS, 19.13.3 |
| 16.9.3 | **STRATEGIC MANAGEMENT** – MEETINGS, 19.13.3 |
| 16.9.4 | For information/facilitative use only. See *Guideline 8: Normal administrative practice* |
| 16.9.5 | Entry removed. Use **TECHNOLOGY & TELECOMMUNICATIONS**, **INFORMATION MANAGEMENT** for aspects of MIS |
| 16.9.6 | Entry removed. Use **TECHNOLOGY & TELECOMMUNICATIONS, INFORMATION MANAGEMENT** for aspects of MIS |
| 16.9.7 | Entry removed |
| 16.11.1 | **INFORMATION MANAGEMENT** – CASES, 12.6.1 |
| 16.11.2 | **INFORMATION MANAGEMENT** – CASES, 12.6.0 |
| 16.11.3 | **INFORMATION MANAGEMENT** – AGREEMENTS, 12.2.1 |
| 16.13.1 | **INFORMATION MANAGEMENT** – REPORTING, 12.23.0 |
| 17.1.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – ACQUISITION, 20.1.0 **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.0 **TECHNOLOGY & TELECOMMUNICATIONS** – EVALUATION, 20.11.1 **TECHNOLOGY & TELECOMMUNICATIONS** – PLANNING, 20.17.0 |
| 17.1.2 | **TECHNOLOGY & TELECOMMUNICATIONS** – ACQUISITION, 20.1.3 **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.2 **TECHNOLOGY & TELECOMMUNICATIONS** – EVALUATION, 20.11.1 **TECHNOLOGY & TELECOMMUNICATIONS** – PLANNING, 20.17.0 |
| 17.5.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.0 |
| 17.5.2 | **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.0 |
| 17.7.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – CUSTOMER SERVICE, 20.8.0 |
| 17.8.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.0 **TECHNOLOGY & TELECOMMUNICATIONS** – DATA ADMINISTRATION, 20.9.0 **TECHNOLOGY & TELECOMMUNICATIONS** – PLANNING, 20.17.0 |
| 17.10.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – EVALUATION, 20.11.1 |
| 17.10.2 | **TECHNOLOGY & TELECOMMUNICATIONS** – EVALUATION, 20.11.1 |
| 17.11.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – IMPLEMENTATION, 20.12.1 **TECHNOLOGY & TELECOMMUNICATIONS** – INSTALLATION, 20.13.1 **STAFF DEVELOPMENT** – TRAINING, 18.11.0 |
| 17.12.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.0 **TECHNOLOGY & TELECOMMUNICATIONS** – MAINTENANCE, 20.16.1 |
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| 17.17.1 | Use **TECHNOLOGY & TELECOMMUNICATIONS** – APPLICATION DEVELOPMENT & MANAGEMENT, 20.4.1 for systems documentation |
| 17.18.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – SECURITY, 20.23.0 |
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| 18.2.4 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 18.2.5 | Entry removed |
| 19.1.1 | **LEGAL SERVICES** – ADVICE, 13.1.1-2 |
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| 20.3.1 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.1 |
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| 20.7.2 | **COMMUNITY RELATIONS** – MARKETING, 2.14.4 |
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| 20.7.5 | **COMMUNITY RELATIONS** – AGREEMENTS, 2.3.1 |
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| 21.1.1 | **OCCUPATIONAL HEALTH & SAFETY** – ACCIDENTS, 14.1.0 |
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| 21.1.3 | **OCCUPATIONAL HEALTH & SAFETY** – ACCIDENTS, 14.1.0 |
| 21.1.4 | **OCCUPATIONAL HEALTH & SAFETY** – ACCIDENTS, 14.1.0 for forms. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 21.1.5 | **OCCUPATIONAL HEALTH & SAFETY** – ACCIDENTS, 14.1.5-6 |
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| 21.3.1 | **COMMITTEES**, 1.0.6 |
