

Records Disposal Schedule

**Sustainable Land Management
Records**

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

Disposal Schedule No. 2006/2

March 2006



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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 Sustainable Land Management of Department of Primary Industry, Fisheries and Mines

Scope

Application of this Disposal Schedule is mandatory for Sustainable Land Management records of the Department of Primary Industry, Fisheries and Mines

This Disposal Schedule applies to Sustainable Land Management 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 of the 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 of the Department of Primary Industry, Fisheries and Mines March 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.



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 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.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998, and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.)



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. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to advice and recommendations given to the Minister from the agency in regards to sustainable land management issues within the Northern Territory.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.1.2	Records relating to routine advice and opinions given and received on sustainable land management issues which lead to no significant policy changes or major precedents. Includes advice given regarding proposed land development applications.	TEMPORARY Destroy 6 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.

1. SUSTAINABLE LAND MANAGEMENT

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1.2 Committees

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.).

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to committees convened by the agency with NT agencies, other governments (state and national), industry and community groups to discuss sustainable land management issues in the Northern Territory eg DPIF Sustainable Agriculture Working Group.</p> <p>Includes agendas, minutes, reports, submissions, briefing and discussion papers.</p>	<p>PERMANENT Transfer to NT Archives Services 4 years after action completed.</p>
1.2.2	<p>Records relating to committees not convened by agency including boards with NT agencies, other governments (state and national), business, industry and community groups, attended to discuss sustainable land management issues in the Northern Territory eg Sustainable Land and Water Resource Management Committee.</p> <p>Includes copies of minutes of meetings, discussion papers, agenda and submissions.</p>	<p>TEMPORARY Destroy 6 years after action completed.</p>
1.2.3	<p>Records relating to the administration of committees.</p> <p>Including draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements.</p> <p>Use SUSTAINABLE LAND MANAGEMENT – MEETINGS for the activities associated with ad hoc meetings convened to discuss sustainable land management issues.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

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.

1. SUSTAINABLE LAND MANAGEMENT

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1.3 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.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Master copies of proceedings of conferences organised by the agency relating to sustainable land management, including papers presented.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.3.2	Records relating to proceedings of conferences and/or agency attendance at conferences or the administrative arrangements organised by the agency. Includes catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues.	TEMPORARY Destroy 4 years after action completed. 1 copy of the proceedings to be deposited in the agency library.

1. SUSTAINABLE LAND MANAGEMENT

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1.4 Contracting Out

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements, and service agreements made under contract. Includes work done under formal contractual agreements such as service agreements. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to arranging, procuring and managing the provisions of service by external consultants. Includes project scope, specifications, approvals, procurement compliance documentation terms of contract, copies of invoices, status and final reports.	TEMPORARY Destroy 7 years after contract expires.

1. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.5 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to grants awarded to the agency for sustainable land management strategies or projects in the Northern Territory from such bodies as Natural Heritage Trust.	TEMPORARY Destroy 7 years after acquittal of grant.
1.5.2	Records relating to grants awarded by the agency to business or industry organisations for the benefit of sustainable land management in the Northern Territory.	TEMPORARY Destroy 7 years after acquittal of grant.
1.5.3	Records relating to unsuccessful applications for grants	TEMPORARY Destroy 1 year after action completed

1. SUSTAINABLE LAND MANAGEMENT

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1.6 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
1.6.1	Records relating to contact with professional associations, other government agencies, private sector organisations, industry, and the public in regards to sustainable land management issues in the Northern Territory. Includes the sharing of informal advice, informal discussions and membership of professional associations.	TEMPORARY Destroy 4 years after action completed.

1. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.7 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
1.7.1	<p>Records relating to ad hoc meetings with NT agencies, other governments (state and national), business, industry and community groups to discuss matters relating to sustainable land management in the Northern Territory.</p> <p>Includes administrative arrangements, agenda, attendance, briefing and discussion papers, minutes and reports.</p> <p>Use SUSTAINABLE LAND MANAGEMENT – COMMITTEES for the meetings of committees, task forces and any other formal group that meets on a regular basis.</p> <p>Use SUSTAINABLE LAND MANAGEMENT – CONFERENCES for meetings at conferences.</p>	<p>TEMPORARY Destroy 6 years after action completed.</p>

1. SUSTAINABLE LAND MANAGEMENT

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1.8 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to the development of strategies, plans and programs for sustainable land management in the Northern Territory. Includes copy of final plans and strategies.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.8.2	Copies of strategies, plans and programs for sustainable land management in the Northern Territory used for reference.	TEMPORARY Destroy when reference ceases.

1. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.9 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
1.9.1	Records relating to the development and implementation of policies for sustainable land management in the Northern Territory. Includes consultation papers, drafts, policy proposals, reports, research papers and master copies of policies.	PERMANENT Transfer to NT Archives Services 4 years after policy is superseded.
1.9.2	Records relating to duplicate copies of sustainable land management policy documents and supporting papers.	TEMPORARY Destroy when reference ceases.

