



Standard

Management of Asset Information

Version 1.0

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Standard governance

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1.0	First issue

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Preface

The Asset Standards Authority (ASA) is a key strategic branch of Transport for NSW (TfNSW). As the network design and standards authority for NSW Transport Assets, as specified in the *ASA Charter*, the ASA identifies, selects, develops, publishes, maintains and controls a suite of requirements documents on behalf of TfNSW, the asset owner.

The ASA deploys TfNSW requirements for asset and safety assurance by creating and managing TfNSW's governance models, documents and processes. To achieve this, the ASA focuses on four primary tasks:

- publishing and managing TfNSW's process and requirements documents including TfNSW plans, standards, manuals and guides
- deploying TfNSW's Authorised Engineering Organisation (AEO) framework
- continuously improving TfNSW's Asset Management Framework
- collaborating with the Transport cluster and industry through open engagement

The AEO framework authorises engineering organisations to supply and provide asset related products and services to TfNSW. It works to assure the safety, quality and fitness for purpose of those products and services over the asset's whole-of-life. AEOs are expected to demonstrate how they have applied the requirements of ASA documents, including TfNSW plans, standards and guides, when delivering assets and related services for TfNSW.

Compliance with ASA requirements by itself is not sufficient to ensure satisfactory outcomes for NSW Transport Assets. The ASA expects that professional judgement be used by competent personnel when using ASA requirements to produce those outcomes.

About this document

The ASA sets the standards for configuration management of TfNSW transport assets. Asset information consistency is a requirement for facilitating the management of TfNSW transport assets.

This standard provides the requirements for the management of TfNSW transport asset information so that the information is acquired and managed, accurately, consistently and appropriately.

This standard has been prepared by the ASA in consultation with TfNSW agencies.

This document is a first issue and supersedes TS 10752:2013 *Railway Asset Product Configuration Information Requirements*, version 1.0.

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1. Introduction

The Asset Standards Authority (ASA) sets the requirements that govern the management of Transport for NSW (TfNSW) transport asset information.

Requirements for the management of asset information provide the framework for the collection, governance and maintenance of accurate, complete and consistent asset information for TfNSW transport assets.

This standard interfaces with T MU AM 02001 ST *Asset Information and Register Requirements* and T MU AM 04001 PL *TfNSW Configuration Management Plan* to define asset information governance requirements including the associated roles and responsibilities. This standard is supported by other ASA standards and related documentation that applies to specific information sets to form the asset information management framework.

Requirements for asset information structure, classification and asset registers are described in T MU AM 02001 ST.

2. Purpose

This standard describes the governance requirements for the management of asset information, including roles, to ensure that the asset information for TfNSW transport assets is current, complete and accurate and managed appropriately.

2.1. Scope

This standard specifies the high-level governance requirements for developing, managing, securing, modifying, transferring or providing asset information relating to TfNSW transport assets.

This standard also includes the principles for the following:

- asset information submission requirements
- asset information security classification
- access to asset information
- archiving and disposal of asset information

2.2. Application

The principles in this standard are applicable to all transport modes.

This standard applies to the following:

- TfNSW agencies
- service providers engaged by TfNSW to provide engineering services that cover any part of the asset life cycle of TfNSW transport assets
- service providers that manage asset information of TfNSW transport assets
- third parties whose work affects TfNSW transport assets

3. Reference documents

The following documents are cited in the text. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document applies.

Transport for NSW Standards

CPSt14001.1 Information Security Classification, Labelling & Handling Standard (available on request from standards@transport.nsw.gov.au)

CPSt15003.1 Information Security Standard (available on request from standards@transport.nsw.gov.au)

T MU AM 01005 ST Asset Handover Requirements

T MU AM 02001 ST Asset Information and Register Requirements

T MU AM 02003 TI Register of Asset Information Systems and Repositories

T MU AM 04001 PL TfNSW Configuration Management Plan

Other reference documents

CP14005.1 Transport Asset Management Policy (available on request from standards@transport.nsw.gov.au)

CPr16003 Transport Records Disposal Procedure (available on request from standards@transport.nsw.gov.au)

Department of Finance and Services 2013, Transition Guidelines: Managing legacy data and information

Department of Finance, Services and Innovation, 2015, NSW Government Cloud Policy

