



Records disposal schedule

Records Disposal Schedule WILDLIFE REGULATION PARKS AND WILDLIFE COMMISSION OF THE NT

Disposal Schedule No. 2014/1

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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.

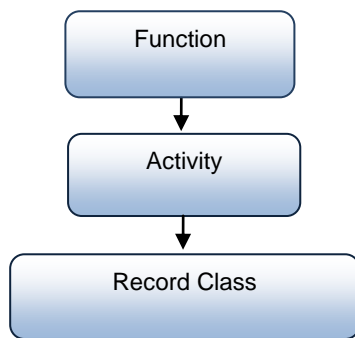
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 Wildlife Regulation of the Parks and Wildlife Commission of the Northern Territory.

Scope

Application of this Records Disposal Schedule is mandatory for Wildlife Regulation records of the Department of Parks and Wildlife Commission of the Northern Territory.

This Records Disposal Schedule applies to Wildlife Regulation records in all formats.

Responsibility

The Chief Executive of the Parks and Wildlife Commission of the Northern Territory 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. 2014/1 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 Parks and Wildlife Commission of the Northern Territory on 16 April 2014 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule 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 Regulations*
- *Territory Parks and Wildlife Conservation By-Laws*
- *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 Parks and Wildlife Commission of the Northern Territory
- current authorised disposal schedules for Parks and Wildlife Commission of the Northern Territory

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 [name of public sector organisation] in consultation with the NT Records Service.

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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. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation legislation to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.1 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting the statutory delegation of conservation officers to perform powers and functions under the <i>Territory Parks and Wildlife Conservation Act</i>.</p> <p>Includes instrument of appointment, cancellations or termination.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.1.2	<p>Records documenting applications to the Commissioner of Police requesting corporate or employee firearms licences for use as part of his/her work duties.</p> <p>Includes copies of application, supporting training certificates and documentation of delegated or nominated agency personnel.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after licence expires or is revoked, surrendered or seized</p>
1.1.3	<p>Records documenting the activities associated with purchasing or disposal of agency firearms.</p> <p>Includes written approval, firearms details, receipts and reports submitted to the NT Police Commissioner.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after item is disposed of</p>
1.1.4	<p>Records documenting permit applications to:</p> <ul style="list-style-type: none">• Keep Protected or Prohibited Wildlife (live) for non-commercial purposes• Keep Venomous Snakes <p>Includes permit details, supporting documentation and stock inspections.</p>	<p>TEMPORARY</p> <p>Destroy 50 years after permit expires, withdrawn or cancelled or where the item is disposed of</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation legislation to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.1 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.1.5	<p>Records documenting permit applications to take or interfere with wildlife. Includes:</p> <ul style="list-style-type: none">• Take wildlife for commercial or non-commercial purposes• Conduct scientific research• Take protected wildlife (Crocodiles)• 1080 baiting• Interfere with protected wildlife <p>Includes permit details, supporting documentation and stock inspections.</p>	<p>TEMPORARY Destroy 20 years after permit expires, withdrawn or cancelled or where the item is disposed of</p>
1.1.6	<p>Records documenting permit applications to trade protected or prohibited wildlife (live) for commercial purposes.</p> <p>Includes permit details, supporting documentation and stock inspections.</p>	<p>TEMPORARY Destroy 20 years after permit expires, withdrawn or cancelled or where the item is disposed of</p>
1.1.7	<p>Records documenting permit applications to trade protected or prohibited (dead and or parts of) for commercial purposes.</p> <p>Includes permit details, supporting documentation and stock inspections.</p>	<p>TEMPORARY Destroy 10 years after the trade ceases to exist</p>
1.1.8	<p>Records documenting permit applications to trade protected or prohibited (dead and or parts of) for non-commercial purposes.</p> <p>Includes permit details, supporting documentation and stock</p>	<p>TEMPORARY Destroy 10 years the permit expires, withdrawn or cancelled or where the item is disposed of</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation legislation to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.1 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.1.9	inspections. Record documenting permit applications to keep protected or prohibited live wildlife for non-commercial purposes. Includes permit details, supporting documentation and stock inspections.	TEMPORARY Destroy 10 years after permit expires, withdrawn or cancelled
1.1.10	Records documenting permit applications to care for injured or orphaned wildlife. Includes permit details, supporting documentation and stock inspections.	TEMPORARY Destroy 10 years after permit expires, withdrawn or cancelled
1.1.11	Records documenting permit applications to import or export protected or prohibited wildlife. Includes permit details, supporting documentation and stock inspections.	TEMPORARY Destroy 5 years after permit expires, withdrawn or cancelled
1.1.12	Records documenting permit applications to hunt wildlife such as pigs and waterfowls. Includes permit details, supporting documentation and stock inspections.	TEMPORARY Destroy 5 years after permit expires, withdrawn or cancelled
1.1.13	Records documenting unsuccessful wildlife permit applications. Use WILDLIFE REGULATION – COMPLIANCE for the activities associated with returns submitted by permit holders.	TEMPORARY Destroy 2 years after action completed

