



## **Records disposal schedule**

# **Records Disposal Schedule Weeds Management Department of Environment and Natural Resources**

**Disposal Schedule No. 2019/7**

**JUNE 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 so<sup>1</sup>. 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](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.<sup>2</sup>

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

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

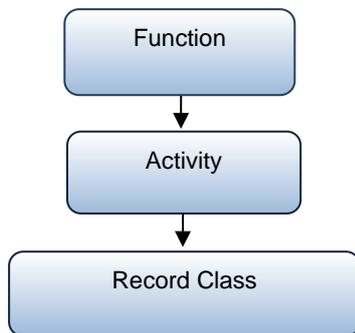
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> 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 Weeds Management of the Department of Environment and Natural Resources.

### Scope

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

This Records Disposal Schedule applies to Weeds 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 2002*.

Disposal Schedule No. 2019/7 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of Digital Policy (The Records Service), and the Chief Executive of the Department of Environment and Natural Resources on 3 July 2019 and is effective immediately.

### Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Weed Management Records 2005/7 are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Weeds Management Act 2001*
- *Weeds Management Regulations 2006*
- *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 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.

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 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
- 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.

## 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 NT Archives Service

## Disposal Schedule

<p><b>1. Weeds Management</b></p> <p>The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the <i>Weeds Management Act</i>. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.</p>		
<p><b>1.1 Advice</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.1.1	<p>Records documenting detailed advice provided to the Minister, Government bodies and industry stakeholders in relation to weeds management, such as gamba grass mitigation strategies.</p> <p>Includes ministerials and briefing notes.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.1.2	<p>Records documenting declarations by the Minister, such as for a plant to be declared a weed or potential weed, for an area to be a designated weed disposal area, emergency weed management plans, and quarantine and cleaning area.</p> <p>Includes gazette notices, terms and conditions and weed risk assessments.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.1.3	<p>Records documenting departmental responses to development applications, notices of intent, environmental impact statements, and due diligence checks in relation to weed management.</p> <p>Includes written correspondence and copies of spatial maps.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.1.4	<p>Records documenting the provision of routine advice to government bodies and the community in relation to weeds management, such as priority weeds for the season.</p> <p>Includes advice to land councils, aboriginal corporations and local government authorities, and related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.2 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
1.2.1	Records documenting the establishment, negotiation, maintenance, review and variation of major agreements in relation to weeds management, such as interdepartmental agreements and agreements with the Commonwealth.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance, review and variation of minor agreements in relation to weeds management, such as emergency response and biosecurity arrangements.  Includes memoranda of understanding, service level agreements, and cost sharing arrangements.	Temporary Destroy 7 years after agreement expires

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting approved permits by the Minister to allow the use of declared weeds by persons, such as researchers trialling or wanting to harvest seeds.  Includes applications, risk assessments, receipts of prescribed fees, terms and conditions, and compliance reporting.  May include applications of appeals to the local court, court orders and supporting documentation.	Permanent  Transfer to NT Archives 10 years after action completed
1.3.2	Records documenting applications for permits to use declared weeds that have been refused by the Minister.  Includes applications, risk assessments and related correspondence.  May include applications of appeals to the local court, court orders and supporting documentation.	Temporary  Destroy 10 years after action completed
1.3.3	Records documenting approved access permits under the Act, such as accessing declared quarantine areas, including renewals and revocations.  Includes applications, receipts of prescribed fees, terms.  May include ministerials.	Temporary  Destroy 7 years after permit expires
1.3.4	Records documenting applications for access permits under the act that have been refused by the Minister.	Temporary  Destroy 3 years after action completed
1.3.5	Records documenting the appointment of authorised officers by the Minister as required by	Temporary  Destroy 7 years after end of appointment

## 1. Weeds Management

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### 1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	the Minister under the Act, including weed management officers.  Includes gazette notices, ministerials, recommendations and terms and conditions.  May include returned identity cards.	

## 1. Weeds Management

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### 1.4 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
1.4.1	Records documenting the establishment of Weed Advisory Committees for regions, districts or catchment areas as required under the Act.  Includes appointments of persons by the Minister, Chairpersons, terms and conditions and resignations.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of the Weed Advisory Committees.  Includes agenda, minutes, discussion papers and disclosure of interests by members.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting high level committees and interdepartmental committees where the Department is the NT Government's main representative in relation to weeds management, such as the Australian Weeds Committee and the National Biosecurity Consultative Committee.  Includes agendas, minutes and discussion papers.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting working groups and sub-committees in relation to weeds management, such as the Alice Springs, Tennant Creek, Darwin and Katherine Regional Weed Reference Groups.  Includes agendas and minutes.	Temporary  Destroy 5 years after action completed

