





		1.17	Published reports and papers	Published reports and papers readily available elsewhere (e.g. Hansard Reports and Annual Reports of Government departments)			Retain until material is not required, or is no longer actively used and referred to	Last information entry date	Destroy
		1.18	Reference material	Material supplied to or obtained by the ministerial office for background research or reference purposes. Includes articles, books, pamphlets and brochures.			Retain until material is not required, or is no longer actively used and referred to	Last information entry date	Destroy
2	Copies of Cabinet and Cabinet Committee papers			<p>Copies provided to Ministers of Cabinet documents relating to Cabinet and Cabinet Committee deliberations, including those that are made available through CabNet. These records include agendas, minutes, memoranda, reports, draft legislation, submissions and advice.</p> <p><b>NOTE:</b> Where copies of Cabinet records contain significant annotations (e.g. regarding Government policy or decision-making) by the Minister, refer to class 1 for disposal actions.</p>		Originals retained by the Cabinet Office for disposal under their own retention and disposal regime	Retain until material is not required, or is no longer actively used and referred to	Last information entry date	Destroy
3	Copies of public office or departmental records			<p>Copies of any public office and departmental records, registered and maintained by those public offices or departments within their own recordkeeping systems, required for ministerial business.</p> <p><b>NOTE:</b> Where copies of public office or departmental records contain significant annotations (e.g. regarding Government policy or decision-making) by the Minister, refer to class 1 for disposal actions.</p> <p>Original and source records should be retained by the creating public office or department for disposal under their own retention and disposal regime. Any original or source public office or departmental records held by a Minister when they leave office must be returned to the originating public office.</p>		Retained by relevant public office or department for disposal under their own retention and disposal regime	Retain until material is not required, or is no longer actively used and referred to	Last information entry date	Destroy
	<i>Financial Records</i>			<i>For financial records refer to class 4, General Disposal Authority 6, Common Corporate Public Records (GDA6 - DA558)</i>					
	<i>Official Information requests</i>			<i>For records of Official Information Act requests refer to class 7.3.1, General Disposal Authority 6, Common Corporate Service Public Records (GDA6 - DA558)</i>					