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation legislation to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.1 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
	Use WILDLIFE REGULATION – CONTROL for the activities associated with drug and chemical registers.	
	Use WILDLIFE REGULATION – INVESTIGATION for the activities associated with investigations into other wildlife offences, or adhoc inspections conducted by Wildlife Conservation Officers not related to a permit.	

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.2 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting final scientific research reports received in compliance with authorised scientific research permits.</p> <p>Includes scientific name and numbers of all species and location details.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.2.2	<p>Records documenting wildlife permit returns submitted in compliance with permit conditions.</p> <p>Includes species name, species code, and stock at start and on hand, acquisition and disposal details.</p> <p>Use WILDLIFE REGULATION – AUTHORISATION for the activities associated with stock inspections conducted by Wildlife Conservation Officers to ensure permit holders are complying with permit conditions.</p> <p>Use WILDLIFE REGULATION – INVESTIGATION for the activities associated with investigations into other wildlife offences.</p>	<p>PERMANENT</p> <p>Retain in agency</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

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	Databases documenting activities of wildlife regulation. Includes: <ul style="list-style-type: none">• Wildlife Permits• Incident Responses• Wildlife call outs• Armoury inventory	PERMANENT Retain in organisation (all records supported by the system are to be migrated during system upgrades)
1.3.2	Registers documenting activities of wildlife regulation. Includes: <ul style="list-style-type: none">• Persons of Interest• Chemicals and poisons issued or used to implement approved pest management programs on land e.g. 1080 poisons database• Firearms and Shooters Licenses• Corporate Firearms• CITIES and Cycad Product Tags• Online Wildlife Disposal Use WILDLIFE REGULATION – INVESTIGATION for the activities associated with investigations into other wildlife offences.	PERMANENT Retain in organisation (all records supported by the system are to be migrated during system upgrades)

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.4 DISPOSAL

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the activities associated with the sale or donation of wildlife seized by conservation officers. Includes copy of disposal letter with wildlife and receiver details.	TEMPORARY Destroy 20 years after action completed
1.4.2	Records documenting the activities associated with destruction or release of wildlife seized by wildlife conservation officers. Includes details of destruction, chemicals or drugs used, or other documentation from an animal welfare officer. Use WILDLIFE REGULATION – CONTROL for the activities associated with wildlife databases and registers.	TEMPORARY Destroy 7 years after action completed

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.5 EXTENSION SERVICES

The activities associated with 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
1.5.1	Records documenting extension services of major campaigns or identified as a Government priority addressing serious wildlife regulation issues in the Northern Territory, such as Crocwise campaign.	TEMPORARY Destroy 30 years after program is superseded
1.5.2	Records documenting minor extension services programs to increase awareness of wildlife regulation in the community, educational institutions and community groups. Includes posters, flyers, draft plans, drawings, multi-media presentations and correspondence. Use COMMUNITY RELATIONS – EXTENSION SERVICES for the activities associated with agency participation in exhibitions and shows. Use WILDLIFE REGULATION – PROJECT MANAGEMENT for the activities associated with major projects or projects identified as a Government priority addressing wildlife regulation issues in the Northern Territory. Use WILDLIFE REGULATION – REPORTING for the activities associated with final reports.	TEMPORARY Destroy 5 years after action completed