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.5 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
1.5.1	<p>Records documenting written notifications by the Minister to owners and occupiers of land, such as requiring them to undertake or prevent the presence of a plant, declared weed, or potential weed, on the land and requiring them to comply with a weed management plan.</p> <p>Includes inspection notices and written notices.</p> <p>May include overriding statutory charges and restrictions on land titles.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting investigations into persons suspected of contravening the Act, such as cutting declared weeds in certain areas, moving animals and vehicles that contain a declared weed, selling weeds or entering a quarantine area.</p> <p>Includes written notifications by the Minister to an owner or occupier of land.</p> <p>Includes remedial weed management plans, reports to the Minister. Includes receipts of debts due to the Territory.</p> <p>May include weed control orders and infringement notices and receipts for prescribed fees and applications of appeals to the local court, court orders and supporting documentation.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.5.3	<p>Records documenting routine and adhoc compliance inspections in relation to weeds management of pastoral leases.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.5 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
	Includes file notes, photographs, witness statements, inspection reports and other supporting documentation.	
1.5.4	Records documenting routine and adhoc compliance inspections in relation to weeds management, including, road side inspections for gamba grass.  Includes inspection reports, photographs, extracts of documents, witness statements and other supporting documentation.  Excludes compliance inspections in relation to weeds management of pastoral leases.	Temporary Destroy 15 years after action completed
1.5.5	Records documenting notifications to the Department of a declared weed present on an owners or occupiers land.  May include written notifications, photographs, copies of weed management plans and related correspondence.	Temporary Destroy 7 years after action completed

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Final versions of maps made for public viewing relating to weeds management, such as spatial maps.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Weed Information System, including registers kept in relation to weeds management, such as: <ul style="list-style-type: none"> <li>- Permits Register</li> <li>- Authorised officers</li> <li>- Spatial maps</li> </ul>	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy registers to the NT Archives Service 10 years after action completed

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.7 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
1.7.1	Records documenting digital data requests such as geospatial information in relation to weed management.  Includes applications, terms and conditions, data agreements and receipts for prescribed fees.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting digital data requests such as geospatial information in relation to weed management where there is no digital data agreement.  Includes applications, terms and conditions and receipts for prescribed fees.	Temporary  Destroy 10 years after action completed
1.7.3	Records documenting the handling of requests for information in relation to weeds management from members of the community, researchers and students.  Includes email messages, file notes and related correspondence.	Temporary  Destroy 5 years after action completed

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.8 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
1.8.1	<p>Records documenting the promotions and awareness of weeds management through education programs and workshops, including the participation into circuit shows, exhibits, information sessions, fact sheets and presentations.</p> <p>Includes background research, briefs and designs, information handouts.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.9 Implementation

The activities associated carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the implementation of nation-wide policies and plans, such as the National Weed Strategy.</p> <p>Includes ministerials, correspondence and progress reports.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.10 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
1.10.1	<p>Final versions of plans in relation to weeds management, including strategic plans and weed management plans, approved by the Minister, such as for gamba grass, mimosa and bellyache bush, including reviews, variations and revocations.</p> <p>Includes gazette notices and ministerials.</p> <p>Includes copies of published newspaper notices, comments received from the community, terms and conditions.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.10.2	<p>Records documenting the development of plans in relation to weeds management, including draft weed management plans.</p> <p>Includes draft versions and community consultation notes and ministerials.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.11 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Master set of policies in relation to weeds management, such as the Weeds Compliance Policy.</p> <p>Includes formal draft versions, file notes, consultation notes and other related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.12 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Master set of procedures and guidelines in relation to weeds management, including standard operating procedures.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of procedures and guidelines in relation to weeds management.  Includes consultation notes, draft versions and implementation plans.	Temporary Destroy 10 years after action completed

## 1. Weeds Management

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds under the *Weeds Management Act*. Includes statutory declarations and appointments, establishment and management of Weeds Advisory Committees, compliance inspections and investigations, granting of weeds permits, and weed program management.

### 1.13 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting programs in relation to weeds management, such as biological control programs, weed control and eradication, and the Gamba Action Program.  Includes draft versions, implementation action plans, key performance indicators, progress reports, ministerials briefing notes, budget reports, final evaluation reports, reviews and other supporting documents.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.13.2	Equipment Loan Register and the Herbicide Register.  Included related correspondence.	Temporary  Destroy 12 years after action completed
1.13.3	Records documenting herbicide spray equipment loan agreements.  Includes related correspondence.	Temporary  Destroy 10 years after action completed

## 1. Weeds Management

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### 1.14 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
1.14.1	Final versions of major reports in relation to weeds management, including technical reports and obligation reporting to the National Biosecurity Committee.  Includes formal draft versions.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting periodic reports in relation to weeds management.	Temporary  Destroy 10 years after action completed

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### 1.15 Research

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

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting research projects in relation to weeds management, including trials, such as for the use of types of herbicide.  Includes research papers, final reports, raw data and survey forms.	Permanent  Transfer to the NT Archives Service 10 years after action completed