Records Disposal Schedule
Flora and Fauna Sustainability and Use
Department of Land Resource Management

Disposal Schedule No. 2014/15
June 2014

NT Archives Service
NT Records Service

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so[1]. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal 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. Records disposal schedules specify

a) whether a class of record has temporary or permanent status;
b) the retention period for a temporary class of record;
c) authorised disposal actions for a class of record. [2]

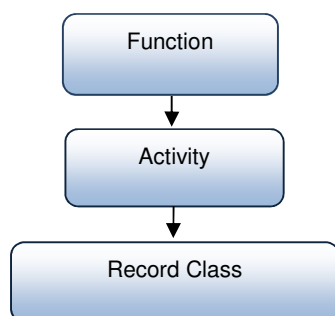Each class of records created by an agency is described using classifications based on business analysis.

Disposal schedules are 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.

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[1] S.145 *Information Act*

[2] S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1

Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. 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.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Flora and Fauna Sustainability and Use of the Department of Land Resource Management.

Scope

Application of this Records Disposal Schedule is mandatory for Flora and Fauna Sustainability and Use records of the Department of Land Resource Management.

This Records Disposal Schedule applies to Flora and Fauna Sustainability and Use records in all formats.

Responsibility

The Chief Executive of the Department of Land Resource Management is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule 2014/15 was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Department of Land Resource Management on 26 June 2014 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule Herbarium Services 2005/3 are to be re-sentenced using this schedule.

Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Territory Parks and Wildlife Conservation Act*
- *Territory Parks and Wildlife Conservation By-Laws*
- *Territory Parks and Wildlife Conservation Regulations*
- *Environmental Assessment Act*
- *Commonwealth Environment Protection and Biodiversity Conservation Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal

- policies and procedures of the Department of Land Resource Management
- current authorised disposal schedules for Department of Land Resource Management

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. 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.

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Department of Land Resource Management in consultation with the NT Records Service.

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 and 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

☐ Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule

☐ 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 recordkeeping systems to ensure disposal actions are implemented correctly

☐ Identify records that require re-sentencing where a previous disposal schedule has been superseded

☐ 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

☐ Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and 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 for retention as archives not later than 30 years after creation

☐ 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 Records Service of destruction of all records

☐ Do not destroy records that are not described in an authorised records disposal schedule.

☐ Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. FLORA AND FAUNA SUSTAINABILITY AND USE

The function of providing technical and policy advice on the protection, conservation and management of flora and fauna across all land tenures in the NT and marine ecosystems in Territory waters, whilst also providing sustainable, economic opportunities for Territory landowners and businesses.

Includes researching and providing information on Northern Territory plants and plant communities, and the taxonomic research and the preservation, collection and survey of plant specimens

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 documenting the provision of advice on issues of major significance to flora and fauna sustainability and use policies, procedures, functions, obligations, legislation or liabilities, where a detailed response has been provided. Includes development assessment advice provided by the agency under the *Environment Assessment Act;* advice provided in relation to plant identification; or requests and subpoenas to give evidence and statutory declarations with the Northern Territory Police and Northern Territory Supreme Court.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting the provision of advice on issues of minor significance to flora and fauna sustainability and use policies, procedures, functions, obligations, legislation or liabilities, where a detailed response has not been provided. Includes advice on development assessments to other divisions coordinating the whole of Department's response; and routine advice required internally, by other organisations, or Commonwealth Government used to monitor recurring activities such as reported strandings and mortality numbers of marine species.	TEMPORARY Destroy 10 years after action completed

NT Archives Service

NT Records Service

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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 documenting notifications by the Minister declaring feral animal control areas, and the status, classification of and dealings with flora and fauna in the Northern Territory. Includes copies of gazette notices, community consultation, recommendations and implementation of feral animal control areas.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting permit applications for sustainable use of wildlife that are approved such as crocodile egg harvesting. Includes applicant details, terms and conditions, approvals and returns.	TEMPORARY Destroy 50 years after expiry of permit
1.2.3	Records documenting permit applications for sustainable use of wildlife that are not approved. Includes application details and documentation of refusal.	TEMPORARY Destroy 20 years after application refused

NT Archives Service

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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
1.2.4	Records documenting requests from members of the public for digital data on species of conservation importance or distribution in the NT. Includes digital data agreements and correspondence.	TEMPORARY Destroy 7 years after expiry of agreement
1.2.5	Records documenting permit applications for animal ethics clearance to conduct teaching or research programs involving animals to the Animal Ethics Committee. Includes reports submitted in compliance with permit conditions.	TEMPORARY Destroy 6 years after expiry of permit or when project is completed, whichever is the latter
1.2.6	Records documenting loan requests to and from other herbaria services nationally and internationally. Including specimen details and related correspondence Use FLORA AND FAUNA SUSTAINABILITY AND USE – CONTROL for flora and fauna databases and registers. Use GOVERNMENT RELATIONS – AGREEMENTS for the activities associated with agreements with major Australian Herbaria and the Commonwealth on provision of electronic specimen data, data entry, validation and exchange.	TEMPORARY Destroy 2 years after loan returned

NT Archives Service

NT Records Service

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Use WILDLIFE MANAGEMENT –
AUTHORISATION for the activities
associated with applications for
sustainable wildlife use permits.