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.6 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting serious breaches of the <i>Territory Parks and Wildlife Conservation Act</i> pertaining to wildlife requiring substantial investigation or that lead to prosecution.</p> <p>Includes inspection reports, photos, video recordings of premises, analysis results, seizure of items or vessels and legal proceedings.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.6.2	<p>Records documenting minor breaches of the <i>Territory Parks and Wildlife Conservation Act</i> pertaining to wildlife where no investigations are conducted, or where investigations are conducted and allegations are proved to be unfounded.</p> <p>Includes inspection reports, warning letters and infringement notices served by the Director to cancel the permit.</p> <p>Use WILDLIFE REGULATION - COMPLIANCE for the activities associated with breaches of permit conditions.</p> <p>Use LEGAL SERVICES – LITIGATION for the activities associated with investigations that proceed to litigation.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed or 80 years after action completed if related to a permit</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

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	Master set of procedures and guidelines specific to wildlife regulation eg. Wildlife Carer Guidelines and Guidelines for Keeping Venomous Snakes.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting the development of procedures specific to wildlife regulation. Includes drafts, consultation with stakeholders and legal advice. Use STRATEGIC MANAGEMENT – POLICY for the activities associated with developing directions for future decision making for which the organisations operating procedures are determined. Use PUBLISHING – PRODUCTION for activities involved in producing material such as guidelines.	TEMPORARY Destroy 7 years after procedure is superseded

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

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	<p>Records documenting major projects or projects identified as a Government priority addressing wildlife regulation issues in the Northern Territory, such as Crocwise Campaign and 1080 Wild Dog project.</p> <p>Includes ongoing project planning, ministerial, resource management and milestone reports.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after project completed</p>
1.8.2	<p>Records documenting minor projects addressing wildlife regulation issues in the Northern Territory.</p> <p>Includes ongoing project planning, reporting and resource management.</p> <p>Use FINANCIAL MANAGEMENT – BUDGETING for records relating to the financial reports and budget outcomes.</p> <p>Use WILDLIFE REGULATION – EXTENSION SERVICES for the activities associated with extension activities for major projects.</p> <p>Use WILDLIFE MANAGEMENT – REPORTING for the activities associated with final reports relating to major projects.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after project completed</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.9 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 an examination or investigation.

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting final reports from major projects such as Crocwise Campaign, 1080 Wild Dog project and feral animal control project.</p> <p>Use WILDLIFE REGULATION – PROJECT MANAGEMENT for the activities associated with major projects or projects identified as a Government priority addressing wildlife regulation issues in the Northern Territory.</p> <p>Use PUBLISHING – PRODUCTION for publications and materials published by wildlife regulation to the general public required for legal deposit.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. WILDLIFE REGULATION

The function of enforcing the Territory Parks and Wildlife Conservation Act to protect, conserve and manage the Northern Territory's wildlife through investigation and coordination of wildlife operations and regulating and monitoring permits relating to wildlife.

1.10 TRAINING

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
1.10.1	<p>Records documenting training delivered by senior wildlife conservation officers to employees on their standard operating procedures to ensure they can perform activities and duties to undertake pest management programs or field work, such as aerial platform shooting.</p> <p>Includes approval from the Chief Firearms Officer and supporting documentation stating the employee has satisfied the requirements.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
1.10.2	<p>Records documenting courses conducted by Registered Training Organisations on behalf of the agency such as the firearms training, 1080 baiting or carer guidelines.</p> <p>Includes agency liaison or involvement in course assessments.</p> <p>Use WILDLIFE REGULATION - CONTROL for the activities associated with agency employee firearms licenses.</p> <p>Use PERSONNEL – EMPLOYMENT HISTORY for records relating to qualifications for staff only.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>