**Records Disposal Schedule
Agrifood Safety Records**

**Department of Primary Industry,
Fisheries and Mines**

Disposal Schedule No 2006/1.

February 2006

Northern Territory Government

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Agrifood Safety Records of Department of Primary Industry, Fisheries and Mines.

Scope

Application of this Disposal Schedule is mandatory for Agrifood Safety records of the Department of Primary Industry, Fisheries and Mines.

This Disposal Schedule applies to Agrifood Safety records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

‣ Information Act 2002

‣ Australian Standards AS ISO 15489:2002- Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

‣ NT Government Records Management Standard – Records Disposal

‣ policies and procedures of Department of Primary Industry, Fisheries and Mines.

‣ current authorised disposal schedules for Department of Primary Industry, Fisheries and Mines.

‣ * Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

‣ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

‣ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).

‣ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).

‣ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10

‣ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

The Chief Executive for Department of Primary Industry, Fisheries and Mines is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive for Department of Primary Industry, Fisheries and Mines February 2006 and is effective immediately.

Explanation

This schedule has been developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

▸ "general" disposal schedules that apply to records common to most or all NT Government public sector organisations, and

▸ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

Sentence records with this records disposal schedule using the following five steps:

▸ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.

▸ Identify the disposal class.

▸ From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.

▸ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.

▸ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

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Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

▸ duplicate (eg information or reference copy)

▸ obviously unimportant (eg telephone message slips)

▸ of short term facilitative value (eg compliment slips

▸ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

Provide formal notification of destruction of all records to the NT Archives Service.

Acknowledgment

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia were used in the development of this schedule.

The schedule was drafted principally by the Department of Primary Industry, Fisheries and Mines in consultation with the NT Archives Service.

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COMPLIANCE

Compliance Checklist

☐ Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records

☐ Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service

☐ Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records

☐ Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records

☐ Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format

☐ Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system

☐ Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record

☐ Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.

☐ Identify records series that require re-sentencing

☐ Stop applying sentences from previous schedules that have been revoked or amended

☐ Retain all records in good order and condition to be available for retrieval during the retention period.

☐ Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic

☐ Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium

☐ Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records

☐ Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives

☐ Inactive records can be transferred to offsite service providers providing they have been sentenced

☐ Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction

☐ Notify the NT Archives Service of destruction of all records

☐ Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

1. AGRIFOOD SAFETY

The function of working with peak food industry and government bodies regarding primary food production to develop, implement and maintain systems, policies, legislation and standards at a national and Northern Territory level to ensure the safety of the food chain.

1.1   Committees

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to committees convened by the agency with NT agencies, business and industry organisations to discuss agrifood safety issues in the Northern Territory. Includes agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.1.2	Records relating to participation in committees not convened by the agency to discuss agrifood safety issues in the Northern Territory and at a national level. Includes copies of minutes of meetings, discussion papers, agenda and submissions.	TEMPORARY Destroy 6 years after action completed.
1.1.3	Records relating to the administration of committees. Includes draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements. Use AGRIFOOD SAFETY – MEETINGS for forums and meetings of individuals and groups that do not meet on a regular basis or have not been established as a formal group.	TEMPORARY Destroy 4 years after action completed.

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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1.2 **Conferences**

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Master copies of proceedings of conferences organised by the agency involving NTG agencies, other governments (state or national), business and industry organisations involving agrifood safety issues, including papers presented by agency staff.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.2.2	Records relating to proceeding of conference and/or agency attendance at conferences or administrative arrangements.	TEMPORARY Destroy 2 years after action completed. 1 copy of proceedings to be deposited in agency library.

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The function of working with peak food industry and government bodies regarding primary food production to develop, implement and maintain systems, policies, legislation and standards at a national and Northern Territory level to ensure the safety of the food chain.

1.3   Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to the implementation of agrifood legislation in the Northern Territory.	TEMPORARY Destroy 4 year afters action completed.
	Use AGRIFOOD SAFETY – POLICY for the development, implementation and reviewing of policies and guidelines.	
	Use AGRIFOOD SAFETY – STANDARDS for the development, implementation and reviewing of standards.	
	Use STRATEGIC MANAGEMENT – LEGISLATION for matters relating to the development of legislation.	

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The function of working with peak food industry and government bodies regarding primary food production to develop, implement and maintain systems, policies, legislation and standards at a national and Northern Territory level to ensure the safety of the food chain.

1.4   Liaison

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to contact with professional associations, NT agencies, other governments (state and national), business and industry organisations in regards to agrifood safety in the Northern Territory. Includes the sharing of informal advice, informal discussions and memberships of professional associations.	TEMPORARY Destroy 4 years after action completed.

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The function of working with peak food industry and government bodies regarding primary food production to develop, implement and maintain systems, policies, legislation and standards at a national and Northern Territory level to ensure the safety of the food chain.

1.5 Meetings

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to ad hoc meetings with NT agencies, other governments (state and national), business and industry organisations to discuss matters relating to agrifood safety issues. Includes administrative arrangements, agenda, attendance, briefing and discussion papers, minutes and reports. Use AGRIFOOD SAFETY – COMMITTEES for the meetings of committees, task forces and any other formal groups which meet on a regular basis. Use AGRIFOOD SAFETY - CONFERENCES for meetings at conferences.	TEMPORARY Destroy 4 years after action completed.

1. **AGRIFOOD SAFETY**

The function of working with peak food industry and government bodies regarding primary food production to develop, implement and maintain systems, policies, legislation and standards at a national and Northern Territory level to ensure the safety of the food chain.

1.6 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined

Class No.	Description of Records	Status and Disposal Action
1.6.1	Master set of policies relating to agrifood safety in the Northern Territory.	PERMANENT Transfer to NT Archives Services 4 years after policy is superseded.
1.6.2	Records relating to the development, implementation and review of policies and guidelines for agrifood safety in the Northern Territory. Includes consultation papers, drafts, policy proposals, reports and research papers.	TEMPORARY Destroy 2 years after policy is superseded.
1.6.3	Records relating to duplicate copies of agrifood safety policy documents and working papers.	TEMPORARY Destroy when reference ceases.

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1.7   Standards

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to development, implementation and reviewing of an NT standard for agrifood safety.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.7.2	Records relating to the agency's participation in the development, implementation and reviewing of agrifood safety standards at the national level.	TEMPORARY Destroy 4 years after action completed.
1.7.3	Copies of agrifood safety standards.	TEMPORARY Destroy 4 years after action completed. 1 copy of standards to be deposited in agency library.

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.   Page 12