Department of Finance, Services and Innovation, 2015, NSW Government Information Classification, Labelling and Handling Guidelines

State Records Act 1998

State Records Authority of New South Wales, 2012, Standard on the physical storage of State records

State Records Authority of New South Wales, 2014, Standard on records management

TfNSW 2016, Asset Management Framework Overview v1.0 (available on request from standards@transport.nsw.gov.au)

4. Terms and definitions

The following terms and definitions apply in this document:

ASA Asset Standards Authority

asset an item, thing or entity that has potential or actual value to an organisation. Physical assets usually refer to equipment, inventory and properties owned by the organisation. Physical assets are the opposite of intangible assets, which are non-physical assets such as leases, brands, digital assets, use rights, licences, intellectual property rights, reputation or agreements.

asset information the combined set of data (graphical and non-graphical) and documents (drawings, manuals, plans, certificates) required to support the management of assets over the life cycle.

asset information repository a recognised physical or electronic location for the storage and management of asset information

asset information system a set of interrelated repositories of structured asset information and related processes required to manage the asset portfolio over the life cycle

asset register record of asset inventory considered worthy of separate identification including associated historical, condition, construction, technical and financial information about each asset

TfNSW Transport for NSW

TfNSW transport asset means transport assets vested in or owned, managed, controlled, commissioned or funded by TfNSW or a subsidiary NSW Government Transport Agency

5. Asset information

Asset information for TfNSW transport assets is the combined set of data and documents required to support the management of assets over the whole asset life cycle. The terms configuration information and product configuration information refer to a subset of asset information. TfNSW prefers to use the term asset information except where there is a specific need to differentiate configuration information from the broader term asset information. Asset information includes the following:

- information that describes the physical characteristics of an asset such as design drawings and models, asset registers, and physical and spatial locations
- information that describes the functional characteristics of an asset such as, design calculations, operating manuals, maintenance manuals, design assumptions, reports, failure modes and maintenance plans
- records of approvals, tests and certifications
- financial records such as, capital acquisition, maintenance and depreciation costs
- performance history such as, maintenance, fault, defects and usage records and condition

6. Management of asset information

Management of asset information includes the governance and processes that operate in conjunction with tools to allow asset information to be controlled and monitored.

Consistency of asset information is a requirement for facilitating the management of TfNSW transport assets. Information consistency enables the following:

- analysis across asset types maintained and operated by different maintainers and operators
- transfer of information whilst maintaining its accuracy and integrity
- audits across multiple datasets
- collection and better use of historical information
- use of common language across multiple datasets
- work breakdown structure of maintenance work, defects and failures

Requirements for the management of asset information described in this document support the integrity of asset information. Asset information integrity is achieved by management of the following:

- additions, deletions and changes to asset information
- governance

- consistency of information
- transfer of information

Figure 1 shows the relationship of asset information to requirements and aspects that need to be considered to manage asset information. The outer circles represent typical aspects in managing asset information.

