

**Records Disposal Schedule
Fisheries Management and
Development
Records**

**Department of Primary Industry
And Resources**

Disposal Schedule No 2007/18

**December 2007
Amended June 2018**



For information and advice, please contact
NT Records Service
Department of Corporate and Information Services
GPO Box 2391
Darwin NT 0801
Email: NTG.RecordsPolicy@nt.gov.au
Telephone: (08) 8999 1781
Facsimile: (08) 8924 3880
Website: http://www.nt.gov.au/dcis/info_tech/records_policy_standards/index.shtml

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Fisheries Management and Development records, of the Department of Primary Industry and Resources.

Scope

Application of this Disposal Schedule is mandatory for Fisheries Management and Development records of the Department of Primary Industry and Resources.

This Disposal Schedule applies to Fisheries Management and Development records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Fisheries Act
- ▶ Fisheries Regulations
- ▶ Fisheries Management Plans
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489: - Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Primary Industry and Resources
- ▶ current authorised disposal schedules for Department of Primary Industry and Resources.

Responsibility

The Chief Executive of the Department of Primary Industry and Resources is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of Primary Industry, Fisheries and Mines on 27 December 2007 and is effective immediately.

Explanation

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

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations – the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

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

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.



Re-sentencing Records

Schedule of amendments to the Fisheries Management and Development Records Disposal Schedule were authorised by the Chief Executive of Department of Primary Industry and Resources on 12 June 2018 and are effective immediately.

Page	Element	Type of edit	Description of amendment
16	Class 1.4.5	Category B	Changing a status and disposal action

Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg compliment slips)
- ▶ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

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

Acknowledgment

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia were used in the development of this schedule.

The schedule was drafted principally by the Department of Primary Industry, Fisheries and Mines in consultation with the NT Archives Service.

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

COMPLIANCE

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.1 ADVICE

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to advice, opinions and recommendations to the relevant Minister, other Northern Territory agencies and external bodies in regard to Fisheries strategies and policy development in the Northern Territory that may set a major precedent. Includes ministerials, reports and current issue briefs.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.1.2	Records relating to the provision of routine advice to facilitate development, management and expansion of sustainable commercial, recreational and indigenous fishing and aquaculture industries in the Northern Territory. Includes advice on applications for licences, identification of sites for aquaculture and fisheries projects, monitoring and controlling of aquatic pests and diseases and effects on the marine environment. Use COMMUNITY RELATIONS – ENQUIRIES for the activities associated with enquiries by members of the public, community organisations and industry. Includes requests for information on agency activities. Use FISHERIES MANAGEMENT & DEVELOPMENT – COMMITTEES for the activities associated with the provision of advice from advisory committees such as the Fishing Industry Research and Development Fund advisory committee and fisheries management advisory committees. Use GOVERNMENT RELATIONS - ADVICE for the activities associated with providing advice or comment to other governments and NTG agencies on issues that will not directly impact on fisheries strategies or policy development. Use STRATEGIC MANAGEMENT – LEGISLATION for the activities associated with developing and reviewing legislation.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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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 relating to appointments and delegations given in accordance with legislative responsibilities and powers. Includes copies of gazettal notices.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.2	Records relating to the appointment and termination of fisheries officers. Includes notifications of functions, duties, powers and protections.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.3	Records relating to requests for the registration of third party interests in licences as security for the payment or repayment of money where the request is approved. Includes acknowledgments, notifications to licensees, objections to licensees and withdrawal of objections. May include requests to remove third party interests from register.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.4	Records relating to requests for the registration of third party interests in licences as security for the repayment of money where the request is not approved. Includes acknowledgments, notifications to licensees, objections to licensees and withdrawal of objections.	TEMPORARY Destroy 6 years after action completed
1.2.5	Records relating to requests for licences to take any fish or aquatic life, farm, breed, culture, or keep live fish or aquatic life for sale for the purposes of aquaculture (whether they are sold or used live or dead) or for the purpose of exhibiting any of them for profit; take, sell or process for sale live aquatic life, live fish, or any live eggs, fry, spat, or larva of fish where the request is approved. Includes applications and supporting documentation, copy of licence and conditions, reviews and renewals, temporary and permanent transfers, approvals for nominated persons and short term operators. May include copies of court orders, notifications of forfeiture cancellation or suspension and notices to keep records.	PERMANENT Transfer to NT Archives Service 4 years after action completed

