# NSW Police Force

# TRIM DISPOSAL PROCEDURES

# November, 2008

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# 1.　INTRODUCTION

General procedures for the disposal of NSW Police Force records are described in the **Records Disposal Procedures Manual**, which addresses issues such as:

- roles and responsibilities;

- principles of records disposal;

- background and description of Disposal Authorities;

- sentencing, culling and boxing records;

- records transfers to repository storage;

- local records destruction;

- special procedures for investigations records; and

- security issues.

With the upgrade of the NSW Police Force TRIM system, an increased number of records disposal tasks are now able to be administered through the use of TRIM.

This manual, **TRIM Disposal Procedures**, describes various tasks which may be performed in TRIM to assist in the overall process of records disposal. It should be used as a companion document to the **Records Disposal Procedures Manual**, and may also be used as a quick reference guide to TRIM functions for those staff members familiar with the general disposal procedures of the organisation.

The instructions in this manual assume a basic knowledge of the TRIM system. Staff members using this manual should have received prior training in TRIM Context and records disposal, or as a minimum, appropriate advice and/or assistance from experienced NSW Police Force staff.

Complementary TRIM procedures dealing in more detail with records titling and classification tasks include:

- *End User Manual*　(confirm document title)　　　　(intranet link)

- *TRIM Context Bridging Material* (confirm document title)　(intranet link)

## 2.　MODIFYING THE VIEW PANE

To carry out records disposal tasks in TRIM, it is recommended that the Records View Pane settings be modified to include several disposal-related fields.  The information displayed in these fields may still be accessed via TRIM menu commands if the View Pane settings are not modified.

View Pane settings in TRIM are configured for each individual record type.  Since disposal is applied to file-based record types, the following record types may potentially require View Pane settings to be altered (depending on those included in the scope of the disposal activities being undertaken):

- ATSG File
- File
- Legacy File

- Legal Services File
- Personal File (pre 26/08/04)
- Personnel File

Disposal-related fields recommended for addition to the Records View Pane include:

- *Record Classification*
- *Retention Schedule*

- *Disposition Schedule*
- *Last Action Date*

To modify the View Pane settings:

- Search for any record of the required record type, e.g. *File;*
- Move your mouse pointer into the View Pane (the lower TRIM window);
- Right click and select **Customize;**

The View Pane configuration window will be displayed:
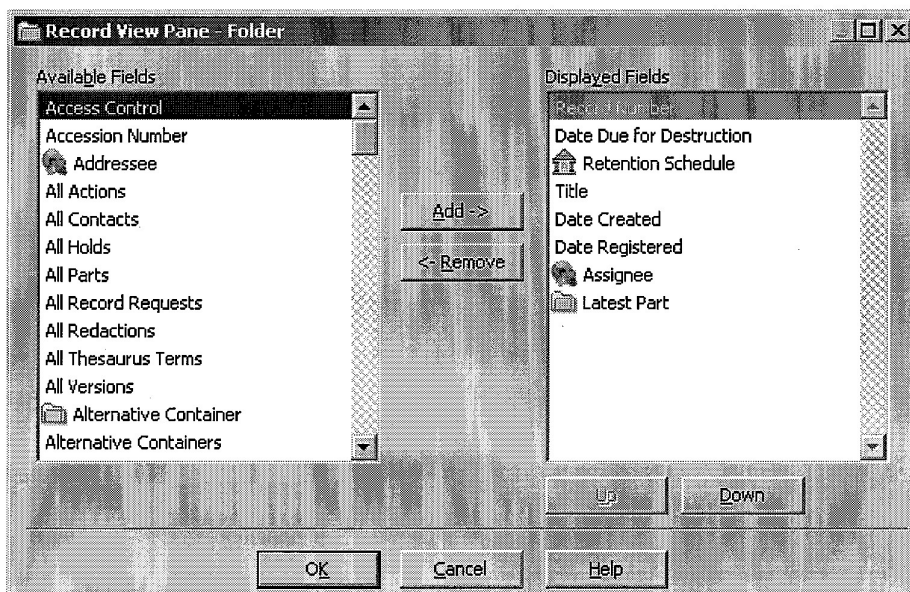
- From the **Available Fields** list, select:

  ⇒ ***Record Classification*** and click the **Add** button;

  ⇒ ***Retention Schedule*** and click the **Add** button;

  ⇒ ***Disposition Schedule*** and click the **Add** button;

  ⇒ ***Last Action Date*** and click the **Add** button.

  The selected fields should appear in the **Displayed Fields** list.

- Click on the **Up** or **Down** buttons below the **Displayed Fields** list to modify the display order of View Pane fields (alternatively, field labels may simply be dragged up or down the screen after you have returned to the View Pane).

- Click **OK** to return to the View Pane.

- Repeat the process for all file-based record types to be accessed as part of the disposal process in TRIM.
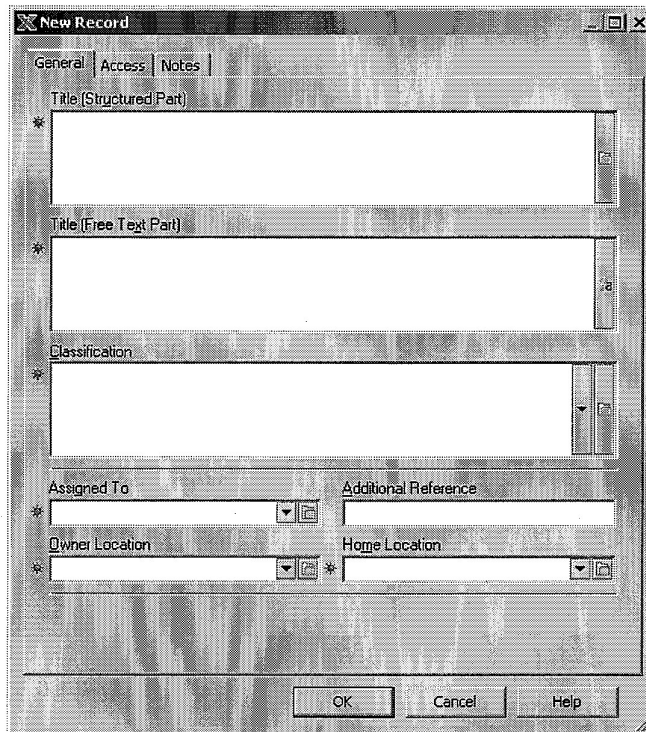
## 3.    APPLYING DISPOSAL DURING RECORDS CREATION

The following process will result in the assignment of a records disposal instruction ("sentence") to a record when it is registered in TRIM.  This will enable TRIM to calculate a future date for destruction or transfer of the record, either automatically or when further (date) information is provided when it becomes known in the future.

The procedure applies to Record Types using TRIM's *Classification* feature (predominantly files).

To commence the record creation process:

- Select the **New Record/Object** button 🗋 from the toolbar

- Select the appropriate Record Type and click **OK**. The following screen will appear (or similar, depending on which Record Type has been selected):
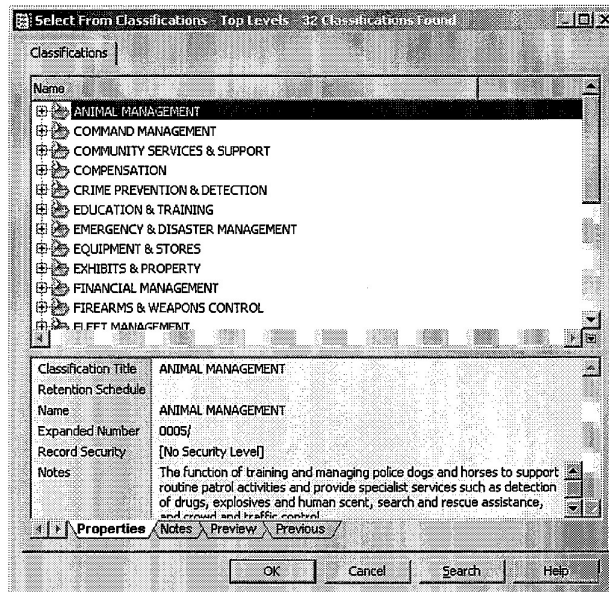


- Complete the **Title (Structured Part)** and **Title (Free Text Part)** fields for the new record.