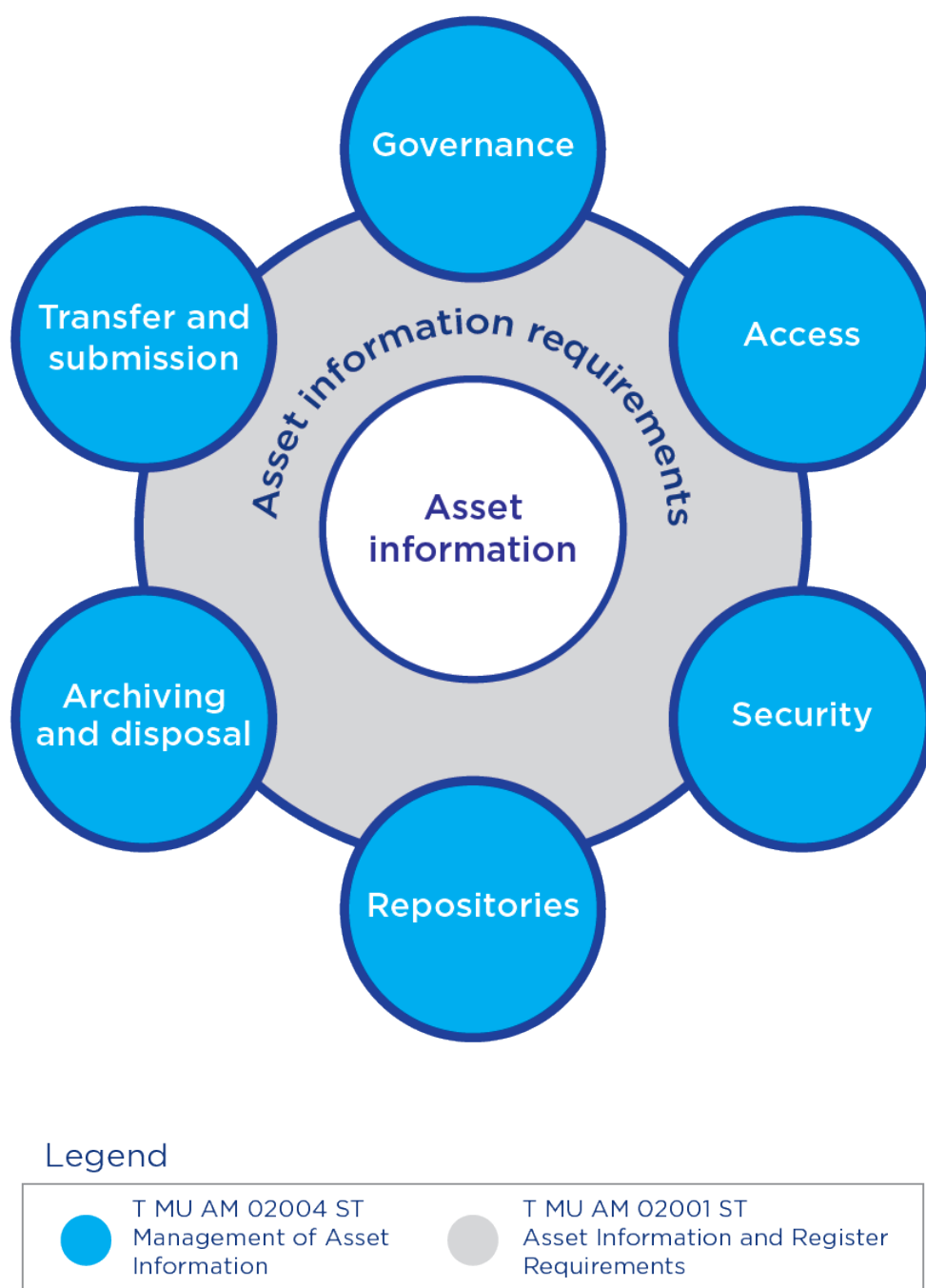


Figure 1 – Aspects of management of asset information

This standard describes the control and governance of asset information including what needs to be considered in managing and controlling TfNSW transport asset information.

The inner circle in Figure 1 represents asset information which is supported by management of asset information and asset information and register requirements which are specified in T MU AM 02001 ST.

The middle circle in Figure 1 represents asset information requirements which describe the actual requirements of how asset information is defined and the structure of the repositories where asset information is stored. Asset information and register requirements and other asset information related ASA documents provide this in addition to repository custodians' requirements, if and when required, to support storing and maintaining of asset information.

7. Asset information requirements

This standard describes the high-level requirements for managing asset information. Specific requirements for the asset information, such as data structure and classification are defined in T MU AM 02001 ST.

Asset information and management of asset information requirements cover asset data and documentation built up across the whole asset life cycle.

The asset information requirements are applicable to all asset information and are included in this standard to provide context to the interface between asset information and management of asset information.

The requirements for managing asset information supports the delivery and maintenance of asset information compliant with T MU AM 02001 ST.