| 21.3.2 | **STAFF DEVELOPMENT** – TRAINING, 18.11.9 |
| 21.3.3 | **COMMITTEES**, 1.0.6 |
| 21.3.4 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 21.4.1 | **OCCUPATIONAL HEALTH & SAFETY** – POLICY 14.8.1-2 **OCCUPATIONAL HEALTH & SAFETY** - PROCEDURES 14.9.1-2 |
| 21.4.2 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
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| 21.5.2 | **OCCUPATIONAL HEALTH & SAFETY** – ACCIDENTS, 14.1.0 **OCCUPATIONAL HEALTH & SAFETY** – INSPECTIONS, 14.6.2 |
| 21.5.3 | **OCCUPATIONAL HEALTH & SAFETY** – INSPECTIONS, 14.6.0, AUDIT, 14.3.1 or **COMMITTEES**, 1.0.6 |
| 21.9.1 | Entry removed. See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 22.1.1 | **PERSONNEL** – EMPLOYMENT CONDITIONS GDA12, 2.12.13 or **PERSONNEL** – PROCEDURES, 15.5.1-2. **PERSONNEL** – SALARIES GDA7, 3.2.0 |
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| 22.4.1 | **PERSONNEL** – EMPLOYMENT CONDITIONS GDA12, 2.12.0 |
| 22.4.2 | Entry removed. See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 22.4.3 | **PERSONNEL** – SALARIES GDA7, 3.2.2 |
| 22.4.4 | **PERSONNEL** – EMPLOYMENT CONDITIONS GDA12, 2.12.0 |
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| 22.13.1 | **PERSONNEL** – REPORTING, 15.6.0 |
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| 22.16.1 | **PERSONNEL** – SUGGESTIONS GDA12, 2.30.1 |
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| 22.17.2 | **PERSONNEL** – SALARIES GDA12, 2.26.1 |
| 23.1.1 | **PROPERTY MANAGEMENT** – SECURITY, 16.24.0 or **PROPERTY MANAGEMENT** – CLAIMS, 16.4.1 |
| 23.1.2 | **PROPERTY MANAGEMENT** – SECURITY, 16.24.0 |
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| 23.7.1 | **PROPERTY MANAGEMENT** – DISPOSAL, 16.8.1 |
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| 23.8.1 | **PROPERTY MANAGEMENT** – POLICY 16.19.0 **PROPERTY MANAGEMENT** - PROCEDURES 16.20.0 |
| 23.9.1 | **PROPERTY MANAGEMENT** – INSTALLATION 16.12.2, MAINTENANCE 16.16.0 |
| 23.10.1 | **PROPERTY MANAGEMENT** – INSPECTIONS, 16.11.1 (and use references) |
| 23.12.1 | **PROPERTY MANAGEMENT** – LEASING, 16.14.0 |
| 23.12.2 | Entry removed |
| 23.13.1 | **PROPERTY MANAGEMENT** – LEASING-OUT, 16.15.0 |
| 23.13.2 | **PROPERTY MANAGEMENT** – LEASING-OUT, 16.15.0 |
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| 23.20.1 | **PROPERTY MANAGEMENT** – SECURITY, 16.24.0 |
| 23.22.1 | **PROPERTY MANAGEMENT** – ARRANGEMENTS, 16.2.1 |
| 24.1.1 | **COMMUNITY RELATIONS** – MARKETING, 2.14.2 |
| 24.1.2 | Use the organisation’s functional retention and disposal authority for background research, substantive drafts and final versions of publications relating to core functions of the organisation **GOVERNMENT RELATIONS** – REPORTING, 10.11.1 for annual reports and substantial ad hoc reports. **INFORMATION MANAGEMENT** – DISPOSAL, 12.11.9 for legacy collections of publications. **STRATEGIC MANAGEMENT** – PLANNING, 19.14.1 for strategic, corporate and business plans. relevant function/activity of PLANNING/ POLICY/ PROCEDURES/ REPORTING for plans, policies, procedures, reports |
| 24.1.3 | Duplicate copies of publications maintained for distribution should be disposed of in accordance with requirements for the accountable disposal of assets. Additional sets maintained for reference or information may be disposed of in accordance with NAP (see *Guideline 8: Normal administrative practice*) after fulfilment of any requirements for transfer as State archives or retention requirements identified in the organisation’s own functional retention and disposal authority. |