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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
1.2.6	Records relating to requests for licences to take any fish or aquatic life, farm, breed, culture, or keep live fish or aquatic life for sale for the purposes of aquaculture (whether they are sold or used live or dead) or for the purpose of exhibiting any of them for profit; take, sell or process for sale live aquatic life, live fish, or any live eggs, fry, spat, or larva of fish where the request is not approved. Includes applications and supporting documentation, reviews and notifications of decisions.	TEMPORARY Destroy 6 years after action completed
1.2.7	Records relating to notices by the Minister for Fisheries directions to specified persons such as holders of licences or permits, temporary transferees, nominated persons or short term operators regarding activities under licence or permit to be supervised.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.8	Records relating to requests for permits to: <ul style="list-style-type: none"> • bring into, or release in the Territory any live aquatic life, live fish, or any live eggs, fry, spat, or larva of fish; • possess or sell noxious fish or noxious aquatic life; • cause or permit a shock, sound, or other vibration, whether by percussion, the use of an explosive, or otherwise, where an effect of the shock, sound, or vibration is, or may be, that fish or aquatic life is stunned, injured, killed, or detrimentally affected; • use an electric fishing device; or • directly or indirectly introduce, cast, place, discharge, or allow to fall, flow, or percolate or be carried by wind, tide, or current a poisonous, toxic, narcotic, noxious, or other substance (including heavy metal or solid debris) into waters of the Territory where an effect of the substance is, or may be, that fish or aquatic life are stunned, injured, killed, or detrimentally affected, or the habitats, food, or spawning grounds of fish or aquatic life are detrimentally affected 	PERMANENT Transfer to NT Archives Service 4 years after action completed

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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
	where the request is approved. Includes applications and supporting documentation, copies of permits and conditions, reviews and approvals for nominated persons. May include notices to keep records.	
1.2.9	Records relating to requests for permits to: <ul style="list-style-type: none"> bring into, or release in the Territory any live aquatic life, live fish, or any live eggs, fry, spat, or larva of fish; possess or sell noxious fish or noxious aquatic life; cause or permit a shock, sound, or other vibration, whether by percussion, the use of an explosive, or otherwise, where an effect of the shock, sound, or vibration is, or may be, that fish or aquatic life is stunned, injured, killed, or detrimentally affected; use an electric fishing device; or directly or indirectly introduce, cast, place, discharge, or allow to fall, flow, or percolate or be carried by wind, tide, or current a poisonous, toxic, narcotic, noxious, or other substance (including heavy metal or solid debris) into waters of the Territory where an effect of the substance is, or may be, that fish or aquatic life are stunned, injured, killed, or detrimentally affected, or the habitats, food, or spawning grounds of fish or aquatic life are detrimentally affected where the request is not approved. Includes applications and supporting documentation regarding non approval outcome.	TEMPORARY Destroy 6 years after action completed
1.2.10	Records relating to requests for special permits to take fish or aquatic life: <ul style="list-style-type: none"> of all species or a species specified in the permit; from any waters (including waters where fishing may for the time being be prohibited or restricted) specified in the permit; during a time specified in the permit; and/or using such fishing gear as may be specified in the permit (whether or not the use of the 	TEMPORARY Destroy 25 years after licence expires, transfers or is revoked.