Asset information shall have the following characteristics:

- complete and accurate at the time of capture and during maintenance of information
- appropriate for the intended purposes
- stored and transferred in required formats

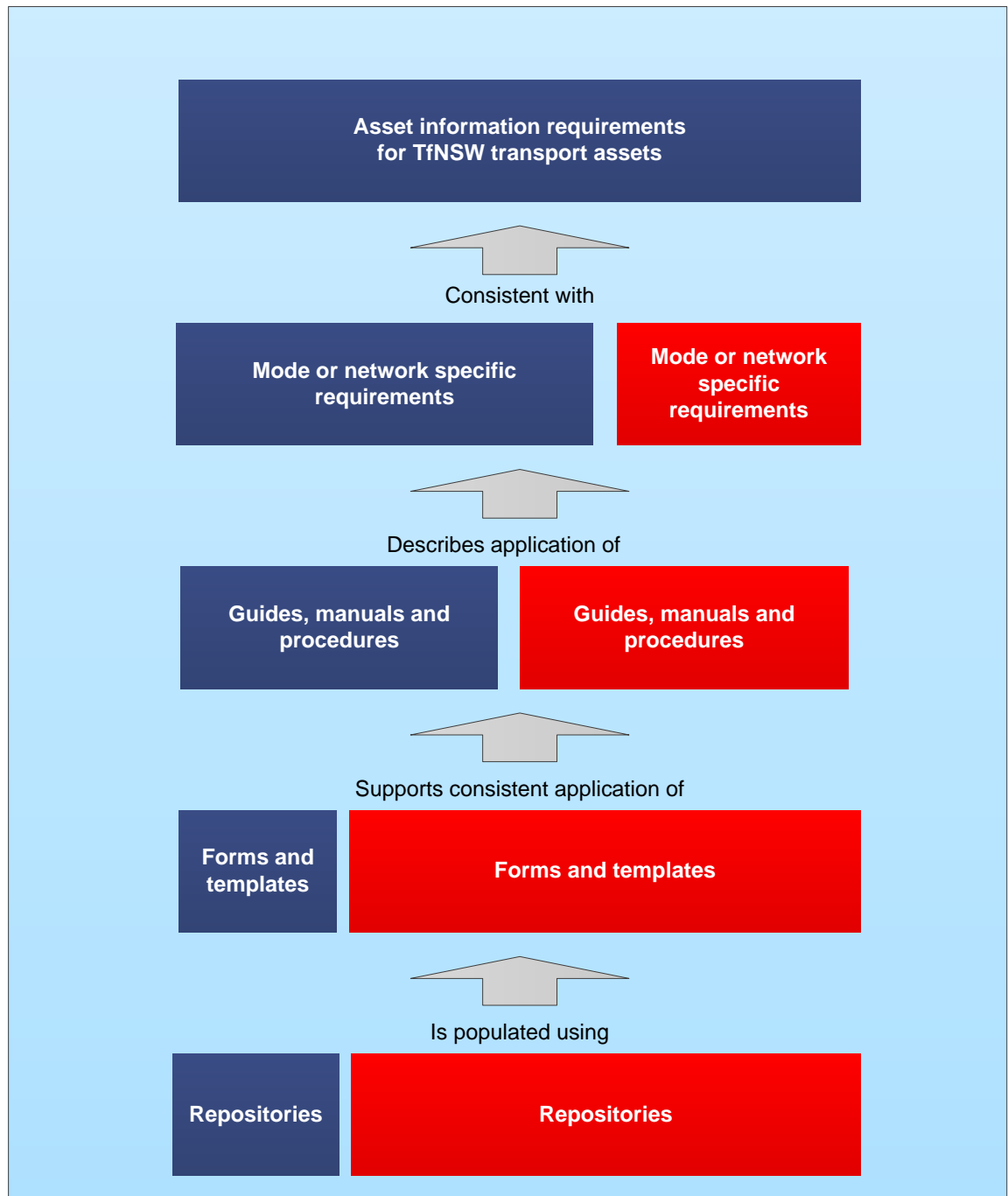
Requirements for asset information are published by ASA as standards or contained in supporting documents including the following:

- T MU AM 02001 ST
- other supporting ASA documentation or determinations
- requirements specified by service providers who are engaged to be an asset information repository custodian for TfNSW
- requirements specified in TfNSW contracts

8. Documentation and tools for management of asset information

TfNSW maintains a suite of documents and tools including requirements, guidance, procedures, controlled metadata sets, forms, templates and asset information repositories to support the management of asset information. These documents and tools support the achievement of outcomes set out in T MU AM 04001 PL and support the requirements of CP14005.1 *Transport Asset Management Policy* and TfNSW *Asset Management Framework Overview*.