NT Archives Service

NT Records Service

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4

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1.3 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting Flora and Fauna core databases of the Northern Territory that detail the distribution and composition of the Northern Territory's species. Includes documentation of significant changes or additions to databases, such as the status of a species or classifications used by the International Union for the Conservation of Nature (IUCN). Databases includes dates, spatial data, locality, species name, status of species, survey name etc.	PERMANENT Retain in organisation (all records supported by the system are to be migrated during system upgrades)

NT Archives Service

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5

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1.3 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.3.2	Records documenting the management of the flora and fauna registers under the requirements of the legislation directly affecting the function. Register includes information such as name, type, status, locality etc… Use FLORA AND FAUNA SUSTAINABILITY AND USE – AUTHORISATION for the activities associated with notifications by the Minister declaring the status of wildlife.	PERMANENT Retain in organisation (all records supported by the system are to be migrated during system upgrades)

NT Archives Service

NT Records Service

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1.4 FLORA COLLECTION

The activity of preparing and receiving loan material for taxonomic research, curating and preserving the herbarium collection.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the collection of flora and vegetation specimens for research, curating and preserving.	PERMANENT Retain in organisation
1.4.2	Records documenting monitoring the physical environment of the herbarium collection, ensuring risks to specimens are limited especially from insects, fire, water and mishandling. Includes records relating to preservation solutions used Eg. Ethanol, Bangmix. Use FLORA AND FAUNA SUSTAINABILITY AND USE – AUTHORISATION for the activities associated with loan requests.	PERMANENT Retain in organisation

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1.5 INCIDENT RESPONSE

The activities involved in responding to incidents or issues, including the investigation of incidents and the preparation of reports and follow up activities involved in the incident

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting incident reports of marine wildlife sightings, incidents and strandings in NT coastal waters, foreshores and islands reported by members of the public and associated documentation. Includes incident details, condition of the animal, video files and photos. Use FLORA AND FAUNA SUSTAINABILITY AND USE – ADVICE for the activities associated with advice submitted to commonwealth annually on marine wildlife strandings and mortality.	PERMANENT Retain in organisation

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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 and guidelines specific to flora and fauna sustainability and use such as the wildlife sustainable use policy, threatened species or the feral animal strategy.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
	Includes records documenting the development of policies, proposals, research, consultations, supporting records, major draft versions, legal advice and comments.	
	Use FLORA AND FAUNA SUSTAINABILITY AND USE - PROCEDURES for the activities associated with standard operating procedures specific to flora and fauna sustainability and use activities.	

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NT Records Service

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1.7 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting standard operating procedures specific to flora and fauna sustainability and use activities such as procedures for carrying out specific monitoring and survey techniques. Includes background research and draft versions.	TEMPORARY Destroy 5 years after procedure superseded

NT Archives Service

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1.8 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
1.8.1	Records documenting the management of major projects or projects identified as a Government priority addressing functional issues such as feral animal management or monitoring, researching or mapping the habitats across all land tenures and waters of the NT. Includes project planning, resource management, milestones, agreements, final report, extension programs and published works.	PERMANENT Transfer to the NT Archives Service 10 years after action completed (one copy of published reports and material to be deposited with the Northern Territory Library in accordance with the *Publications (Legal Deposit) Act 2004;* and one copy to be deposited with the National Library of Australia in accordance with the *Copyright Act 1968.*
1.8.2	Research material, raw data, GIS searches, statistics, working papers and comparison data.	PERMANENT Retain in organisation
1.8.3	Records documenting activities associated with the management of minor flora and fauna sustainability and use projects or where no final report is required.	TEMPORARY Destroy 10 years after action completed

NT Archives Service

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Use EQUIPMENT AND STORES -
ACQUISITION for the activities
associated with the acquisition of
plant and equipment for projects
other than through the tender
process.

NT Archives Service

NT Records Service

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1.8 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
	Use FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with payment and acquittal of project funds generated through the grant funding program.	
	Use FINANCIAL MANAGEMENT – PAYMENTS for the activities associated with payment of invoices.	

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1.9 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.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting flora research conducted by the agency. Includes information collected through field trips, flora and vegetation surveys and taxonomic research. This includes research into useful plant species e.g. traditional aboriginal plant use.	PERMANENT Retain in organisation
1.9.2	Research material, raw data, GIS searches, statistics, working papers and comparison data. Use PUBLISHING for records relating to production of manuscripts eg: books, pamphlets and scientific journals.	PERMANENT Retain in organisation

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