

**RECORDS DISPOSAL SCHEDULE
BUSHFIRE MANAGEMENT**

**DEPARTMENT OF NATURAL RESOURCES,
ENVIRONMENT, THE ARTS AND SPORT**

Disposal Schedule No. 2008/9

November 2008



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Table of Contents		1.18 Reporting	25
		1.19 Research	26
		1.20 Training	27
ABOUT THIS DISPOSAL SCHEDULE	4		
Purpose	4		
Scope	4		
Regulatory Framework	4		
Related Documents	4		
Re-sentencing Records	5		
Responsibility	5		
Authority	5		
Explanation	5		
NT Government Disposal Schedules	5		
Sentencing Records	5		
Notification of Destruction	6		
Acknowledgment	6		
COMPLIANCE	7		
Compliance Checklist	7		
DISPOSAL SCHEDULE	8		
1. BUSHFIRE MANAGEMENT	8		
1.1 Advice	8		
1.2 Authorisation	9		
1.3 Client Service	10		
1.4 Committees	11		
1.5 Conferences	12		
1.6 Control	13		
1.7 Extension Services	14		
1.8 Grant Funding	15		
1.9 Inspections	16		
1.10 Investigations	17		
1.11 Legislation	18		
1.12 Liaison	19		
1.13 Meeting	20		
1.14 Planning	21		
1.15 Policy	22		
1.16 Procedures	23		
1.17 Project Management	24		

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the Department of Natural Resources, Environment, The Arts and Sport.

Scope

Application of this Disposal Schedule is mandatory for Bushfires Council and Bushfires NT and Management records of the the Department of Natural Resources, Environment, The Arts and Sport .

This Disposal Schedule applies to Bushfires Council and Bushfires NT 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
- ▶ Various Australian and International Standards

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Natural Resources, Environment, The Arts and Sport
- ▶ current authorised disposal schedules for Department of Natural Resources, Environment, The Arts and Sport
- ▶ * 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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

Re-sentencing Records

All records sentenced under superseded Records Disposal Schedule for Bushfire Management records of the Department of Infrastructure, Planning and Environment No. 2005/8 are to be re-sentenced using this schedule.

Responsibility

The Chief Executive of the Department of Natural Resources, Environment, The Arts and Sport 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 Natural Resources, The Arts and Sport on 5th November 2008 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 the 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 acknowledges that material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Department of Natural Resources, Environment, The Arts and Sport in consultation with the NT Records 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 Records 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

DISPOSAL SCHEDULE

1. BUSHFIRE MANAGEMENT

The function of maintaining a community based rural fire management service across the Northern Territory, through the maintenance of the Bushfire Council and its regional fire committees, and the support of bushfire volunteer brigades, landholders and stakeholder groups.

Includes administering the Bushfire Act; providing permits to burn for fire breaks to be established; administering the planning and implementation of fire management plans, fuel reduction and fire prevention plans; advising and recommending to government agencies, the Minister and other community bodies on bushfire prevention and control; investigations into serious wildfires.

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 provided to the Minister, and other external bodies such as Development Consent Authority, Weed Advisory Board and Pastoral Land Board on fire management, fire prevention strategies and significant policy changes. Includes working papers on strategies, correspondence from the Development Consent Authority requesting comments on planning schemes, statistics collected internally and draft plans.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.1.2	Records relating to declarations of Fire Protection Zones, Fire Danger Areas, Fire Ban Areas and Prohibition on the use of fires. Includes internal memoranda and ministerial correspondence.	TEMPORARY Destroy 10 years after action completed
1.1.3	Records relating to advice on fire prevention and policies given to the public or other bodies that lead to no significant policy changes. Includes internal memorandums, external correspondence from public and response documentation.	TEMPORARY Destroy 5 years after action completed
1.1.4	Records relating to fire reports received from the Volunteer Bushfire Brigades and Regional Fire Control Officers.	TEMPORARY Destroy 5 years after action completed

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1. BUSHFIRE MANAGEMENT

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1.2 AUTHORISATION

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records of Permits to Burn issued under the Bushfire Act. Includes applications.	TEMPORARY Destroy 5 years after action completed

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1.3 CLIENT SERVICE

The activities association with the planning, monitoring and evaluation of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to complaints received from landowners, organisations and other community bodies on bushfire management matters and associated action by the Bushfire Council.	TEMPORARY Destroy 6 years after action completed
1.3.2	Records relating to final reports produced by Bushfire Council from survey data conducted to determine client needs and satisfaction	TEMPORARY Destroy 6 years after action completed
1.3.3	Records relating to letters of appreciation received by the Bushfire Council.	TEMPORARY Destroy 2 years after action completed
1.3.4	Records relating to survey data used by Bushfire Council staff to determine client needs and satisfaction. Includes questionnaires and other raw data.	TEMPORARY Destroy 1 year after action completed

