



Records disposal schedule

Records Disposal Schedule Bushfire Management Department of Environment and Natural Resources

Disposal Schedule No. 2019/011

November 2019

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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 so¹. 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.

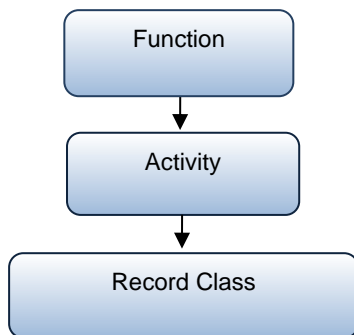
¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Disposal schedules are developed using the functional structure based on the 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.

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 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 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 Archives Service). An Application to Transfer Records form must be submitted to the 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 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 Bushfire Management of the Department of Environment and Natural Resources.

Scope

Application of this Records Disposal Schedule is mandatory for Bushfire Management records of the Department of Environment and Natural Resources.

This Records Disposal Schedule applies to Bushfire Management records in all formats.

Responsibility

The Chief Executive of the Department of Environment and Natural Resources 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 No. 2019/011 was approved by the Senior Director of the Library & Archives NT (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Environment and Natural Resources on 13 November 2019 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Bushfire Management Records 2008/9 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Bushfire Management Act 2016*
- *Bushfires (Volunteer Bushfire Brigades) Regulations 2017*
- *Bushfire Management (General) Regulations 2018*
- *Information Act 2002*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489 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 Environment and Natural Resources
- current authorised disposal schedules for Department of Environment and Natural Resources

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 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 Archives Service and the 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.

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 Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Senior Director, Library & Archives NT. 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 Archives Service and the State Records Authority of New South Wales.

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 Archives Service and 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
- 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 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 Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.

Compliance Checklist

- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service

Disposal Schedule

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.1 Acquisition

The process of gaining ownership or use of equipment, stores, services and other items required in the conduct of business where there is no tendering, quotation or contracting out process.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the acquisition of vehicles purchased for the purpose of preventing or controlling bushfires as required under the Act. Includes authorisation by the Minister, ministerials, invoices, receipts and memoranda.	TEMPORARY Destroy 7 years after disposal of asset
	Use FLEET MANAGEMENT for records documenting the maintenance, fit outs and disposal of vehicles.	

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.2 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
1.2.1	Records documenting detailed advice provided to the Minister, other Government bodies, and industry stakeholders in relation to bushfire management, such as mitigation, managing or suppressing bushfires in the Northern Territory. Includes advice provided by the Bushfire Council to the Minister.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.2	Records documenting statutory declarations by the Minister as required under the Act, such as fire protection zones. Includes gazette notices, ministerials and terms and conditions.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.3	Records documenting statutory declarations by the Executive Director or delegate as required under the Act, such as fire danger areas and fire ban days. Includes terms and conditions.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.4	Records documenting advice provided to third parties with regards to development applications, environmental impact statements and notices of intents and their potential impact on bushfire management in the Northern Territory.	TEMPORARY Destroy 5 years after action completed
1.2.5	Records documenting the provision of routine advice to government bodies and the community in relation to bushfire management, such as fire breaks requirements, spraying and fuel management. Includes related correspondence.	TEMPORARY Destroy 5 years after action completed

1. Bushfire Management

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1.3 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the establishment, negotiation, maintenance, review and variation of agreements in relation to bushfire management with Government Bodies and other organisations, such as aerial burning agreements with Pastoralists, fire management agreements, carbon agreements and water bombing agreements with the Australian Fire Fighting Advisory Committee.</p> <p>Includes service level agreements and memoranda of understanding with other agencies, organisations, defence and research institutions.</p> <p>May includes maps, copies of permits, track and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 12 years after expiry or termination of agreement</p>

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting delegations by the Minister to persons of powers and functions under the Act.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.2	Records documenting delegations of powers and functions to persons by the Executive Director.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.3	Records documenting appointments of fire control officers, including the chief fire control officer and senior fire control officers by the Minister. Includes gazette notices. May include returned identity cards.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.4	Records documenting appointments of fire wardens for a fire management zone. Includes written notices by the executive director, terms and conditions. May include returned identity cards.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.5	Records documenting the establishment of volunteer bushfire brigades for an area by the Minister as required under the Act. Includes gazette notices, ministerials and memoranda.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.6	Records documenting firebreak variation requests. Includes applications, maps, written letters and related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.7	Records documenting approved applications to fire control officers or fire wardens for a permit to light a fire in the open air on land within a fire protection zone, or within a fire danger area, during a fire danger period, including revocations, variations of permits and applications that have been refused. Includes applications, terms and conditions and supporting paperwork. May include appeal applications.	TEMPORARY Destroy 5 years after permit expires or action completed
1.4.8	Records documenting written notices to transfer Government funded firefighting assets to another brigade by the Executive Director.	TEMPORARY Destroy 7 years after action completed
1.4.9	Records documenting appointments of authorised bushfire volunteers (ABV) as required under the Act. Includes terms and conditions, checklists, copies of medical declarations. May include returned identity cards.	TEMPORARY Destroy 5 years after appointment ends