A layered approach of documentation and tools combines ASA documents with those produced and managed by nominated service providers. Figure 2 describes how the various documents and tools used in the management of asset information are related to each other.



Legend



TfNSW documents and tools



Service provider documents and tools

Figure 2 – Relationship of documentation and tools used in management of asset information

9. Asset information systems and repositories

An asset information system is a set of interrelated repositories of structured asset information and related processes required to manage the asset portfolio over the whole life cycle. The asset information repository shall allow the information to be stored, continuously maintained and made accessible to users in a controlled manner.

All TfNSW owned asset information shall be stored and managed in asset information repositories and meet TfNSW requirements, the requirements of the Department of Finance, Services and Innovation's *NSW Government Cloud Policy* and the *State Records Act 1998*. The ASA shall be made aware of all repositories established that are a primary or important repository of asset information describing TfNSW transport assets. Asset information repository custodians nominated by the ASA, planning the creation of new repositories or migrating data from existing repositories, shall consult with the ASA prior to creating repositories or migrating data. Asset information repository custodians shall have systems in place to manage asset information in a way that meets TfNSW requirements and any other agreed performance requirements.

Asset information repositories recognised by the ASA as repositories of TfNSW are registered and published in T MU AM 02003 TI *Register of Asset Information Systems and Repositories*.

10. Asset information roles

The following are defined roles that have responsibility for asset information relating to TfNSW transport assets:

- asset information owner – TfNSW
- asset information steward – a person or authorised third party in control of the information, who has been given the responsibility by an information owner to oversee part of the life cycle process for an asset information
- asset information repository owner – TfNSW unless otherwise defined by contracts
- asset information providers – any party that is responsible for providing asset information for inclusion in an asset information repository
- asset information repository custodian – a person responsible for managing an asset information repository and the processes related to the creation and maintenance of the information and provision of access to the information in the repository

Figure 3 illustrates the information flow and interfaces that commonly exist between the asset information roles. Arrangements may vary in specific circumstances.

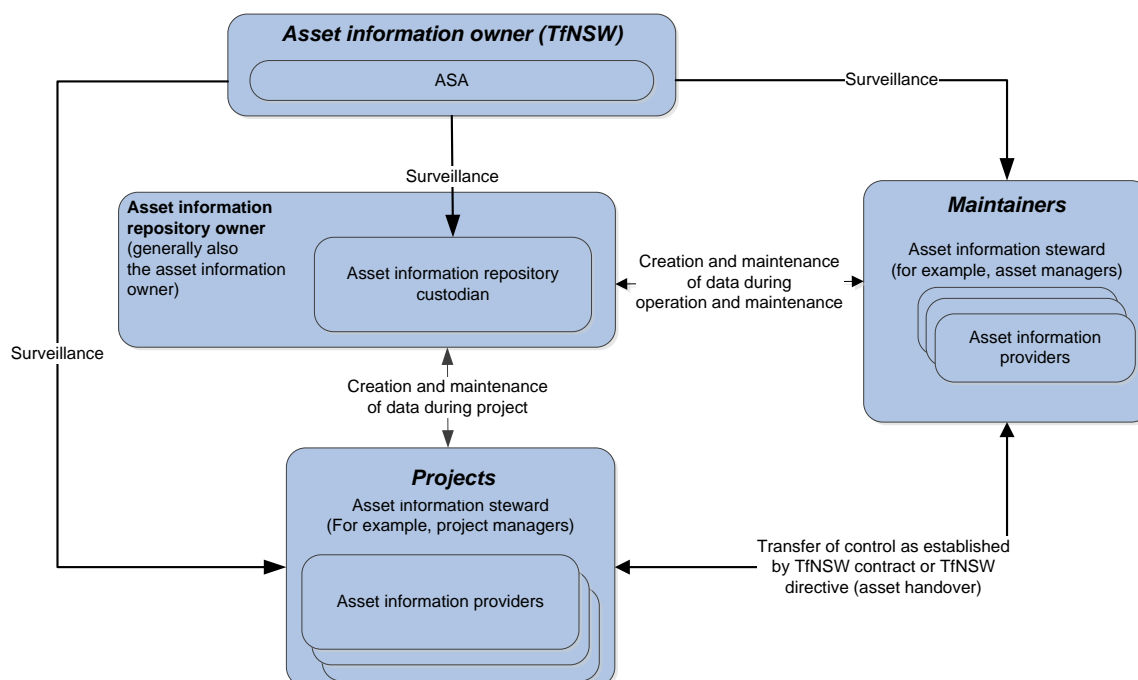


Figure 3 - Typical relationships and interfaces for asset information roles

10.1. Asset information owner

The owner of asset information relating to TfNSW transport assets is TfNSW.