- Select the KwikSelect button ▣ at the end of the **Classification** field.  The following screen will appear:



- Select the appropriate *Function* (top term).  If thesaurus titling is used, this should be the same top term that was assigned in the **Title (Structured Part)** field.

- Expand the *Function* and select the appropriate *Activity* (second level) term.  If thesaurus titling is used, this should be the same *Activity* that was assigned in the **Title (Structured Part)** field.

- Continue to expand the *Classifications* further, and select appropriate lower level entries. Expand the hierarchy of *Classifications* as far as possible and select the most specific category (where known), for example:

  **STRATEGIC MANAGEMENT – COMMITTEES – Meetings - International Committees**.

- Click **OK** to select the required *Classification*.

- Complete the remaining fields on the Record Entry Form and click **OK.**

- Once the record has been registered, look in the View Pane to ensure that a **Retention Schedule** has been applied.
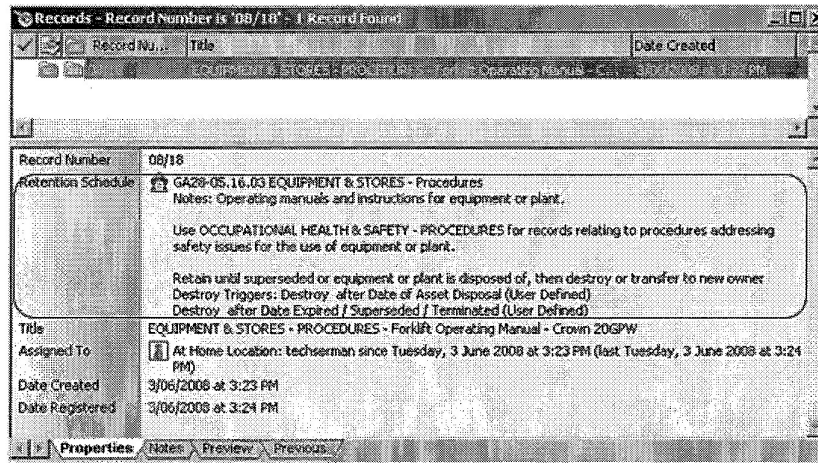


Tips:

> ➤ If **Retention Schedule** is not displayed in your View Pane, customise your screen by right-clicking the mouse in the View Pane and adding **Retention Schedule** to the Active Fields.

> ➤ Other disposal-related fields which can be added to the View Pane display include **Date Due for Destruction** and **Date Due for Permanent Archival**.

> ➤ See the **Records Disposal Procedures Manual – Section 7, CULLING, SENTENCING & BOXING RECORDS** for more information on sentencing records.

## 4.    RETROSPECTIVELY ASSIGNING DISPOSAL

### (Includes Modifications to Existing Classification / Disposal)

This process describes how to sentence records previously registered in TRIM, but which were not sentenced at the time of creation. The procedure also applies more generally where a record's Classification needs to be changed (e.g. if incorrectly assigned, or if new documents added to a file require it to be reclassified). The steps are as follows:

To search for records that **have not previously been sentenced**, it is necessary to identify **file-based record types** that do not have an assigned records disposal class (**Retention Schedule** in TRIM).

- Open the TRIM **Find Records** (i.e. search) screen;
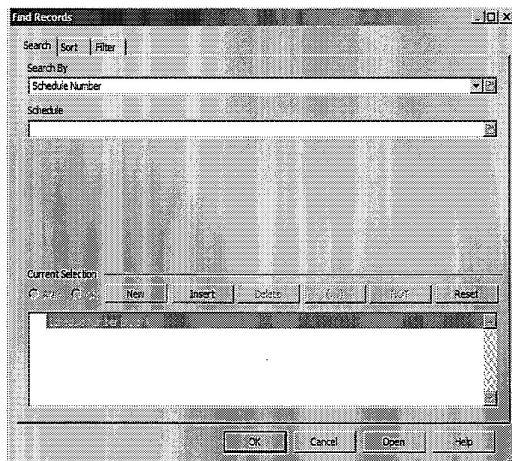


- Select the KwikSelect button ▦ at the end of the **Search By** field:

  ⇒ Select **Archiving > Schedule Number** (and leave the **Schedule** field blank);

  ⇒ Click the **New** button under **Current Selection** to add a further search condition;

  ⇒ Select the KwikSelect button ▦ at the end of the **Search By** field;

  ⇒ Select a location type (**Locations**), record number range (**Numbers**), Date Range (**Dates**), title word (**Word Searches**) or other search method to narrow your search results, and enter the required location, number range, etc.;

  *Tip:*    *To limit the search to records held in your business unit or section, select the **Locations > Owner Location** search method, and enter your business unit/section name in the **Location** field.*
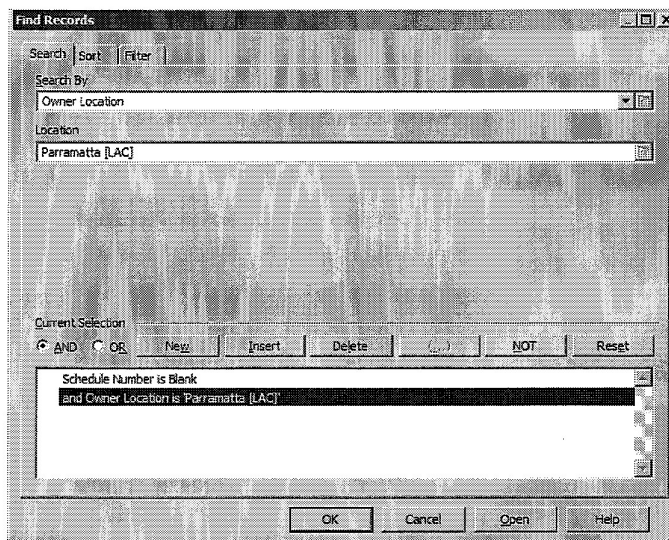
⇒ Click the **Filter** tab:

     ➢ In the **Disposition** section of this screen, ensure **Destroyed** is <u>not selected</u> (other disposition attributes may be selected or deselected as required);

     ➢ In the **Record Types** section of this screen, ensure that **only file type(s)** are selected;

⇒ Click **OK**.

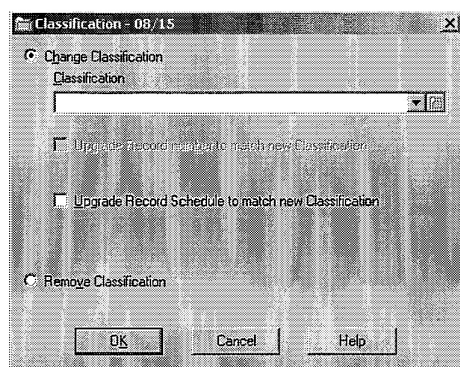**Tip:**      *Save the search profile and add it to your Favourites for future use.*

Alternatively, to locate records requiring re-sentencing, use an appropriate search method such as **Record Number**, **Record Number Range**, etc.

- To sentence or re-sentence a record, highlight the entry, right-click and from the menu, select **Details > Classification.** The following screen will appear.

**Notes:**

➤ *If there are multiple records requiring the same Classification, you can tag them prior to using the right mouse click and assign the Classification to all tagged records in a single step..*

➤ *If modifying an existing classification, it will be displayed and must be deleted before clicking the KwikSelect to assign a new Classification.*

- Select the KwikSelect button ▣ at the end of the **Classification** field;

- Browse and select the appropriate Classification terms (see Section 3, *APPLYING DISPOSAL DURING RECORDS CREATION*);

- Ensure that the check box **Upgrade Record Schedule to match new Classification** is ticked to update the disposal instruction ("sentence") assigned to the record by TRIM;

- Click **OK.**

**Note:** If the **Retention Schedule** field is configured to appear in the View Pane, the Disposal Class should now be displayed.

See the **Records Disposal Procedures Manual – Section 7, CULLING, SENTENCING & BOXING RECORDS** for more information on sentencing records.

# 5. ASSIGNING TRIGGER DATES

## 5.1 What is a Trigger Date?

A trigger date is a field in TRIM that will activate a disposal instruction and calculate a date for records destruction or transfer. For example, a staff record which (according to the relevant Disposal Authority) can be destroyed 75 years after the **Date of Birth** of the employee, would require the **Date of Birth** to be specified before the calculation of the destruction date can be made. In this instance, **Date of Birth** would be the trigger date.