| 24.4.1 | **PUBLICATION** – CORPORATE STYLE, 17.4.1 |
| 24.5.1 | **PUBLICATION** – DISTRIBUTION, 17.5.1 |
| 24.6.1 | Use the organisation’s functional retention and disposal authority for background research, substantive drafts and final versions of publications relating to core functions of the organisation **COMMUNITY RELATIONS** – MARKETING, 2.14.2 **GOVERNMENT RELATIONS** – REPORTING, 10.11.2 **PUBLICATION** – DRAFTING, 17.6.1 **STRATEGIC MANAGEMENT** – PLANNING, 19.14.2 Use relevant function/activity of PLANNING/ POLICY/ PROCEDURES/REPORTING for plans, policies, procedures, reports See *Guideline 8: Normal administrative practice* for the disposal of minor drafts, e.g. proof reading or working drafts*.* |
| 24.6.2 | **PUBLICATION** – ENQUIRIES, 17.7.1 |
| 24.8.1 | **PUBLICATION** – PLANNING, 17.12.0 |
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| 25.1.2 | Entry removed. Use relevant function/activity |
| 25.2.1 | **STRATEGIC MANAGEMENT** – AUDIT, 19.2.0 |
| 25.3.1 | **STRATEGIC MANAGEMENT** – COMPLIANCE, 19.4.2 |
| 25.5.1 | **STRATEGIC MANAGEMENT** - CUSTOMER SERVICE, 19.6.0 **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3-4 |
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| 26.1.2 | **INFORMATION MANAGEMENT** – DISPOSAL, 12.11.3 |
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| 26.10.3 | **INFORMATION MANAGEMENT** – CASES, 12.6.1 |
| 26.10.4 | **INFORMATION MANAGEMENT** – REPORTING, 12.23.0 |
| 26.10.5 | Entry removed |
| 26.10.6 | **INFORMATION MANAGEMENT** – CASES, 12.6.5 |
| 26.10.7 | **INFORMATION MANAGEMENT** – REPORTING, 12.23.3 |
| 26.10.8 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 26.11.1 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.8 |
| 26.11.2 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.8 |
| 26.11.3 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.8 |
| 26.11.4 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.8 |
| 26.11.5 | **INFORMATION MANAGEMENT** – CONTROL, 12.9.8 |
| 26.12.1 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3-4 or See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 26.17.1 | **INFORMATION MANAGEMENT** – SECURITY, 12.25.3-4 |
| 26.17.2 | **INFORMATION MANAGEMENT** – SECURITY, 12.25.3 |
| 26.19.1 | Entry removed |
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| 27.2.3 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 28.1.1 | Use the organisation’s functional retention and disposal authority for records relating to the provision of organisation-specific training that results in a qualification the employee is required to possess in order to perform their duties or for records relating to the management and operation of Registered Training Organisations (RTOs) **STAFF DEVELOPMENT** – TRAINING, 18.11.0 |
| 28.1.2 | **STAFF DEVELOPMENT** – TRAINING, 18.11.0 |
| 28.1.3 | **STAFF DEVELOPMENT** – ADDRESSES, 18.2.0 |
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| 29.1.1 | **STRATEGIC MANAGEMENT** – STANDARDS, 19.20.1 |
| 29.1.2 | **STRATEGIC MANAGEMENT** – STANDARDS, 19.20.1. Retain final versions in the organisation’s library |