The ASA determines, maintains and publishes standards for asset information and specifies any related processes or system requirements.

The ASA supervises the management of asset information and conducts surveillance activities. The ASA may direct, so far as allowable within contracts, that corrective action be undertaken in circumstances where it is identified that applicable asset information requirements have not been met, or the management of that information is deficient relative to the best interests of TfNSW.

The ASA does not control routine asset information management activities.

10.2. Asset information steward

The asset information steward is generally a person within a service provider's organisation that has control of the associated proposed or actual asset. The service provider shall identify specific information custodianship roles within its organisation.

The role of an asset information steward is likely to change during the life of an asset and the role shall be managed by the party in control of the assets. During the course of a configuration change project, the asset custodian will generally be the project manager. When assets are in control of a maintainer the asset custodian will generally be the relevant asset manager within the maintenance organisation.

An asset information steward is responsible for the accuracy, quality, completeness and management of the asset information that they control and provide to other parties.

Asset information stewards shall have processes and systems including tools in place to manage configuration items and information. Asset information stewards shall have adequate arrangements in place for assuring the asset information quality, completeness and accuracy.

All modifications to asset information shall be appropriately validated and submitted for inclusion in appropriate asset information repositories by the asset information steward responsible for providing the information.

Asset information validation shall be in accordance with T MU AM 02001 ST and any applicable supporting requirements of asset information stewards.

Asset information stewards shall be aware of TfNSW and other relevant government security classification requirements and shall apply them appropriately. In considering security classification of asset information, asset information stewards shall assess the asset information in accordance with Department of Finance, Services and Innovation's *NSW Government Information Classification, Labelling and Handling Guidelines*, CPSt14001.1 *Information Security Classification, Labelling & Handling Standard* and the *NSW Government Cloud Policy*.

TfNSW owns requirements for provision and management of TfNSW asset information but may delegate responsibilities to asset information stewards as described in Figure 3.

10.3. Asset information repository owner

TfNSW is the asset information repository owner unless otherwise defined by contracts.

Repository ownership is delegated to a responsible position within TfNSW or a service provider who is contracted to provide the custodianship of asset information held in repositories.

Delegated positions within TfNSW or contracted service providers are responsible for ensuring that asset information is protected and appropriately managed, including ensuring that any arrangements entered into with asset information repository custodians specifically include provisions for compliance with the *NSW Government Cloud Policy*, and the State Records Authority of New South Wales's *Standard on records management*. This includes responsibility for monitoring and reporting on any contracts entered into for the provision of asset information repositories.

The ASA maintains a register of asset repositories in T MU AM 02003 TI that designates the associated asset information repository custodian that manages the information.

10.4. Asset information providers

An asset information provider is any party that is responsible for providing asset information for inclusion in an asset information repository. An asset information provider will often be an asset information steward for the scope of their work. An asset information provider shall submit asset

information to a delegated asset information custodian who is engaged by TfNSW to provide asset information repository custodianship.

An asset information provider shall have and apply processes to assure asset information submitted meets the following criteria:

- accurate and complete
- appropriately formatted
- meets asset information requirements including submission requirements
- delivered in a timely manner
- meets the requirements of T MU AM 02001 ST and any other asset information related requirements

If asset information is delivered in stages the complete set of asset information delivered shall accurately represent all the assets under the control of the project.

If there is a requirement to submit a new type of asset information or if a large amount of asset information is to be submitted, the asset information provider shall give prior notice to asset information repository custodians. The notice shall provide sufficient time for planning and implementation of any arrangements necessary.

10.5. Asset information repository custodian

Asset information repository custodians are responsible for the management of an electronic or physical repository holding asset information describing TfNSW transport assets. The responsibility also includes management of the documentation and tools associated with controlling access to view or update the asset information held in the repository.

The role of repository custodianship is separate from ownership. Asset information repository custodian services are generally provided to TfNSW by service providers.