Other dates are required as triggers depending on the types of records and the sentencing instructions in Disposal Authorities, e.g.

- **Date Action Completed;**
- **Date of Asset Disposal;**
- **Date Expired / Superseded / Cancelled, etc.**

## 5.2 Entering a Trigger Date

Various date fields have been configured in TRIM to activate records disposal actions (see *Appendix 1, TRIM Disposal Trigger Dates).*

On some occasions, you will know the trigger date for a record when it is created / registered, e.g. date of birth of an employee, date of expiry of a warranty, etc. However, more often than not, the trigger date for a record will not be known until some time in the future, e.g. when an employee resigns, when an asset is sold, when an investigation has been completed, or when a procedure is superseded.

Trigger dates should be assigned as soon as they are known. Ideally, trigger dates should be assigned to TRIM records as part of normal business processes, e.g. on termination of employees, expiry of contracts, completion of investigations, authorisation of new procedures, etc.

To assign a trigger date:

- Search for the required record/s (e.g. a file relating to a recently expired contract).

  (See Section 7.3, *Records Requiring Trigger Dates* for methods to search for records requiring assignment of trigger dates).

- Review the **Retention Schedule** field in the View Pane (particularly the line referring to how long the record is to be retained, e.g. *Retain for minimum 7 years after **Action Completed**, then destroy).* Take note of the trigger date field shown (in this example, **Action Completed**).

**Notes:**

➢ If the **Retention Schedule** *information in the record's View Pane refers to* **Date of Last Action** *as the trigger date, this date will be automatically calculated and updated by TRIM, and* **you do not need to activate it.**

➢ *Some* **Retention Schedule** *entries include 2 trigger dates. In such cases,* **both trigger dates must be assigned** *to the record before TRIM can calculate a date of destruction or transfer.*

- Right click on the appropriate record and select **Details > Additional Fields.** The following screen (or similar) will appear:



- Double-click on the trigger date field that is appropriate for the record selected (refer to the **Retention Schedule** field in the record's View Pane to identify the required date field, e.g. **Date Action Completed**).

- Enter the appropriate date and click **OK,** then **OK** again to complete the process.

- TRIM will now calculate the disposal date (i.e. a future destroy or transfer date) for the record. You can confirm that the date has been calculated by checking the **Disposition Schedule** field which can be displayed in the View Pane for the record.

**Notes:**

➢ *Disposal dates are calculated by a background processor in TRIM. Depending on the workload of this processor, calculation of disposal dates may not be instantaneous.*

➢ *If a disposal date is not calculated, this may be because an incorrect trigger date field was selected, or a second trigger date is also required.*

*If this is the case, the disposal field* **Disposition Schedule** *in the View Pane will indicate that TRIM is:*

**"Waiting on Trigger :"** *{followed by the disposal instruction for the record, which identifies the outstanding Trigger Date}.*

## 6. FINDING INACTIVE RECORDS FOR CULLING

Before commencing a search, determine a cut-off date of last action for records to be culled from active storage. This date should be selected such that any records which have not had an 'action' recorded against them in TRIM since the cut-off date will be identified.

For example, a cut-off date of December 31, 2005 should be selected to locate records that have not been active since that date.

The search strategy to be used is to:

- configure a search to find records which DO have a last action date between the cut-off date and the present; and then to

- 'invert' the search by adding the NOT condition.

The resulting search will find records which have a last action date up to, but not beyond the selected cut-off date.

To configure this search in TRIM, other criteria such as Owner Location must also be specified (to avoid identification of records across the entire organisation).

To search for records that have not been active since the selected cut-off date:

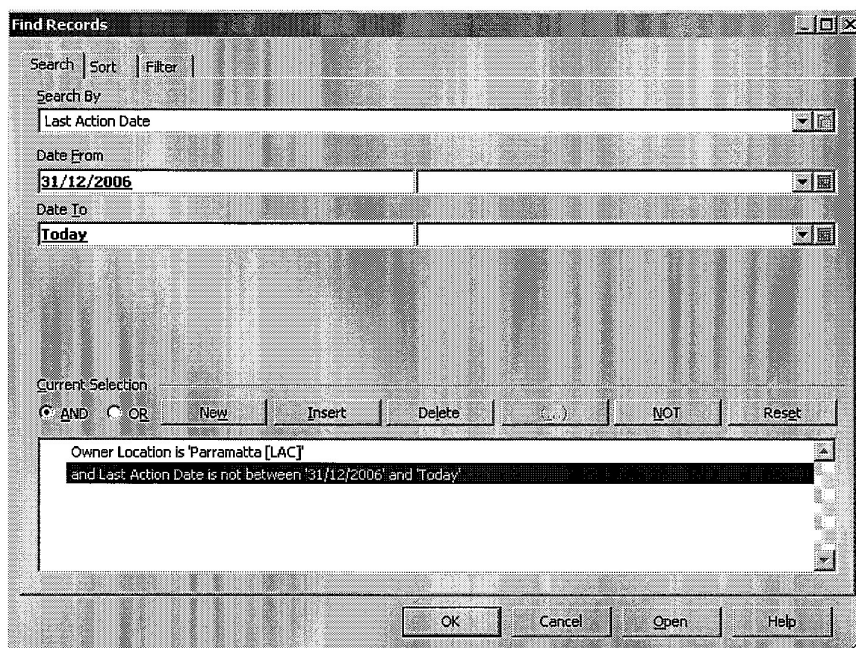- Open the TRIM **Find Records** (i.e. search) screen.
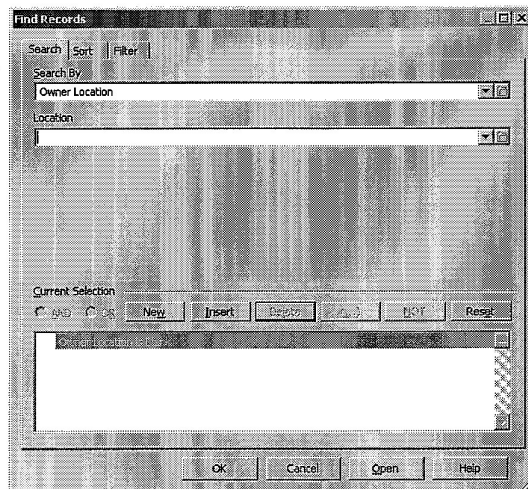


Select the KwikSelect button ⬚ at the end of the **Search By** field:

- Select **Locations > Owner Location;**

- Enter the appropriate **Owner Location** for your area, or select it by clicking on the dropdown arrow or the KwikSelect ⬚ at the end of the **Location** field;

- Click the **New** button under **Current Selection** to add a further search condition;

- Select the KwikSelect button ▣ at the end of the **Search By** field;

- Select **Dates** > **Last Action Date;**

- In the **Date From** field, enter the selected cut-off date for records to be culled;

- In the **Date To** field, enter '**Today**' (alternatively, click the calendar icon at the end of the **Date To** field, click on the black dropdown arrow and select '**Today**');

- Click the **NOT** button.

Your search screen should appear as follows (showing your selected **Owner Location**):



**Note:**　In this example, a cut-off date of December 31, 2006 was selected. Records which have not been active since this date will be found in the search.

- Click the **Filter** tab, and limit your search to:

  ⇒ the required record types (e.g. File, Legacy File, etc); and

  ⇒ **Active** records only.
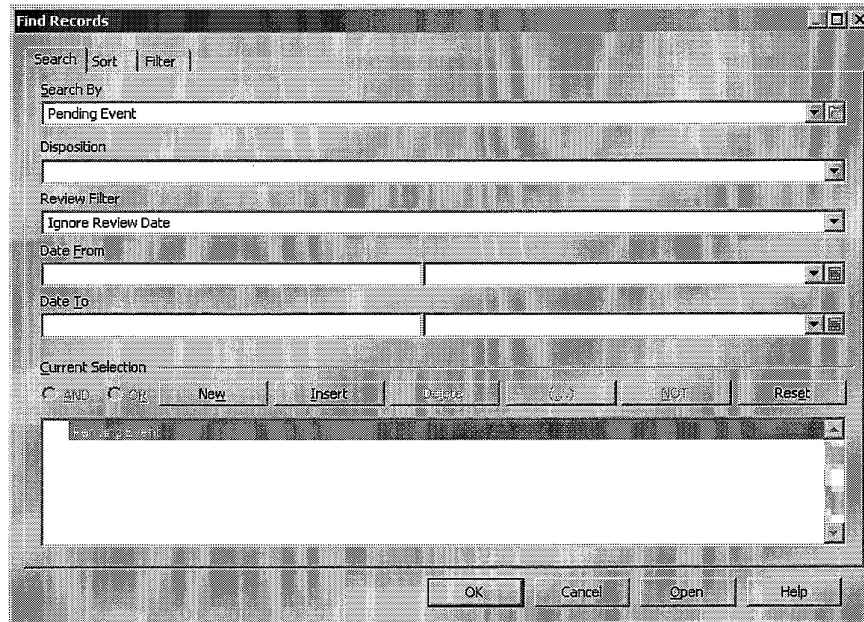
- Click **OK** to execute the search.