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.2 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
	<p>fishing gear is otherwise prohibited or restricted); or</p> <ul style="list-style-type: none"> to be in possession of fishing gear which the person is otherwise not permitted to have in his or her possession <p>for the purposes of education, research or sport or recreation for disabled persons where the permit is approved. Includes notices and revocations.</p>	
1.2.11	<p>Records relating to requests for special permits to take fish or aquatic life:</p> <ul style="list-style-type: none"> of all species or a species specified in the permit; from any waters (including waters where fishing may for the time being be prohibited or restricted) specified in the permit; during a time specified in the permit; and/or using such fishing gear as may be specified in the permit (whether or not the use of the fishing gear is otherwise prohibited or restricted); or to be in possession of fishing gear which the person is otherwise not permitted to have in his or her possession <p>for the purposes of education, research or sport or recreation for disabled persons where the permit is not approved. Includes notices and revocations.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>
1.2.12	<p>Records relating to requests for registration of fishing vessels and tenders where the request is approved. Includes applications and supporting documents, copies of notifications of registration. May include copies of court orders and notifications of forfeiture cancellation or suspension.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after registration expires, is forfeited, cancelled or suspended</p>
1.2.13	<p>Records relating to request for applications for registration of fishing vessels and tenders where the request is not approved. Includes applications and supporting documents, copies of notifications of refusal for registration.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>
1.2.14	<p>Records relating to the notifications by the Director for Fisheries that registration of a vessel is not required for the purposes of licences of the type specified in the notices.</p>	<p>PERMANENT</p>

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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
		Transfer to NT Archives Service 4 years after action completed
1.2.15	Records relating to approvals by the Minister for Fisheries to declare areas, places or waters to be fishery management areas or fisheries to be managed fisheries.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.16	Records relating to approvals by the Minister for Fisheries of proposed plans, amendments, final versions and emergency amendments of fisheries management plans. Includes copies of gazette and newspaper notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.17	Records relating to approvals by the Minister for Fisheries of declarations such as periods during which the taking of fish or aquatic life of a particular species, sex, size, age, or other characteristic is prohibited or allowed; restrictions on fishing gear, variations to prescribed closure lines delineating the mouths of rivers and; boundaries of prescribed areas; and establishment of licence buy-back schemes for prescribed fisheries. Includes gazettal notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.18	Records relating to approvals by the Minister for Fisheries to impose emergency restrictions on any endangered species or class of fish or aquatic life where there is no operative management plan.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.19	Records relating to approvals by the Director for Fisheries for notifications of prescribed classes of fish or aquatic life the movement of which is prohibited without specific approval.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.20	Records relating to approvals by the Director for Fisheries for persons (including holders of approved permits and licences, masters of registered vessels and short term operators) to move specified fish or aquatic life from where they were caught, taken or harvested.	TEMPORARY Destroy 25 years after action completed
1.2.21	Records relating to requests to the Minister for Lands to grant a lease of Crown land for the purposes of aquaculture where the request is approved. Includes	TEMPORARY

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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
	terms, conditions, reservations and covenants specified in leases, renewals, cancellations and surrender of leases. Also includes reports from the Director of Fisheries and copies of offers to lease by auction or tender, or advertise that a lease is available.	Destroy 25 years after action completed
1.2.22	Records relating to requests to the Minister for Lands to grant a lease of Crown land for the purposes of aquaculture where the request is not approved. Includes notifications, terms, conditions, reservations and covenants specified in leases, renewals, cancellations and surrender of leases. Also includes reports from the Director of Fisheries and copies of offers to lease by auction or tender, or advertise that a lease is available.	TEMPORARY Destroy 10 years after action completed
1.2.23	Records relating to approved notices by the Minister for Fisheries to specify conversion factors to be used to determine the greenweight of fish or aquatic life. Includes copies of gazette notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.24	Records relating to applications for and receipt of approved permits enabling the organisation to import quarantined material. Includes copies of applications and permits with listed conditions.	TEMPORARY Destroy 6 years after expiry of permit

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1.3 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to the establishment of fisheries management advisory committees in preparing proposed fisheries management plans. Includes appointments and resignations.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.2	Records relating to meetings of fisheries management advisory committees. Includes : <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing papers and discussion papers. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.3	Records relating to the establishment of Fishing Industry Research and Development Fund Advisory Committee to advise on matters relating to the disbursement of moneys. Includes appointments and resignations.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.4	Records relating to meetings of fishing industry research and development fund advisory committee. Includes : <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing papers and discussion papers. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.5	Records relating to the establishment of committees convened by the agency to advise government on fisheries and aquaculture industries development, management, expansion and sustainability issues. Includes appointments and resignations.	PERMANENT Transfer to NT Archives Service 4 years after action completed