Asset information repository custodians shall have processes in place to ensure that asset information in the repository accurately reflects information supplied by asset information stewards or other appropriate parties.

Maintainers managing TfNSW asset information repositories are asset information repository custodians and shall meet the responsibilities and requirements of the role of asset information repository custodian.

10.6. Management of repositories

Asset information repository custodians shall meet the following requirements:

- maintain the asset information repository and promptly update asset information provided by appropriate parties
- appropriately manage access to asset information and repositories
- assist TfNSW, and where appropriate other parties, to enhance the quality and effective use of the information held in the repositories
- ensure information is managed and secured against loss, such as disaster recovery
- define roles and responsibilities relating to amendment, maintenance, access and assurance of information
- ensure changes to asset information are tracked and auditable
- provide reasonable training and support for users of the repository
- allow TfNSW to access and audit asset information held in repositories
- manage the performance of the repository to ensure that information is readily accessible when required
- to the extent allowable by any applicable contract, hand over TfNSW owned asset information repositories, associated asset information and necessary supporting material for effective ongoing use of the repository when no longer required to perform the asset information repository custodian role
- maintain appropriate documentation in relation to the services provided
- consult with the ASA when planning significant change to existing repository, planning to create a new repository or planning to migrate data from existing repository
- be aware of security requirements and act accordingly where security classifications are applicable
- provide feedback to the asset information providers or project deliverers if there are any identified shortfalls in the delivered information to meet requirements of asset information repository

11. Submission of asset information

New and updated asset information shall be submitted for inclusion into identified asset information repositories. As part of the asset handover, asset information providers shall meet the requirements of T MU AM 01005 ST *Asset Handover Requirements* and T MU AM 02001 ST.

11.1. Accuracy

Asset information submitted to asset information repository custodians shall be an accurate reflection of an approved asset or actual asset as appropriate to the purpose. Asset information providers shall have systems in place to assure asset information submitted meets the requirements of the ASA or, where appropriate, asset information repository custodians.

11.2. Timeliness

Asset information shall be submitted to asset information repository custodians promptly after the information becomes available. All required asset change information shall be provided to asset information repository custodians prior to the conclusion of an asset change project.

11.3. Completeness

Asset information submitted to asset information repository custodians shall, as a whole, provide a complete representation of the approved asset baseline or the actual asset baseline as appropriate. Where the actual asset baseline does not match the approved baseline, configuration information recovery activities described in T MU AM 04001 PL may be required.

11.4. Format

Asset information provided to asset information repository custodians shall be in a format defined in ASA published requirements or as required by asset information repository custodians.

12. Transfer of asset information

The asset information owner, asset information steward, asset information repository custodian or project manager shall plan the transfer of asset information. When transfer of asset information is required, the information shall be provided in a form that can be reasonably expected to be used by the recipient. Where no specific requirement is set by the ASA or by contract, a mutually agreeable means for transfer of asset information shall be negotiated between the parties involved.

The asset information provider shall assure the completeness and accuracy of the information supplied or, where this is not possible, inform the recipient of the status of the information. Security classification and confidentiality implications shall be considered in managing the provision and receipt of asset information.

13. Transfer of asset information stewardship

The role of an asset information steward may be required to be transferred from one organisation to another, when control of the associated asset is transferred to the next service provider in the asset life cycle.

The instruction resulting in a transfer of stewardship role for asset information will generally be in the form of contracts between TfNSW and contracted service providers that results in the effective control of assets being transferred. This may occur where TfNSW engages a contracted service provider to perform work on assets that were being managed by a separate maintenance service provider. Any arrangements entered into shall comply with Department of Finance and Services *Transition Guidelines: Managing legacy data and information*.

A change in stewardship of asset information may alter the authority of service providers to submit and possibly access asset information. Asset information repository custodians shall have the means to manage the amendment of information to ensure information is only updated by appropriate asset information stewards.

14. Requirements for management of asset information

Asset information repositories shall be in place for the collection, storage and maintenance of asset information on behalf of TfNSW. The repository shall be sustainable, maintained, fit for purpose and scalable. Physical repositories shall comply with State Records Authority of New South Wales's *Standard on the physical storage of State records*, digital repositories shall comply with the *Standard on records management* and cloud based digital repositories shall comply with the *NSW Government Cloud Policy*.