The resulting list of results will include only those records at the specified Owner Location which have not been active (in TRIM) since the selected cut-off date.

# 7. FINDING RECORDS DUE FOR TRANSFER OR DESTRUCTION

## 7.1 Transfers to HRRR / State Records (Permanent Archives)

To search for records that are or will become due for transfer as State Archives:

- Open the TRIM **Find Records** (i.e. search) screen.

- Select the KwikSelect button 🖻 at the end of the **Search By** field.



- Select **Archiving > Pending Event**

- In the **Disposition** field, select **Permanent Archive.**

- Enter appropriate dates in the **Date From** and **Date To** fields, e.g.

  ⇒  to find records due for transfer now (including any time up until now), select a very early date (e.g. **1/1/1950**) in the **Date From** field, and **today's date** in the **Date To** field;

  ⇒  to find records falling due for transfer during the current year (excluding previous years), enter the words *This Year* in the **Date From** field (or alternatively, enter **1/1/YYYY** in the **Date From** field, and **31/12/YYYY** in the **Date To** field);

  ⇒  to find records due for transfer in a particular time interval in the future, e.g. during the year 2015, enter **1/1/2015** in the **Date From** field and **31/12/2015** in the **Date To** field.

- Click the **New** button under **Current Selection.**

- Select the KwikSelect button ▣ at the end of the **Search By** field.

- Select **Locations > Owner Location.**

- Enter the appropriate **Owner Location** for your area (e.g. Parramatta [LAC])

**Tip:** Use the KwikSelect button ▣ at the end of the Location field to confirm it is spelled correctly.

Your search screen should appear as follows (showing your selected permanent archiving date range and **Owner Location**):



- Click **OK** to complete the search.

See Section 10, *CHANGING THE DISPOSITION (STATUS) OF A RECORD*, for changing the **Disposition** of these records to **Permanent Archive**.

## 7.2 Records Due for Destruction

To search for records due for destruction:

- Open the TRIM **Find Records** (i.e. search) screen.

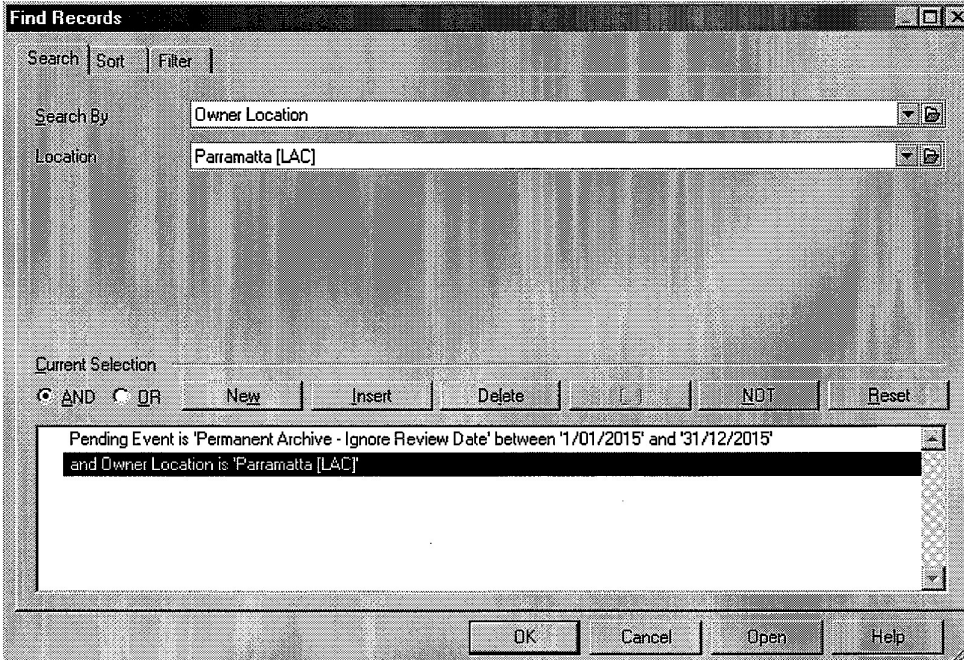- Select the KwikSelect button ▣ at the end of the **Search By** field.



- Select **Archiving > Pending Event.**

- In the **Disposition** field, select **Destroy.**

- Enter appropriate dates in the **Date From** and **Date To** fields, e.g.

    ⇒ to find records due for destruction now (including any time up until now), select a very early date (e.g. **1/1/1950**) in the **Date From** field, and **today's date** in the **Date To** field;

    ⇒ to find records falling due for destruction during the current year (excluding previous years), type the words *This Year* in the **Date From** field (or alternatively, enter **1/1/YYYY** in the **Date From** field, and **31/12/YYYY** in the **Date To** field);

    ⇒ to find records due for destruction in a particular time interval in the future, e.g. during the year 2015, enter **1/1/2015** in the **Date From** field and **31/12/2015** in the **Date To** field.

- Click the **New** button under **Current Selection.**

- Select the KwikSelect button ▣ at the end of the **Search By** field.

- Select **Locations > Owner Location.**

- Enter the appropriate **Owner Location** for your area (e.g. Parramatta [LAC])

**Tip:**  Use the KwikSelect button ▣ at the end of the Location field to confirm it is spelled correctly.

Your search screen should appear as follows (showing your selected destruction date range and **Owner Location**):
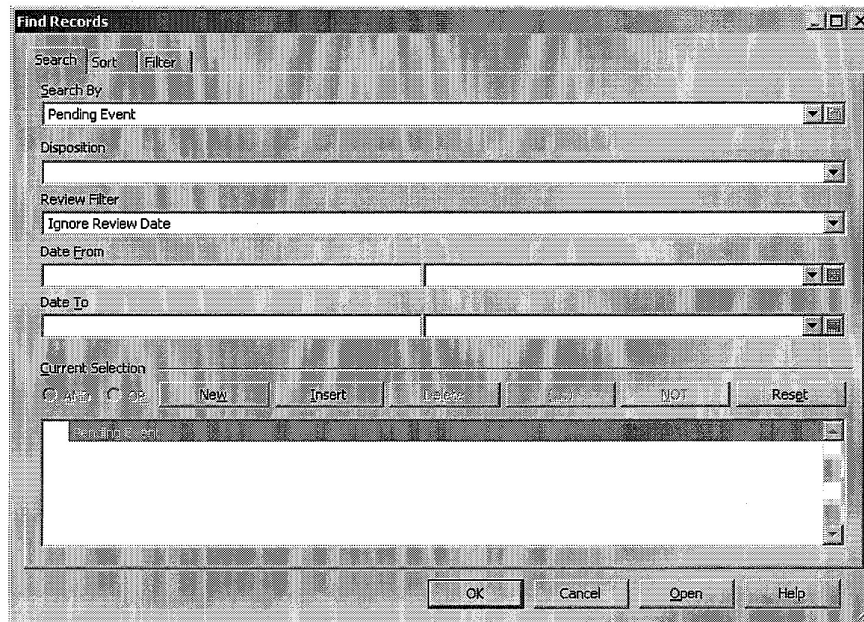


- Click **OK** to complete the search.

See Section 10, *CHANGING THE DISPOSITION (STATUS) OF A RECORD*, for changing the **Disposition** of these records to **Destroyed**.

**Notes:**  Records which may be destroyed at some point in time but which require extended or unknown retention periods may be transferred to the NSW Police High Risk Records Repository for storage.

See the **Records Disposal Procedures Manual – Records Destruction** for more information on policies, principles and methods of destroying records.