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1.4 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
1.4.1	Master set of records of meetings held by the Bushfire Council of the NT to discuss prevention and control of bushfires, resource requirements, procedures and funding etc. Includes minutes, agendas, discussion papers, appointments, resignations and dismissal of members or the chairman.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.2	Records relating to meetings held by Regional Committees to discuss program funding, resources, technical advice etc. Includes minutes and agendas.	PERMANENT Transfer to NT Archives Service 30 years after last action, unless exemption granted under the Information Act
1.4.3	Records relating to administrative support provided to the Bushfire Council. Includes the circulation of minutes, organisation of meetings and invitations, travel arrangements, and maintaining of the distribution lists.	TEMPORARY Destroy 7 years after action completed
1.4.4	Records relating to the Bushfire Council's membership of external boards or committees. Includes copies of minutes, agendas, working papers, reports, routine correspondence and administrative arrangements relating to meetings.	TEMPORARY Destroy when reference ceased
1.4.5	Copies of records of meetings held by the Bushfire Council. Includes minutes, agendas and discussion papers.	TEMPORARY Destroy when reference ceases
	Use BUSHFIRE MANAGEMENT – MEETINGS for adhoc meetings attended by the Bushfire Council and staff meetings.	

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1.5 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
1.5.1	Records relating to conferences attended regarding bushfire prevention, new technologies and equipment, grant funding and latest research. Includes topics of discussion, programs and correspondence.	TEMPORARY Destroy 2 years after action completed

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1.6 CONTROL

The activities associated with creating, maintaining and evaluating control mechanisms, eg Thesaurus.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to the Bushfire Council's Access Permit Database and the GIS Management System. Includes the database for special permits required for research purposes eg. Flora permits and permission to enter Aboriginal Land.	PERMANENT Transfer to NT Archives Service 30 years after last action, unless exemption granted under the Information Act

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1.7 EXTENSION SERVICES

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to the education programs promoting bushfire prevention in the community. Eg. Schools, landowners and Industry groups. Includes stickers, posters and flyers.	TEMPORARY Destroy 5 years after action completed

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1.8 GRANT FUNDING

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records relating to the receipt of grant funding project applications at the Bushfire Council NT.</p> <p>Grant funding is required for research purposes and is requested from external sources. Eg. Tropical Savannas CRC, parks Australian and Natural Heritage Trust – Environment Australia.</p> <p>Internal grant funding is allocated to the Volunteer Bushfire Brigades and their Equipment Subsidy Programs.</p> <p>Use FINANCIAL MANAGEMENT – GRANT FUNDING for records relating to the administration of grant funds such as the funding agreement, financial reports, budget outcomes and in-kind reports.</p> <p>Use FIRE MANAGEMENT – PROJECT MANAGEMENT – for records that include progress reports, final reports, file notes and other liaison correspondence between external funds provider and management.</p> <p>Use FINANCIAL MANAGEMENT – BUDGETING for records relating to internal grant funding which is allocated to the Volunteer Bushfire Brigades and the Equipment Subsidy Programs.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>

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1.9 INSPECTIONS

The process of official examinations of facilities, equipment, vehicles and vessels to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records relating to the inspection of blocks for compliance with the Bushfires Act including approval of compliance for the development applications for the Development Consent Authority.</p> <p>Includes Fire-Break Warnings, Fire-Break Notices of/and Orders issued by a Fire Control Officer or the Chief Fire Officer under the Bushfire Act.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

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1.10 INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records relating to responses to serious bushfires undertaken by the regional fire control officer. Includes incident reports, advice and support documentation, photos, statements from witnesses, records of interview and other relevant evidence.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.10.2	Copies of investigation records. Use LEGAL SERVICES – CLAIMS – for original documents kept aside for the process of managing legal claims.	TEMPORARY Destroy when reference ceases

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1.11 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to the formulation and amendments of the Bushfire Act legislation. Includes proposals for new legislation or amendments to existing legislation, comments on draft legislation, parliamentary speeches, and submissions, working papers to the Minister and Cabinet.	PERMANENT Transfer to NT Archives Service 10 years after action completed