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.5 Awards

The activities associated with the nomination, assessment and award of honours, medals and certificates to persons as a token of respect, distinction or achievement.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting successful recipients of the NT Bushfire Volunteers Long and Meritorious Service Medal. Includes nomination applications, assessment notes, written letters, photographs and other supporting documentation.	TEMPORARY Destroy 100 years after action completed
1.5.2	Records documenting successful nominations for the Bushfires NT Perpetual Trophy for Best Community Engagement. Includes written letters of decisions, photographs and supporting documentation.	TEMPORARY Destroy 10 years after action completed
1.5.3	Records documenting nomination forms for the NT Emergency Service Medal or the Australian Fire Service Medal that have been put forward by Bushfires NT. Includes nomination forms to the Commissioner of Police, Fire and Emergency Services and supporting documentation.	TEMPORARY Destroy 5 years after action completed
1.5.4	Records documenting nominations of awards and medals that were not successful. Includes nominations, panel notes, reports and written notices of decisions.	TEMPORARY Destroy 2 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.6 Committee

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
1.6.1	Records documenting the establishment of the Bushfire Council as required under the Act. Includes appointment of members, terms of reference, May include terminations.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.2	Records documenting meetings of the Bushfire Council. Includes agendas, minutes, discussion papers and declarations of conflicting interests by members of the Council.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.3	Records documenting high level committees and interdepartmental committees where the Department is the NT Government's main representative in relation to bushfire management, such as the Australasian Fire and Emergency Service Authorities Council. Includes agendas, minutes and discussion papers.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.4	Records documenting the establishment of regional bushfire committees for each fire management zone as required under the Act. Includes appointment of members, acting members, terms of reference, gazette notices May include terminations.	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.6 Committee

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
1.6.5	Records documenting meetings held by the Regional Bushfire Committees. Includes agendas, minutes, discussion papers and declarations of conflict of interests.	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.7 Complaint Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the handling of significant complaints in relation to bushfire management, such as destruction of a structure, loss of vegetation, or where a death or serious injury has occurred, that have set a legal precedent or attracted public wide interest</p> <p>Includes complaint, acknowledgement of receipt of complaint letters, photographs, witness statements, extracts of documents, video footage and written notices of outcomes.</p> <p>May include ministerial and briefing notes.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.7.2	<p>Records documenting complaints in relation to bushfire management that have not set a legal or policy precedent or attracted public wide interest such as removing a gate, establishing firebreaks, planned burns and bushfire smoke.</p> <p>Includes complaint, acknowledgement of receipt of complaint letters, photographs, witness statements, extracts of documents, video footage and written notices of outcomes.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
	Use LEGAL SERVICES – CLAIMS where the matter has gone to court	

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.8 Compliance

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
1.8.1	<p>Records documenting property fire management plans requested by the executive director as required under the Act.</p> <p>Includes written notices to the owner or occupier of land.</p> <p>May include risk assessments of the land, receipts of debt due and payable to the Territory and copies of statutory charges on the relevant land.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
1.8.2	<p>Records documenting routine compliance inspections in relation to bushfire management where an infringement notice has been issued to owners or occupiers of land for not having a sufficient firebreak on their land or having flammable material on their land.</p> <p>Includes copies of infringement notices, such as firebreak notices and flammable material notices, inspection reports, photographs, warning letters and related responses.</p> <p>May include invoices sent to the owner, receipts of funds recovered from the owner of the property and copies of statutory charges on the owner of the property's land title.</p> <p>May include requests for property management fire plans by the Executive Director, risk assessments, fire management plans and public prohibition notices.</p> <p>May include applications for review to the Minister requesting a review to the terms and conditions of the notice, including requests for firebreak location variations.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.8 Compliance

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
1.8.3	Records documenting routine compliance inspections in relation to bushfire management where an infringement notice has not been issued. Includes warning letters and related responses.	TEMPORARY Destroy 3 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.9 Control