## 7.3 Records Requiring Trigger Dates

To locate previously sentenced records that require trigger dates to be assigned:
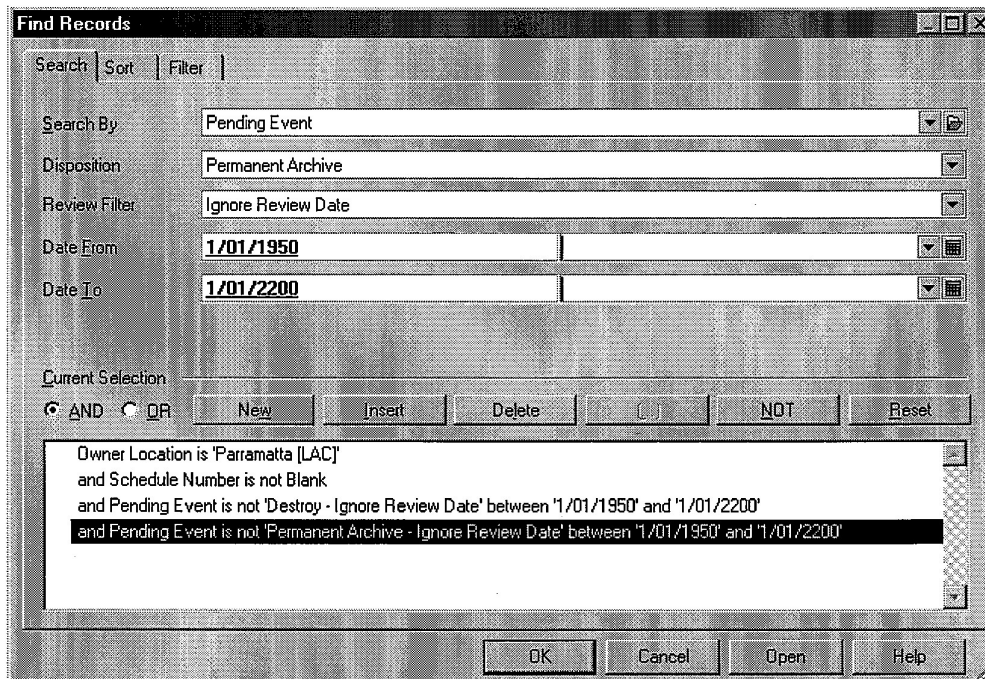
- Open the TRIM **Find Records** (i.e. search) screen.
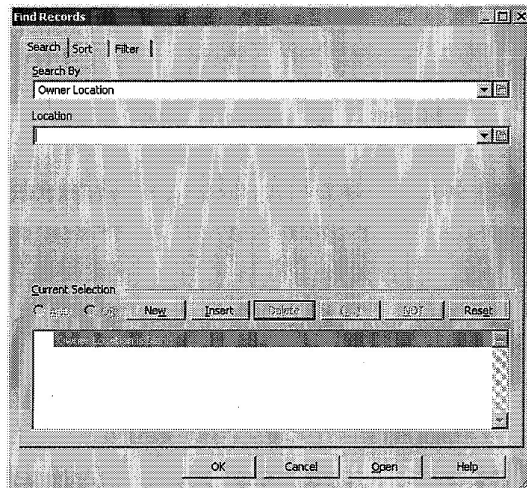


- Set up the **Owner Location** part of the search:

  ⇒ Select the KwikSelect button ⬚ at the end of the **Search By** field.

  ⇒ Select **Locations > Owner Location.**

  ⇒ Enter the appropriate **Owner Location** for your area, or select it by clicking on the dropdown arrow or the KwikSelect ⬚ at the end of the Location field.

- Set up the **Schedule Number** part of the search:

  ⇒ Click the **New** button under **Current Selection.**

  ⇒ Select the KwikSelect button ⬚ at the end of the **Search By** field.

  ⇒ Select **Archiving > Schedule Number** (and leave the **Schedule** field blank);

  ⇒ Click the **NOT** button under **Current Selection.**

- Set up the **Pending Event - Destroy** part of the search:

  ⇒ Click the **New** button under **Current Selection.**

  ⇒ Select the KwikSelect button ⬚ at the end of the **Search By** field.

  ⇒ Select **Archiving > Pending Event**

  ⇒ In the **Disposition** field, select **Destroy.**

  ⇒ Enter **1/1/1950** in the **Date From** field, and **1/1/2200** in the **Date To** field.

  ⇒ Click the **NOT** button under **Current Selection.**

- Set up the **Pending Event - Permanent Archive** part of the search:

  ⇒ Click the **New** button under **Current Selection**.

  ⇒ Select the KwikSelect button ▤ at the end of the **Search By** field.

  ⇒ Select **Archiving > Pending Event**

  ⇒ In the **Disposition** field, select **Permanent Archive**.

  ⇒ Enter **1/1/1950** in the **Date From** field, and **1/1/2200** in the **Date To** field.

  ⇒ Click the **NOT** button under **Current Selection.**

Your search screen should appear as follows (showing your selected **Owner Location**):



- Click on the **Filter** tab, and clear the **Archived (Permanent)** and **Destroyed** boxes.



- Click **OK** to complete the search.

*Tip:*   *If you are likely to use this search profile again, save the search and add it to your Favourites.*

## 7.4 Unsentenced Records

Most records created prior to July 1, 2008 will not be sentenced in TRIM. Also, some records created after July 1, 2008 may not be sentenced because:

- a classification was not assigned at the time of file creation; or

- the classification selected was not linked to a disposal instruction in TRIM at the time of creation of the file.[1]

To find unsentenced records:

- Open the TRIM **Find Records** (i.e. search) screen.
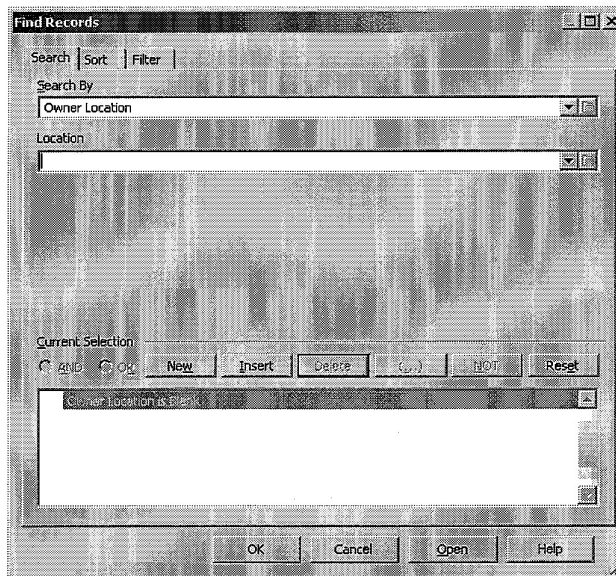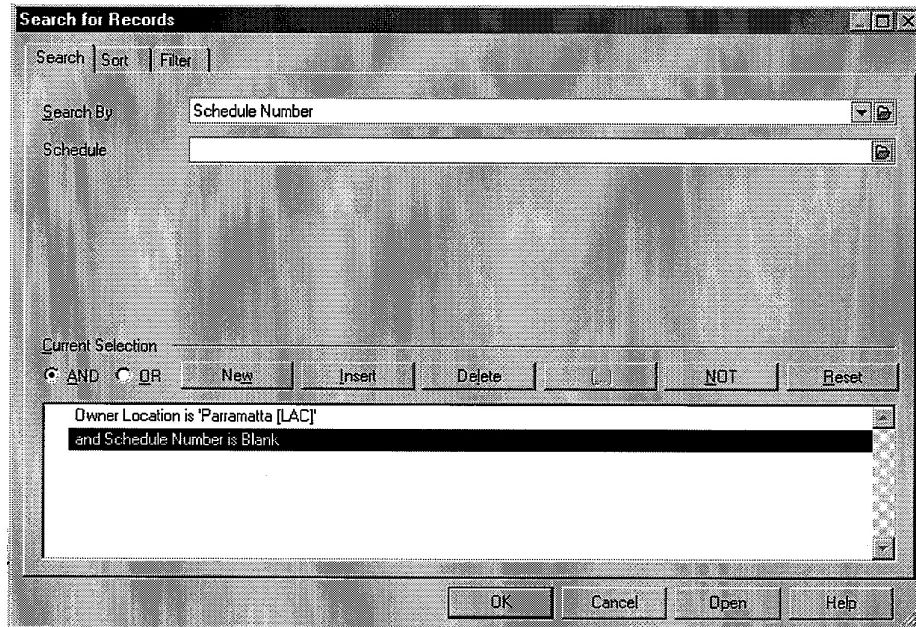


- Select the KwikSelect button at the end of the **Search By** field.