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1.12 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
1.12.1	Records relating to the liaison with other bushfire protection organisations. Includes updating of contact details, invitations to special events and future conferences. Eg Tropical Savannas CRC, CSIRO, Bureau of Meteorology, North Australian Fire Information, Bushfire Volunteer Brigades etc.	TEMPORARY Destroy 5 years after action completed

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1.13 MEETING

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
1.13.1	Records relating to the meetings attended by the Bushfire Council staff to discuss bushfire prevention and control matters that do not lead to significant policy change or does not set a major precedent. Eg staff meetings and annual regional fire control officers meetings. Includes agendas, minutes and discussion papers. Use BUSHFIRE MANAGEMENT – COMMITTEES for documents relating to the Bushfire Council meetings.	TEMPORARY Destroy 5 years after action completed

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1.14 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
1.14.1	<p>Master set of fire management plans, fire prevention programs, fuel reduction programs, contingency and disaster plans.</p> <p>Includes records relating to the planning and development for the Northern Territory and regions, draft plans, internal correspondence, and letters seeking advice from internal organisations and ministerial.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>
1.14.2	<p>Copies of fire management plans, fire prevention programs, fuel reduction programs, contingency and disaster plans developed or adopted by the Bushfire Council for the Northern Territory.</p>	<p>TEMPORARY</p> <p>Destroy when plans superseded</p>

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1.15 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
1.15.1	Master set of bushfire prevention and control Policies. Includes documents relating to the formulation of policies such as ministerials.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.15.2	Working papers, drafts and duplicate copies of policy documents in relation to the Bushfire Council functions.	TEMPORARY Destroy when reference ceases

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1.16 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.16.1	Master set of procedures and guidelines documenting the method undertaken to perform all the functions of the Bushfire Council. Includes directives, endorsed procedures and guidelines, manuals, handbooks and legislative regulations.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.16.2	Records relating to the development of Bushfire Management procedures for internal operations and processes. Includes internal memorandums, draft procedures and requests for advice and related responses.	TEMPORARY Destroy when procedures superseded
1.16.3	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy when procedures superseded

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1. BUSHFIRE MANAGEMENT

The function of maintaining a community based rural fire management service across the Northern Territory, through the maintenance of the Bushfire Council and its regional fire committees, and the support of bushfire volunteer brigades, landholders and stakeholder groups.

Includes administering the Bushfire Act; providing permits to burn for fire breaks to be established; administering the planning and implementation of fire management plans, fuel reduction and fire prevention plans; advising and recommending to government agencies, the Minister and other community bodies on bushfire prevention and control; investigations into serious wildfires.

1.17 PROJECT MANAGEMENT

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

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records relating to the activities associated with the management and achievement of goals and objectives for fire management and fire protection projects.</p> <p>Includes project planning records, progress reports, final reports, file notes and other liaison correspondence between external grant funding organisations, and management.</p> <p>Use BUSHFIRE MANAGEMENT – GRANT FUNDING for records relating to grant funding project applications sent and received.</p> <p>Use FINANCIAL MANAGEMENT – GRANT FUNDING for records relating to the administration of grant funds.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after project completed</p>

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1.18 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. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.181	<p>Records relating to, and including the final versions of reports for inclusion in the Annual report or submitted for consideration to the Minister by the Chief Fire Control Officer on matters of bushfire protection. Eg. Fire Breaks Enforcement Program under the Bushfire Act, Chairman's report.</p> <p>Use FINANCIAL MANAGEMENT – BUDGETING for equipment subsidies.</p> <p>Use STRATEGIC MANAGEMENT – REPORTING for statistics on training and how much bushfire fighting is costing.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>

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1.19 RESEARCH

The activities involved in 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.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Records detailing the Bushfire Council's research into understanding the behaviour and effects of bushfires. Includes vehicle protection and safety, effects on fire on wildlife ecology, satellite imagery special data, fire history, fire mapping and fire monitoring plots, fuel reduction and wind flows.	TEMPORARY Destroy when reference ceases

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1.20 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.20.1	<p>Records relating to bushfire management courses provided by the Bushfire Council for staff and volunteers.</p> <p>Include copies of certificates issued, original applications, examination papers, final results list, course evaluation results and reports to strategic management on wildfire training and aerial incendiaries and assessment activities.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after the issue of the certificate</p>
1.20.2	<p>Records relating to the development and approval of courses for Wildfire Fighting Operations and Aerial Incendiaries, and plans.</p> <p>Includes internal memorandums, timetables, course content and requirements, delivery method plans, module definitions and assessment procedures.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after course ceases to be delivered</p>

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