1. SUSTAINABLE LAND MANAGEMENT

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1.10 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Master copy of records relating to the development and implementation of procedures and guidelines for sustainable land management in the Northern territory. Includes manuals, handbooks and directives.	PERMANENT Transfer to NT Archives Services once superseded.
1.10.2	Copies of procedures and guidelines for sustainable land management function.	TEMPORARY Destroy when reference ceases.

1. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.11 Project Development

The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Add the project name as free text.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to the analysis, concept development, definition and initial planning of sustainable land management projects that are approved and proceeded with.	PERMANENT Transfer to NT Archives Service 4 years after project completed.
1.11.2	Records relating to the analysis, concept development, definition and initial planning of sustainable land management projects which are not approved and not proceeded with.	TEMPORARY Destroy 6 years after action completed.

1. SUSTAINABLE LAND MANAGEMENT

The function of promoting opportunities to diversify and develop primary industry within a framework of integrated programs for sustainable land management. Includes fire management, feral animal control, land care in pastoral areas, soil conservation, grazing management, woody vegetation management and rangeland pasture production.

1.12 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting. Add the project name as free text.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records relating to managing the achievement of goals and objectives of projects for sustainable land management in the Northern Territory eg Sustainable Rangeland Management Diversity Program. Includes ongoing project planning, reporting and resource management.	PERMANENT Transfer to NT Archives Services 4 years after project completed.

1. SUSTAINABLE LAND MANAGEMENT

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1.13 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records relating to periodic reports on recurring or ad hoc activities to management, across government or other governments (state or national) in regards to sustainable land management issues in the Northern Territory. Includes briefing and discussion papers, comments received, status reports, surveys, returns and reviews.	TEMPORARY Destroy 10 years after action completed.
1.13.2	Records relating to routine statistical reports provided to Australian Bureau of Statistics (ABS) by the agency on sustainable land management issues within the Northern Territory. Use STRATEGIC MANAGEMENT – REPORTING for the activities associated with monthly and annual reports.	TEMPORARY Destroy 5 years after action completed.

1. SUSTAINABLE LAND MANAGEMENT

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1.14 Research

The activities involved in researching or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.

Also includes preparation of preliminary drafts or outlines of addresses, reports, plans, sketches, discussions papers, consultation draft, comments, feedback, revisions and final draft for approval before publishing and production.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records relating to research for the purpose of developing strategies, programs or projects for sustainable land management in the Northern Territory. Includes audits, surveys, economics outcomes studies, strategic outcomes studies and final reports (consolidated results of research.	TEMPORARY Destroy 6 years after action completed.
1.14.2	Records relating to research data. Includes enquiries, literature searches, questionnaires, statistics, surveys, working papers and other raw data.	TEMPORARY Destroy 1 year after action completed.

1. SUSTAINABLE LAND MANAGEMENT

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1.15 Tendering

The activities involved in developing, issuing, receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods or services, or for the production of work.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records relating to the development, issues and evaluation of tender documentation where a signed contract by deed is executed under seal, (ie contracts executed under seal or signed by officers authorised by the contracting parties.) Deeds may be the form of contract used for any requirement, however contracts arranged under deed on behalf of the Northern Territory Government are generally restricted to National Public Works Council Conditions of Contract and major contracts such as the IT Outsourcing Contract.</p> <p>Includes Statement of Requirements, Request for Proposals, Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, public notices and records relating to post-offer negotiations and due diligence checks</p>	<p>PERMANENT Transfer to the NT Archives Service 4 years after action completed.</p>
1.15.2	<p>Records relating to the development, issues and evaluation of tender documentation where a simple contract is arranged on behalf of the Northern Territory Government. A simple contract may be made by an exchange of letters eg. The Tenderers Offer (Tender) and the Governments Acceptance documentation, alternatively service orders are another form of acceptance documentation.</p> <p>Includes Statement of Requirements, Request for Proposals, Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, public notices and records relating to post-offer negotiations and due diligence checks.</p>	<p>TEMPORARY Destroy 7 years after completion of contract.</p>
1.15.3	<p>Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcomes and reports on debriefing sessions.</p> <p>Includes Statement of Requirements, Request for Proposals, Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, public notices and records relating to post-offer negotiations and due diligence checks.</p>	<p>TEMPORARY Destroy 2 years after tender process completed or decision made not to continue with the tender.</p>
1.15.4	<p>Tender evaluation working papers and copies of records described in Classes 1.42.1, 1.42.2, 1.42.3 and 1.42.4</p> <p>Use SUSTAINABLE LAND MANAGEMENT – CONTRACTING-OUT for the activities associated with outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>

1. SUSTAINABLE LAND MANAGEMENT

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1.16 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records relating to the training of agency staff, other government agencies, business and industry personnel in sustainable land management action plans and procedures. Includes workshops. Includes attendance, courses, proceedings, publicity, speakers, travel arrangements, topics, venues.	TEMPORARY Destroy 5 years after action completed.



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