- Select **Locations > Owner Location.** [2]

- Enter the appropriate **Owner Location** for your area, or select it by clicking on the dropdown arrow or the KwikSelect at the end of the Location field.

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[1] Some classification / disposal links were not configured at the time of conversion to TRIM Context, but have been progressively added after July 1, 2008.

[2] Instead of **Owner Location**, a search using the **Assigned To** location could be used to restrict the results to records held at a particular location. Searches could be further restricted by date range (**Date Registered**), etc.

- Click **New** button under **Current Selection.**

- Select the KwikSelect button ▥ at the end of the **Search By** field.

- Select **Archiving > Schedule Number** (and leave the **Schedule** field blank);

Your search screen should appear as follows (showing your selected **Owner Location**



- Click **OK** to execute the search.

*Tip:*     *If you are likely to use this search profile again, save the search and add it to your Favourites.*

To sentence the records located by this search, see Section **Error! Reference source not found.,** ***ERROR! REFERENCE SOURCE NOT FOUND.***.

## 8.     REVIEWING SENTENCED RECORDS

For records sentenced in TRIM at the time of creation, a review of records disposal classes assigned to them must be carried out when they are culled and boxed to confirm that they are still valid. Examples of situations where records may need to be re-sentenced include:

- where misfiling of documents is identified, and the misfiled documents require a longer retention time than the correctly filed material; and

- where a matter which was initially "routine" has become "significant" or sets a precedent.

To review disposal classes assigned to records in TRIM:

- Search for the records to be reviewed, e.g. by:

    ⇒ Location (e.g. Owner Location, Home Location, or Assigned To);

    ⇒ Date Registered (date range);

    ⇒ Last Movement Date (date range);

    ⇒ Pending Event (see Section 7, *FINDING RECORDS DUE FOR TRANSFER OR DESTRUCTION*);

    ⇒ Work Tray or Favourite Records; or

    ⇒ other methods as required.

- Select a record and review the Retention Schedule field information in the View Pane:
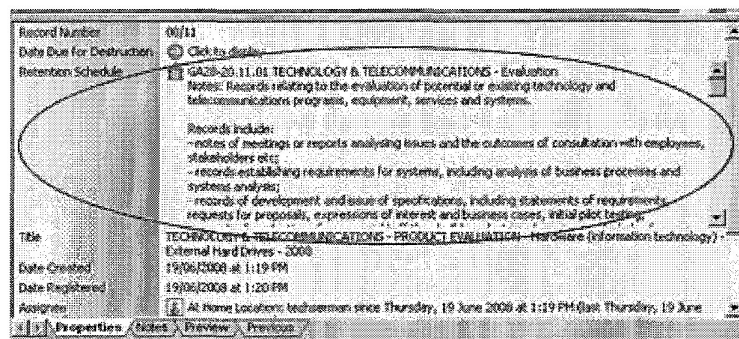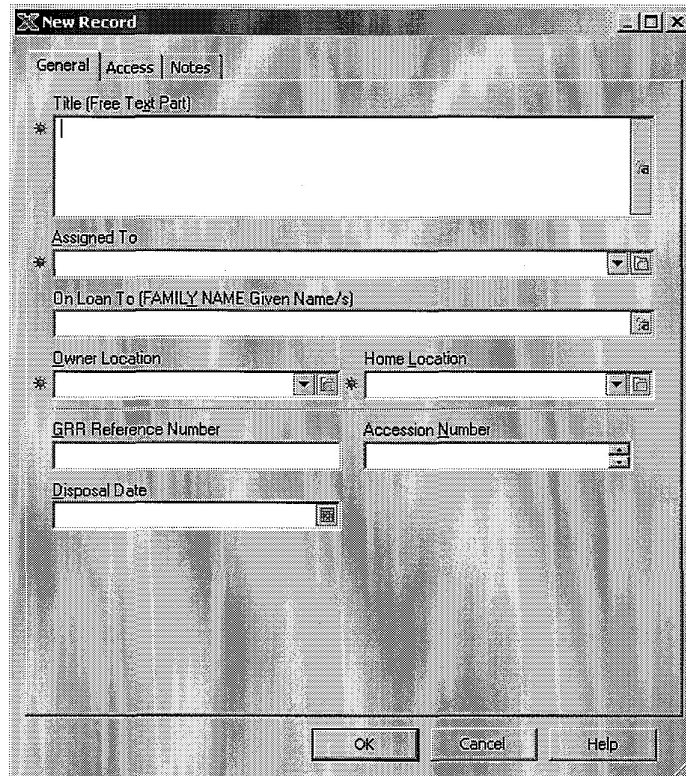


- Review the actual record (e.g. file), consulting Disposal Authorities if necessary, to determine if the information in the Retention Schedule field is still appropriate.

- If the Retention Schedule is still appropriate, select another record to review and repeat the process until all required records have been processed.

- If the class is no longer appropriate, the record will need to be re-sentenced (see Section 4, *RETROSPECTIVELY ASSIGNING DISPOSAL.*

## 9. TRANSFERRING FILES INTO BOXES

## 9.1 Creating a New Box

- Select the **New Record/Object** button ⬜ from the toolbar

- Select the **Registered Items Box** and click **OK**. The following screen will appear:



- Complete the relevant fields and click **OK.**

- Make a note of the record number of the newly created box.

## 9.2 Printing Labels

To print labels from TRIM Context:

- Search for the box/es that require labels (e.g. by Title Word, Date Registered, Owner Location, Creator, Assigned To, etc).

- Either select a box from the retrieved list, or tag as many as required and select **File > Print Report**. The following screen (or similar) will appear:
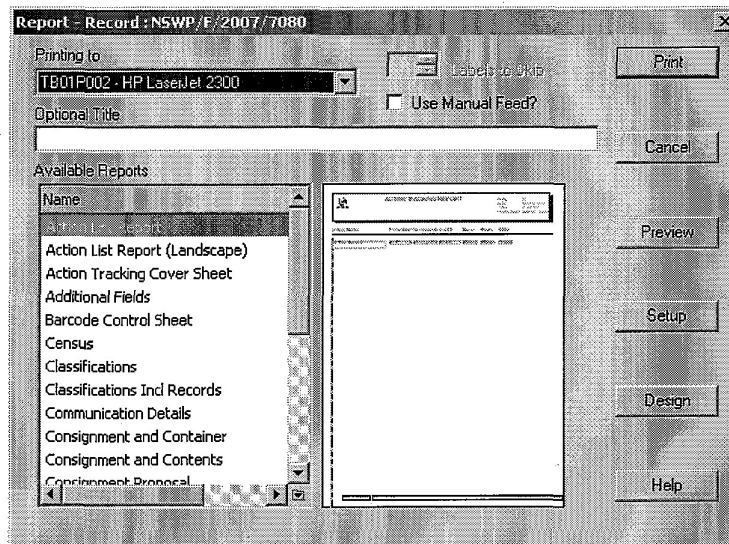


- Select the required label printer in **Printing To**.

- Select the appropriate label from the **Available Reports** list.

- Select **Print** to complete the process.

**Note:** *Use the Preview button to view the labels on screen prior to printing*

## 9.3 Adding Files to a Box

- Search for the file/s that require boxing.

**Tip:** *If you need to perform several different searches to find the files to be boxed, consider tagging the required files after each search and sending them to your Work Tray or Favourite Records. In this way, you can assemble a collection of files to work with in a single "location".*

- Select the file(s) to be boxed (if more than one, tag each required file). Right click the highlighted record and select **Locations > Container.** The following screen will appear:
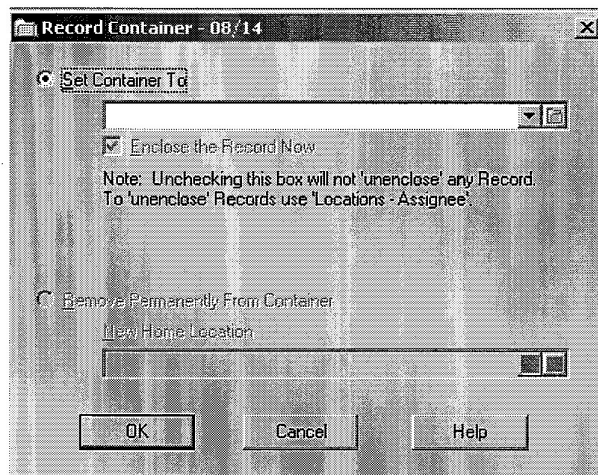
- If known, type the box number in the **Set Container To** field. If unknown, click the KwikSelect button 📖 to search for the appropriate box.