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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
1.3.6	Records relating to meetings of committees convened by the agency to advise government on fisheries and aquaculture industries development, management, expansion and sustainability issues. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing papers and discussion papers. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.7	Records relating to external committees formed to consider fisheries and aquaculture issues where the agency is the Northern Territory's main representative such as National Aquatic Animal Health – Technical Working Group (NAAH-TWG), National Introduced Marine Pest Coordination Group (NIMPCG). Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing, discussion and out of session papers. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.8	Records relating to external committees formed to consider fisheries and aquaculture issues where the agency is not the Northern Territory's main representative. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing, discussion and out of session papers. 	TEMPORARY Destroy 10 years after action completed

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1.3 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.3.9	<p>Records relating to administrative support to the committees established to discuss fisheries industries. Includes invitations to attend, organising of venues, travel arrangements, catering and distribution lists.</p> <p>Use STRATEGIC MANAGEMENT – COMMITTEES for the activities associated with internal joint functional committees such as Disease and Pest Control Committee.</p> <p>Use STRATEGIC MANAGEMENT – MEETINGS for the records relating to unit staff meetings.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>

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1.4 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to actions taken without warrants by fisheries officers to question, examine and search persons believed to have engaged in taking, processing for sale, selling, or buying fish or aquatic life or in aquaculture. Includes stopping, entering, examining or searching vehicles, vessels or premises; taking samples and conducting tests and requiring production of permits, authorities, licences or certificates. Also includes records or documents removed or copied during searches. May include written permissions to publish records or information confiscated and copies of averments.	TEMPORARY Destroy 20 years after action completed
1.4.2	Records relating to seizure of vessels, vehicles, fishing equipment, fish or aquatic life believed to be used or possessed in contravention of fisheries related legislation and instruments. Includes records of articles seized, returned with financial sureties and conditions and disposal of seized articles.	TEMPORARY Destroy 20 years after item returned or disposed of
1.4.3	Records relating to issue of infringement notices on persons committing offences under fisheries legislation. May include notifications of matters to be dealt with by courts, copies of payment and withdrawals of infringement notices.	TEMPORARY Destroy 20 years after action completed
1.4.4	Records relating to the provision of ecologically sustainable assessment reports to assist industry to gain export accreditation such as accreditations for the offshore net and line and aquarium fisheries and trepang fisheries. Includes implementation of recommendations to ensure ongoing accreditation. Also includes liaison with stakeholders and negotiations with Australian government.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.5	Records relating to the supply of accounts, records, returns and information required by the Director of Fisheries from licence and permit holders and masters of vessels. Includes log book returns and supporting documentation.	TEMPORARY Destroy 30 years after date information provided

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.4 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.4.6	Records relating to monitoring for compliance regarding fisheries licences and permits conditions. Includes copy of licence, evaluation reports and copies of translocation permit certification.	TEMPORARY Destroy 6 years after action completed

1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.5 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Master copies of proceedings of conferences organised or co-hosted by the agency such as the Australian Society for Fish Biology Workshop and Conference and Australian Marine Science Association Conference.	PERMANENT Transfer to NT Archives Service 4 years after action completed 1 copy of proceedings to be deposited in agency library
1.5.2	Records relating to proceedings of conferences and/or agency attendance at conferences, not organised by the agency, or the administrative arrangements for conferences organised by the agency. Includes catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues.	TEMPORARY Destroy 6 years after action completed 1 copy of proceedings to be deposited in agency library