| 29.2.1 | **STRATEGIC MANAGEMENT** – IMPLEMENTATION, 19.9.1 **STRATEGIC MANAGEMENT** – STANDARDS, 19.20.1 or use relevant function/activity of IMPLEMENTATION or COMPLIANCE |
| 30.1.1 | **EQUIPMENT & STORES** – ACQUISITION, 5.1.1 |
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| 30.4.1 | **EQUIPMENT & STORES** – DISPOSAL, 5.8.1 |
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| 31.1.1 | **STRATEGIC MANAGEMENT** –AUDIT, 19.2.1 or relevant function and the activity of AUDIT |
| 31.1.2 | **STRATEGIC MANAGEMENT** –AUDIT, 19.2.2 or relevant function and the activity of AUDIT |
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| 31.3.2 | **STRATEGIC MANAGEMENT** – POLICY, 19.5.1 for final, approved versions of codes. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.6.1 | **STRATEGIC MANAGEMENT** – EVALUATION, 19.7.1 |
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| 31.8.4 | **LEGAL SERVICES** – ADVICE, 13.1.1 |
| 31.8.5 | Entry removed. See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 31.9.1 | **PERSONNEL** – PERFORMANCE MANAGEMENT GDA12, 2.19.0 |
| 31.10.1 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.2 |
| 31.10.2 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.1 |
| 31.10.3 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.10.4 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.3 |
| 31.10.5 | **STRATEGIC MANAGEMENT** – PLANNING, 19.14.4 |
| 31.10.6 | See *Guideline 8: Normal administrative practice* for the disposal of reference/information copies. |
| 31.11.1 | **STRATEGIC MANAGEMENT** – POLICY, 19.15.0 or use relevant function/activity of POLICY |
| 31.11.2 | **STRATEGIC MANAGEMENT** – POLICY, 19.15.0 or use relevant function/activity of POLICY |
| 31.11.3 | **STRATEGIC MANAGEMENT** – IMPLEMENTATION, 19.9.1 |
| 31.11.4 | **STRATEGIC MANAGEMENT** – IMPLEMENTATION, 19.9.1 |
| 31.11.5 | Entry removed. See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.11.6 | **GOVERNMENT RELATIONS** – POLICY, 10.9.3 or See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.11.7 | **STRATEGIC MANAGEMENT** – POLICY, 19.15.1-2 or use relevant function/ POLICY |
| 31.11.8 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.12.1 | **STRATEGIC MANAGEMENT** – AGREEMENTS, 19.1.1 **INFORMATION MANAGEMENT** – DISPOSAL, 12.11.6 **PROPERTY MANAGEMENT –** ACQUISITION, 16.1.0 |
| 31.12.2 | **STRATEGIC MANAGEMENT** – AGREEMENTS, 19.1.1 **INFORMATION MANAGEMENT** – DISPOSAL, 12.11.6 **PROPERTY MANAGEMENT** – ACQUISITION, 16.1.0 |
| 31.13.1 | **STRATEGIC MANAGEMENT** – PROCEDURES, 19.16.1-2 or use relevant function/PROCEDURES |
| 31.13.2 | **STRATEGIC MANAGEMENT** – PROCEDURES, 19.16.1 or use relevant function/PROCEDURES |
| 31.13.3 | See *Guideline 8: Normal administrative practice* for the disposal of duplicate copies. |
| 31.13.4 | **STRATEGIC MANAGEMENT** – PROCEDURES, 19.16.1-2 or use relevant function/PROCEDURES |
| 31.13.5 | **GOVERNMENT RELATIONS** – POLICY, 10.9.3 |
| 32.2.1 | Use relevant function/ARRANGEMENTS or other suitable activity, e.g. ADDRESSES, CONFERENCES, TRAINING, VISITS |
| 32.3.1 | **PERSONNEL** - ARRANGEMENTS GDA12, 2.3.1 |
| 32.8.1 | **PERSONNEL** - ARRANGEMENTS GDA12, 2.3.2 |

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| 1.8.1 | **EQUIPMENT & STORES** - DISPOSAL 5.8.1 |
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| 1.11.1 | **EQUIPMENT & STORES** – AUDIT, 5.5.1 **EQUIPMENT & STORES** – COMPLIANCE, 5.7.1 **EQUIPMENT & STORES** – STOCKTAKE, 5.20.1 **OCCUPATIONAL HEALTH & SAFETY** – INSPECTIONS, 14.6.0 **OCCUPATIONAL HEALTH & SAFETY** – RISK MANAGEMENT, 14.13.0 |