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Registers kept in relation to bushfire management, such as: <ul style="list-style-type: none"> - Permits Register - Incidents Register 	PERMANENT Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer to the Archives Service 10 years last entry
1.9.2	Complaints register in relation to bushfire management. Includes: <ul style="list-style-type: none"> - Complainant - Nature of complaint - Relevant dates 	TEMPORARY Destroy 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.10 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the handling of requests for information in relation to bushfire management from members of the community, researchers and students. Includes written correspondence.	TEMPORARY Destroy 5 years after action completed
1.10.2	Records documenting requests for information received from insurance companies with regards to insurance claims from persons or organisations where a property has been damaged.	TEMPORARY Destroy 7 years after action completed
	Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government – INFORMATION MANAGEMENT – ENQUIRIES for records documenting requests for access to information under the <i>Information Act 2002</i> .	

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.11 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
1.11.1	<p>Records documenting the promotions and awareness of bushfire management through education programs, including the participation into circuit shows, exhibits and information sessions.</p> <p>Includes background research, briefs and designs, information handouts.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.12 Grant Allocation

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the receipt of applications from persons in the community and not for profit organisations for grant funding in relation to bushfire management where the application was successful, such as the Fire Mitigation Equipment Subsidy and Volunteer Bushfire Brigades. Includes applications, funding agreements, operational funding, payment approvals, progress reports, financial statements, acquittal reports and annual returns and minutes of annual general meetings.	TEMPORARY Destroy 7 years after grant acquitted
1.12.2	Records documenting unsuccessful applications for grants in relation to bushfire management. Includes applications and notice of decision.	TEMPORARY Destroy 2 years after action completed
1.12.3	Records documenting applications to the Northern Territory Disaster Resilience Emergency Volunteer Fund. Includes applications, business memoranda, written notices of decisions and related correspondence.	TEMPORARY Destroy 7 years after grant acquitted or action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.13 Incidents

The activities associated with responding to an incident. Includes incident reports.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting responses to bushfire incidents by Bushfires NT Members, such as, controlling a bushfire or protecting property or the life of any person from existing or imminent danger arising out of the bushfire.</p> <p>Includes file notes, fire reports / books, photographs, infringement notices, internal fire incident reports and other supporting paperwork.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.14 Investigation

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Records documenting major investigations into bushfire incidents, including into persons suspected of contravening the Act, lighting a fire or use of grinding, welding or cutting equipment within a fire protection zone or fire danger area, aerial burning without a permit, where a death has occurred, serious injury has occurred, significant structural damage has resulted or there is potential long-term environmental damage.</p> <p>Includes investigation reports, ministerials, briefing notes, photographs, video footage, witness statements, extracts of documents, file notes and other supporting documentation.</p> <p>May include coroners' reports, police reports and other copies of incident reports.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.14.2	<p>Records documenting minor investigations into bushfire incidents, including persons suspected of contriving the Act, such as lighting a fire within a fire protection zone or fire danger area where there has been minor damage or minor personal injury.</p> <p>Includes investigation reports, file notes, photographs, video footage, witness statements, extracts of documents and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.15 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
1.15.1	Final versions of plans in relation to bushfire management, such as regional bushfire plans for fire management zones, fire management plans, strategic plans and the Aboriginal Carbon Industry Strategy. Includes written notices by the Executive Director, public notices of the plans and gazette notices.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.15.2	Records documenting the development of plans in relation to bushfire management. Includes draft versions and consultation notes.	TEMPORARY Destroy 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

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 in relation to bushfire management, including Standard Operating Procedures (SOP) fireground practices.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.16.2	Records documenting the development of procedures and guidelines in relation to bushfire management. Includes consultation notes, draft versions and implementation plans.	TEMPORARY Destroy 10 years after action completed

1. Bushfire Management

The function of providing protection of life, property and the environment through mitigation, management and suppression of bushfires as required under the *Bushfire Management Act*. Includes provision of high-level advice, statutory authorisations, declarations, appointments and delegations, the establishment of the Bushfire Council and regional bushfire committees, investigations, bushfire management plans and bushfire mitigation programs.

1.17 Training

The activities associated with delivery of training to persons.

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records documenting participant's training history in relation to bushfire management training and assessments.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Bushfire Wildfire Awareness - Firefighting 1 NT - Aerial Incendiary Course (Bombardiers) - Remote Firefighter. <p>Includes memoranda, timetables, course content, delivery method plans and checklists.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after course ceases to be delivered</p>
1.17.2	<p>Records documenting the development and approval of courses for wildfire fighting operations and aerial incendiaries and plans.</p> <p>Includes memoranda, timetables, course content, delivery plans, assessment procedures and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after course ceases to be delivered</p>