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.6 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Registers of identity cards issued to fisheries officers. Includes date of termination of appointment and return of identity card.	PERMANENT Transfer to NT Archives Service 4 years after last entry
1.6.2	Identity cards issued to fisheries officers	TEMPORARY Destroy when register updated
1.6.3	Registers of all licensees and permit holders authorised in relation to fisheries legislative requirements. Includes details of grants, renewals, variations, transfers, expiration, suspension, cancellation of rights, licences, registrations, permits, quotas and interests held in a license, permit or vessel (tenders). May include registration of third party interests.	PERMANENT Transfer to NT Archives Service 4 years after last entry

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.7 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to investigations of marine and freshwater pest and disease reports where there is major impact on the environment such as exotic freshwater fish found in Darwin stormwater drains. May include investigations of potential pests and diseases.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.7.2	Records relating to investigations of marine and freshwater pest and disease reports where there is minor impact on the environment. Includes investigations of potential pests and diseases.	TEMPORARY Destroy 10 years after action completed

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.8 JOINT VENTURES

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

1.8.1	<p>Records relating to joint ventures with Indigenous communities and private companies such as Gwalwa Daraniki Community to develop a mud crab grow-out and demonstration farm and Darwin Aquaculture Centre to develop a sea cucumber hatchery.</p> <p>Use LEGAL SERVICES – AGREEMENTS for the activities associated with the development, approval and review of agreements for the purposes of joint research or developments and management of fisheries resources.</p> <p>Use GOVERNMENT RELATIONS – JOINT VENTURES for the activities associated with the establishment of joint authorities with the Australian government and management of joint projects.</p> <p>Use FINANCIAL MANAGEMENT – ACCOUNTING or FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with any agreement.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>
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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.9 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
1.9.1	Records relating to the development of fisheries management plans for the whole or part of declared areas or fisheries. Plans include coordination between managed areas and fisheries for the purposes of conservation, protection, utilisation and management of fish and aquatic life resources by promoting, developing and maintaining commercial and amateur fishing; providing for optimum and quality yields; ensuring fisheries are not endangered or overexploited; encouraging tourist and scientific interest in fish and aquatic life; and/or ensuring that the habitats of fish or aquatic life and the general environment is not detrimentally affected.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.9.2	Working papers of records relating to the development of management plans for fisheries and aquatic industries. Use FISHERIES MANAGEMENT & DEVELOPMENT – AUTHORISATION for the activities associated with the Minister authorising an amendment/emergency amendment to the management plan. Use FISHERIES MANAGEMENT & DEVELOPMENT – COMMITTEES for the activities associated with the establishment and appointment of members to provide advice in relation to each management area or managed fishery. Use STRATEGIC MANAGEMENT – PLANNING for the activities associated with the unit's business plan and overall planning to achieve corporate objectives.	TEMPORARY Destroy when reference ceases

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1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.10 RESEARCH

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records relating to monitoring of trends and assessment of stock status to ensure ecologically sustainable use of Northern Territory waters in the future and to provide current information on the status of aquatic resources. Includes sustainability studies, studies of stock structure, acoustic tag tracking, genetic mark-recapture monitoring, and monitoring of aquatic pests. Also includes collaborative research projects and final reports.	PERMANENT Transfer to NT Archives Service 4 years after action completed 1 copy of final report to be deposited in agency library
1.10.2	Records relating to data that has been used to achieve the final report. Includes enquiries, literature searches, questionnaires, statistics, survey, working papers and other raw data that has been used and captured in reports.	TEMPORARY Destroy 25 years after research completed.
1.10.3	Records relating to data collected for research projects that were not approved or proceeded with.	TEMPORARY Destroy 6 years after action completed.

1. FISHERIES MANAGEMENT & DEVELOPMENT

The function of providing regulation, conservation and management of fisheries and fishery resources so as to maintain their sustainable utilisation. Includes development of commercial, recreational, indigenous fishing and aquaculture industries; provision of research; information and advice to business, industry and the community; granting and maintenance of licences; development and implementation of management plans; monitoring and control of aquatic pests.

1.11 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to the development, approval and review of compliance programs to support fisheries and aquatic industries such as oyster pearling.	PERMANENT Transfer to NT Archives Service 4 years after action completed