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| 2.18.1 | **FINANCIAL MANAGEMENT** – PROCEDURES, 7.11.1 |
| 2.18.2 | **GOVERNMENT RELATIONS** – POLICY, 10.9.3 |
| 4.3.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – REPORTING, 20.20.2. Some of these reports can be destroyed using normal administrative practice. See *Guideline 8: Normal administrative practice* |
| 4.5.1 | **TECHNOLOGY & TELECOMMUNICATIONS** – PROCEDURES, 20.19.1 |

**Note:** A number of cross references have been updated in GDA7 in order to streamline links with GA28. See the copies of GDA7 provided on the website for details. The following classes contain updated cross references:

|  |  |
| --- | --- |
| **Functions from GDA7** | **Classes containing updated cross references** |
| **EQUIPMENT & STORES** | 1.0.0, 1.1.0, 1.2.0, 1.3.0, 1.4.0, 1.5.0, 1.6.0, 1.7.0, 1.8.0, 1.8.1, 1.8.2, 1.9.0, 1.10.0, 1.11.0, 1.12.0, 1.13.0, 1.14.0, 1.15.0, 1.16.0, 1.17.0, 1.18.0, 1.19.0, 1.20.0, 1.21.0, 1.22.0, 1.23.0  Cross references have also been added for EQUIPMENT & STORES – CLAIMS, COMMITTEES, MEETINGS and REPORTING |
| **FINANCIAL MANAGEMENT** | 2.1.1, 2.1.25, 2.1.33, 2.1.50, 2.2.0, 2.3.0, 2.5.0, 2.6.0, 2.8.0, 2.9.0, 2.10.0, 2.11.0, 2.12.0, 2.13.0, 2.14.0, 2.15.0, 2.16.0, 2.17.0, 2.18.0, 2.19.0, 2.20.0, 2.21.0, 2.22.0, 2.23.0, 2.24.0  Cross references have also been added for FINANCIAL MANAGEMENT – ACQUISITION, AGREEMENTS, DONATIONS, EVALUATION and MEETINGS |
| **PERSONNEL** | 3.0.0, 3.1.0 |
| **TECHNOLOGY & TELECOMMUNICATIONS** | 4.0.0, 4.1.0, 4.2.1, 4.6.1 |

**Linking table from GDA12 to GA28**

|  |  |
| --- | --- |
| **GDA12** | **GA28** |
| 1.1.1 | **OCCUPATIONAL HEALTH & SAFETY** – HEALTH PROMOTION, 14.5.4 |
| 1.1.2 | **OCCUPATIONAL HEALTH & SAFETY** – HEALTH PROMOTION, 14.5.5 |
| 1.1.3 | **OCCUPATIONAL HEALTH & SAFETY** – COMPLIANCE, 14.4.3 |
| 2.20.1 | **PERSONNEL** – PLANNING, 15.3.1-2 |
| 2.21.1 | **PERSONNEL** – POLICY, 15.4.2 |
| 2.21.2 | **STRATEGIC MANAGEMENT** - IMPLEMENTATION, 19.9.1 |
| 2.21.3 | **PERSONNEL** – POLICY, 15.4.1 |
| 2.22.1 | **PERSONNEL** – PROCEDURES, 15.5.1 |
| 2.22.2 | **PERSONNEL** – PROCEDURES, 15.5.2 |

**Note:** A number of cross references have been updated in GDA12 in order to streamline links with GA28. In the case of 2.12.10 and 2.17.3 notes have been added regarding additional recordkeeping requirements for those organisations covered by Commonwealth legislation. See the copies of GDA12 provided on the website for details. The following classes contain updated cross references or notes:

|  |  |
| --- | --- |
| **Functions from GDA12** | **Classes containing updated cross references** |
| **OCCUPATIONAL HEALTH & SAFETY** | 1.0.0, 1.1.2 |
| **PERSONNEL** | 2.0.0, 2.1.0, 2.2.0, 2.3.1, 2.3.2, 2.3.3, 2.4.0, 2.5.0, 2.6.0, 2.7.0, 2.7.1, 2.7.2, 2.7.3, 2.8.0, 2.9.0, 2.10.0, 2.10.1, 2.10.2, 2.11.0, 2.12.0, 2.12.1, 2.12.2, 2.12.3, 2.12.4, 2.12.5, 2.12.6, 2.12.8, 2.12.9, 2.12.10, 2.12.12, 2.13.1, 2.13.2, 2.14.0, 2.15.0, 2.16.0, 2.17.1, 2.17.3, 2.18.0, 2.20.0, 2.21.0, 2.22.0, 2.23.0, 2.23.1, 2.23.2, 2.23.3, 2.23.6, 2.23.7, 2.23.8, 2.24.1, 2.25.0, 2.26.0, 2.27.0, 2.28.0, 2.28.2, 2.28.3, 2.30.0  Cross references have also been added for PERSONNEL – AGREEMENTS, REPORTING and REVIEWING |