- Check the **Enclose the Record Now** check box and click **OK** to complete the process.

## 9.4 Assigning Box Locations

To assign / change a TRIM location of a box:

- Search for the box/es that require transfer. If multiple boxes are to be moved to the same location, they can be tagged and moved together.

- Right click on the highlighted box record and select **Locations > Assigned To**. The following screen will appear:
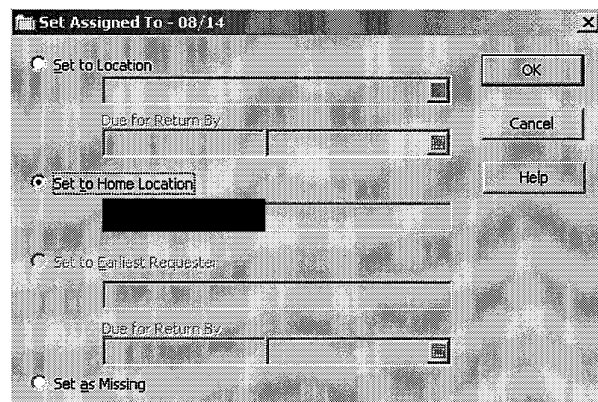
- Click the **Set to Location** or **Set to Home Location** radio button as required.

- Assign the required Location (or Home Location) and click **OK**.

# 10. CHANGING THE DISPOSITION (STATUS) OF A RECORD

Once a record has been transferred or destroyed, its status (or "disposition") in TRIM will require updating to reflect the performed action (i.e. archived / destroyed).

**Note:** *Only users with specific privileges in TRIM will be able to update the disposition of records.*

To change the disposition of a record in TRIM:

- Right click on the record and select **Administrative Tools > Retention.**

- Select the **Disposition** tab.

- Click the box **Change Record Disposition To** (to insert a tick in this box).

- Select the appropriate disposition, e.g.

  ⇒ To change the disposition of a record which has been destroyed, select **Destroyed**;

  ⇒ To set the disposition of a record transferred to State archives, select **Archived (Permanent)**, etc.
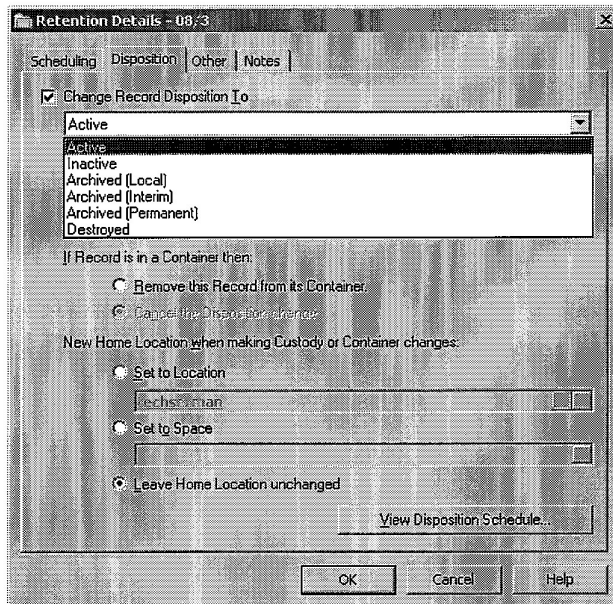


- When the appropriate disposition has been selected, click **OK** to make the required changes.

**Notes:** *When the disposition of a container (e.g. a file) is changed, the dispositions of all contained records (e.g. documents on a file) are automatically updated.*

*See the **Records Disposal Procedures Manual – Records Destruction** for more information on policies, principles and methods of destroying records.*

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# APPENDIX 1

## TRIM Disposal Trigger Dates

| TRIM Trigger Date Field | Description |
|---|---|
| | |
| Creation Date | Trigger based on the date that the record was originally created, e.g. taxation records. |
| Date Action Completed | Generic trigger used to define the end of any given process. |
| Date Expired / Superseded / Cancelled | Combination trigger covering expiry of agreements, contracts and authorisations, superseded versions of procedures and manuals, and cancellations of contracts, authorisations, etc. |
| Date Inactive | Generic trigger used to identify records not in active use. |
| Date Minor Turns 18 | Required for criminal investigation cases involving minors. |
| Date of Asset Disposal | Required for premises and fleet records. |
| Date of Birth | Required for personnel and compensation matters. |
| Date of Death | Required for compensation matters. |
| Document / Incident Date | Trigger relating to the date of a particular incident. |
| Last Action Date | Trigger date maintained automatically by TRIM that records the most recent date of action on a record, e.g. a physical file movement, addition of a document to a file, etc. |
| Termination Date | Required for personnel and volunteer records. |

# APPENDIX 2

## Trigger Date Mapping From Disposal Authorities to TRIM

| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| DA220 | 50 years | Date Action Completed |
| DA220 | After action | Last Action Date |
| All | After action completed | Date Action Completed |
| DA220 | after action completed or after expiry of agreement | Date Action Completed or Date Expired / Superseded / Cancelled |
| GA28 | After action completed or permission expires | Date Action Completed |
| DA220 | After action completed or until the end of the appeal period | Date Action Completed |
| GA28 | After action completed, or permission expires | Date Action Completed or Date Expired / Superseded / Cancelled |
| GA28 | After action completed, or until expiry of limitation period | Date Action Completed or Date Expired / Superseded / Cancelled |
| GA28 | After action completed, or upon expiry of statutory limitation periods | Date Action Completed or Date Expired / Superseded / Cancelled |
| DA220 | After all terms and conditions of the contract are completed | Date Action Completed |
| GA28 | After appointment lapses | Date Expired / Superseded / Cancelled |
| GA28 | After appointments are finalised | Date Action Completed |
| DA220 | After arrangements have been superseded | Date Expired / Superseded / Cancelled |
| GDA07 | After audit | Date Action Completed |
| GDA07 | After audit of entry | Date Action Completed |
| GA28 | After authority expires | Date Expired / Superseded / Cancelled |
| GDA07 | After authority or nomination superseded or cancelled | Date Expired / Superseded / Cancelled |
| GA28 | After building or structure is disposed of | Date Asset Disposal |
| GA28 | After certification lapses | Date Expired / Superseded / Cancelled |
| DA220 | After completion or discontinuation of course or program of study by student | Date Action Completed |
| DA220 | After conditions relating to the proposal have been satisfied | Date Action Completed |
| GA28 | After construction work completed | Date Action Completed |
| DA220 | After curricula superseded | Date Expired / Superseded / Cancelled |
| GA28 | After date of agreement, or after expiry date specified in agreement | Last Action Date |
| GDA12 | After date of birth | Date of Birth |
| GDA12 | After date of birth of employee | Date of Birth |
| GA28 | After date of death | Date of Death |
| GDA07 | After date on which the return is lodged | Date Action Completed |
| GDA12 | After death of individual | Date of Death |

| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| GA28 | After delegation is superseded | Date Expired / Superseded / Cancelled |
| GDA07 | After delegation is superseded or cancelled | Date Expired / Superseded / Cancelled |
| GA28 | After determination has expired or been revoked | Date Expired / Superseded / Cancelled |
| GA28 | After disposal of asset | Date of Asset Disposal |
| GDA07 | after disposal of item | Date of Asset Disposal |
| DA220 | After disposal of premises | Date of Asset Disposal |
| GA28 | After disposal of vehicle | Date of Asset Disposal |
| DA220 | After disposal/ transfer of asset | Date of Asset Disposal |
| DA220 | After disposal/transfer of building | Date of Asset Disposal |
| GA28 | After donation is received and finalised, or until terms have been fulfilled | Date Action Completed |
| GA28 | After election is finalised | Date Action Completed |
| GDA12 | After employment ceases | Termination Date |
| DA220 | After execution and audit of warrant | Date Action Completed |
| GA28 | After exemption is refused, revoked or superseded | Date Expired / Superseded / Cancelled |
| GA28 | After expiry of agreement | Last Action Date |
| GA28 | After expiry of delegation | Date Expired / Superseded / Cancelled |
| DA220 | After expiry of lease | Date Expired / Superseded / Cancelled |
| DA220 | After expiry of lease/disposal of premises | Date of Asset Disposal or Date Expired / Superseded / Cancelled |
| GA28 | After expiry of the policy | Date Expired / Superseded / Cancelled |
| GA28 | After expiry or termination of agreement or after action completed | Date Action Completed |
| DA220 | After final evaluation | Date Action Completed |
| DA220 | After finalisation of case | Date Action Completed |
| DA220 | After finalisation of investigation process or court proceedings or appeals processes | Date Action Completed |
| GA28 | After finalisation or withdrawal of claim | Date Action Completed |
| GA28 | After governing body ceases to exist or instrument is superseded | Date Expired / Superseded / Cancelled |
| GA28 | After installation is completed | Date Action Completed |
| GA28 | After intellectual property rights lapse | Date Expired / Superseded / Cancelled |
| GDA07 | After investments are liquidated or matured | Date Action Completed |
| GDA07 | After item/asset disposed of | Date of Asset Disposal |

| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| DA220 | After lapsing of agreement | Date Expired / Superseded / Cancelled |
| DA220 | After last action | Last Action Date |
| DA220 | After last expiry of order | Date Expired / Superseded / Cancelled |
| GA28 | After lease expires or is terminated | Date Expired / Superseded / Cancelled |
| GA28 | After lease or hire arrangement expires or is terminated | Date Expired / Superseded / Cancelled |
| GA28 | After licence expires | Date Expired / Superseded / Cancelled |
| GA28 | After licence, permit or certificate of registration expires or is terminated | Date Expired / Superseded / Cancelled |
| DA220 | After list superseded or updated | Date Expired / Superseded / Cancelled |
| DA220 | After microfilming of last entry in disposal class | Last Action Date |
| DA221 | After minor turns 18 | Date Minor Turns 18 |
| GA28 | After plan is superseded | Date Expired / Superseded / Cancelled |
| GA28 | After policy is superseded | Date Expired / Superseded / Cancelled |
| GDA07 | After policy superseded | Date Expired / Superseded / Cancelled |
| GDA07 | After preparation | Date Action Completed |
| GDA12 | After private employment or employment ceases | Termination Date |
| DA220 | After procedure superseded | Date Expired / Superseded / Cancelled |
| GA28 | After procedures are superseded | Date Expired / Superseded / Cancelled |
| GA28 | After project completed | Date Action Completed |
| GA28 | After reallocation of equipment | Last Action Date |
| DA220 | After recording | Last Action Date |
| GDA12 | After recruitment finalised | Date Action Completed |
| GDA12 | After recruitment has been finalised | Date Action Completed |
| GDA12 | After reference ceases | Date Admin / Reference Use Ceases |
| GA28 | After registration ceases | Date Expired / Superseded / Cancelled |
| GA28 | After registration lapses or is superseded, or action completed | Date Action Completed or Date Expired / Superseded / Cancelled |
| DA220 | After removal of hazardous materials | Date Action Completed |
| DA220 | After removal of toxic waste | Date Action Completed |
| GA28 | After removal or disposal of hazardous materials | Last Action Date |
| GA28 | After return of confined space to service | Date Action Completed |

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| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| GA28 | After return of record | Last Action Date |
| GA28 | After return, disposal or reallocation of equipment | Last Action Date |
| DA220 | After revocation | Date Expired / Superseded / Cancelled |
| GA28 | After scheme ceases | Termination Date |
| GDA12 | After service completed, or until the person reaches the age of 25, whichever is longer | Termination Date or Date of Birth |
| DA220 | After service life of animal is completed | Termination Date |
| GA28 | After strategies are superseded | Date Expired / Superseded / Cancelled |
| DA220 | After student has completed or discontinued course of study | Date Action Completed |
| DA220 | After superseded | Date Expired / Superseded / Cancelled |
| DA220 | After system closed off | Date Expired / Superseded / Cancelled |
| GA28 | After system is superseded | Date Expired / Superseded / Cancelled |
| GDA07 | After tax year to which they relate | Last Action Date |
| GA28 | After tender process completed | Date Action Completed |
| GA28 | After the completion of sponsorship or patronage arrangements | Date Action Completed |
| GDA11 | After the conditions of the agreements or arrangements have been fully satisfied | Date Expired / Superseded / Cancelled |
| GDA11 | After the conditions of the contract have been fully satisfied | Date Expired / Superseded / Cancelled |
| GA28 | After the end of the FBT year | Date Created |
| GA28 | After the member's term expires | Date Expired / Superseded / Cancelled |
| GA28 | After the records to which they relate are destroyed or finally disposed of | Date of Asset Disposal |
| GA28 | After the records to which they relate are finally disposed of | Date of Asset Disposal |
| GA28 | After use of the image for publication purposes or until disposal of image | Date Action Completed |
| GA28 | As long as the records transacted using the forms are kept | Date Expired / Superseded / Cancelled |
| DA220 | Date of last action | Last Action Date |
| DA220 | Until administrative use ceases | Date Admin / Reference Use Ceases |
| DA220 | Until appeal period has expired | Date Expired / Superseded / Cancelled |
| GDA07 | Until borrowings are repaid, rolled over etc | Date Action Completed |
| GA28 | Until ceases to be of administrative or reference use | Date Admin / Reference Use Ceases |
| GDA07 | Until ceases to be of administrative use | Date Admin / Reference Use Ceases |
| DA220 | Until ceases to be of reference use | Date Admin / Reference Use Ceases |

| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| DA220 | Until cessation of perceived risk | Date Action Completed |
| GA28 | Until course or training material is superseded | Date Expired / Superseded / Cancelled |
| DA220 | Until Court action complete | Date Action Completed |
| GDA07 | Until cumulated into quarterly or annual statements or superseded by a later statement | Date Expired / Superseded / Cancelled |
| GA28 | Until decision is superseded or records are destroyed | Date Expired / Superseded / Cancelled |
| DA220 | Until expiry of agreement | Date Expired / Superseded / Cancelled |
| DA220 | Until expiry of licence or no longer required for business and administrative use | Date Expired / Superseded / Cancelled |
| GA28 | Until installation is removed | Date of Asset Disposal |
| DA220 | Until no longer required for administrative or business purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for administrative purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for business and administrative use | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for business or administrative use | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for operational purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for operational use | Date Admin / Reference Use Ceases |
| GDA11 | Until no longer required for production or reference purposes | Date Admin / Reference Use Ceases |
| GDA11 | Until no longer required for production, distribution or reference purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for reference or administrative purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for reference purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for reference use | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for teaching or other purposes | Date Admin / Reference Use Ceases |
| DA220 | Until no longer required for teaching purposes | Date Admin / Reference Use Ceases |
| GA28 | Until plant or equipment is disposed of | Date of Asset Disposal |
| DA220 | Until reference ceases | Date Admin / Reference Use Ceases |
| GA28 | Until registration has expired, been renewed or vehicle sold | Date Expired / Superseded / Cancelled |
| DA220 | Until scanning completed | Date Action Completed |
| DA220 | Until superseded | Date Expired / Superseded / Cancelled |
| GA28 | Until superseded and until ceases to be of administrative or reference use | Date Admin / Reference Use Ceases |
| GA28 | Until superseded or equipment or plant is disposed of | Date of Asset Disposal |
| GA28 | Until superseded, updated or ceases to be of administrative or reference use | Date Admin / Reference Use Ceases |

| Source | Disposal Authority Trigger | TRIM Trigger |
|---|---|---|
| DA220 | Until the conclusion of relevant operation | Date Action Completed |
| GA28 | Until treated records are disposed of | Date of Asset Disposal |
| GA28 | Until warranty or guarantee expires or item is disposed of | Date Expired / Superseded / Cancelled |
| GA28 | Until withdrawn or superseded, and until reference use ceases | Date Admin / Reference Use Ceases |
| GA28 | While records remain in commercial storage | Date Action Completed |