The requirements in Section 14.1 to Section 14.6 are intended to maintain the asset information quality stored in asset information repositories.

14.1. Integrity

Asset information repositories shall maintain the integrity of the hosted asset information. Management systems, processes and tools shall be applied to minimise the possibility of loss of asset information, introduction of errors, unauthorised access or unauthorised changes. System metadata which supports the integrity of the information (for example, access permission and functionality design) shall be available for audit by TfNSW if and when required.

14.2. Availability

Systems and tools that manage asset information repositories shall meet the following requirements:

- maintain agreed service levels or maintain reasonably expected service levels if there is no agreement in place
- maintain capacity adequate to support users
- facilitate timely reinstatement of information to an original state in the event of a failure

The repository shall allow for the asset information to be readily available to authorised users in an efficient manner.

14.3. Accessibility

Systems and tools shall provide controlled access to asset information.

Information repositories shall meet information security, information confidentiality, commercial and other administrative requirements.

14.4. Accuracy and currency

Asset information provided to users from the asset information repositories shall be complete and accurately reflect information stored in the repository.

Additions and amendments to asset information shall be validated and managed so as to ensure stored asset information accurately reflects all valid information supplied.

14.5. Format

Asset information and any related content provided from asset information repositories shall be in a consistent and commonly used format. Similar content across all asset information repositories shall be presented consistently where practical.

14.6. Documentation

Documentation shall be developed by asset information repository custodians to support the management of asset information repositories and asset information. Documentation shall be compliant with any requirements set by the ASA.

Document requirements shall assure that additions and amendments to asset information are facilitated in a timely manner and verified to assure completeness, accuracy and currency.

15. Authorised access

Asset information shall be available to any party engaged by TfNSW or agency of TfNSW for whom such information is necessary to undertake the engaged work. Access control requirements contained in CPSt15003.1 *Information Security Standards* of TfNSW shall be met by asset information repository custodians.

The following provisions apply to access or supply of asset information:

- The party requesting access to the asset information shall have a nominated contact who manages asset information requests on behalf of their organisation.
- Requests for asset information shall be directed to asset information repository custodians through project interface managers.
- A project office in TfNSW, or an agency of TfNSW that is managing the engagement of a party, may act on behalf of that engaged party when requesting access to asset information.
- Evidence of engagement by TfNSW or an agency of TfNSW shall be provided to asset information repository custodians when requesting access to asset information. Such evidence shall generally state the scope of asset information that the engaged entity requires access to and the duration of that access.
- Asset information shall also be provided to any party where there is a legal requirement to do so, legal advice shall be sought by information repository custodians or TfNSW if it is not clear if the information may or needs to be provided.

16. Asset information security classification

Information security classification requirements contained in statutory requirements and TfNSW information management requirements shall be met by all parties managing TfNSW asset information.

Security classification of TfNSW asset information is based on *NSW Government Information Classification, Labelling and Handling Guidelines*, CPSt15003.1 and CPSt14001.1. Other applicable TfNSW, NSW Government or Australian Government requirements shall also be complied with.

Asset information stewards are responsible for ensuring that security assessment, classification and labelling of asset information is conducted where required or appropriate.

Any party in possession of, or given access to, security classified asset information shall manage that information appropriately.

Document or user access control may be applied to assist the management of information security.

17. Archiving and disposal of asset information

Asset information shall not be disposed of if the asset still exists or if the information may still be required by the business such as for analysis, legal or historical reasons. Asset information shall be disposed of in accordance with *State Records Act 1998*.

Prior to disposing of asset information, the responsible asset information steward or asset information repository custodian shall seek approval from the ASA and comply with the requirements of CPr16003 *Transport Records Disposal Procedure*. Asset information stewards and asset information repository custodians are required to have processes in place to support these activities and tasks.

Archiving and disposal of asset information shall comply with the requirements stated in CPSt14001.1, other relevant TfNSW records management procedures and the *State Records Act 1998*.

NSW Government Information Classification, Labelling and Handling Guidelines shall be considered in managing asset information.

Any other relevant TfNSW or statutory requirements shall be met when disposing of or archiving asset information by asset information stewards and asset information repository custodians.