



Records disposal schedule

Records Disposal Schedule Water Resources Management Department of Environment and Natural Resources

Disposal Schedule No. 2019/4

May 2019

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Table of contents

Preamble	i
Introduction.....	i
Structure of a Records Disposal Schedule	i
Function.....	ii
Activity	ii
Record Class	ii
Status and Disposal Action	ii
About this Records Disposal Schedule	iv
Purpose	iv
Scope	iv
Responsibility	iv
Authority	iv
Regulatory Framework.....	iv
Related Documents	iv
Normal Administrative Practice	v
Notification of Destruction	v
Acknowledgement	v
Compliance Checklist	vi
Disposal Schedule	1
1. Water Resources Management.....	1
1.1 Advice.....	1
1.2 Agreements	3
1.3 Authorisation.....	4
1.4 Committee	7
1.5 Compliance.....	9
1.6 Control	10
1.7 Enquiries.....	12
1.8 Extension Services	13
1.9 Grant Allocation	14
1.10 Planning.....	15
1.11 Policy	16
1.12 Procedures	17
1.13 Program Management	18
1.14 Reporting	19
1.15 Water Assessments	20

Preamble

Introduction

The *Information Act* 2002 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.

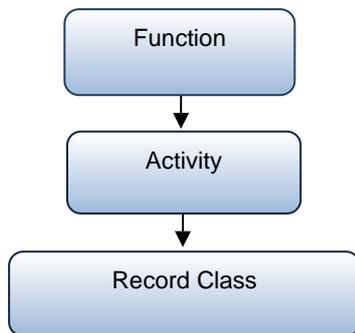
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 Water Resources Management of the Department of Environment and Natural Resources.

Scope

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

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

Responsibility

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

Authority

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

Disposal Schedule No. 2019/4 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Environment and Natural Resources on 31 May 2019 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Water Resource Management Records 2009/11 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Water Act 1992*
- *Water Regulations 1992*
- *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>1. Water Resources Management</p> <p>The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the <i>Water Act</i>. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.</p>		
<p>1.1 Advice</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>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of formal detailed advice to the Minister, Government Bodies and other organisations in relation to water resources management, such as impact of mining activities, stormwater and flood risk management and environmental concerns.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting declarations by the Minister and the Administrator as required under the Act, such as to declare land to be a waterway, coastal waters, water control districts, water allocation plans, exemptions with regards to ground water and beneficial uses within water control districts. Includes ministerials, briefing notes, gazette notices. May include copies of published newspaper notifications, copies of written notifications to owners and occupiers of the land, councils and relevant authorities and receipts of debts payable to the Territory.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.3	Records documenting notices via the gazette by the Controller to persons or a class of persons to take action, such as keep and maintain records, install and operate equipment, provide information to persons, take or dispose of samples of water or waste, submit samples of water or waste to a prescribed person or member of a class of persons for analysis.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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
1.1.4	Records documenting comments made by the Department on development applications that impact water resources, including environment impact statements, notices of intents and land clearings. Includes written responses, applications, consultation notes, maps and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.5	Records documenting the provision of non-specific routine advice in relation to water resources to government bodies and the community, such as announced allocations.	Temporary Destroy 5 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 water resources management with Government bodies and other organisations, such as the inter-governmental agreement between all states and Territories for the Great Artesian and Lake Eyre Basin Strategic Management Plan.	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 water resources management with Government bodies and other organisations, such as the Charles Darwin University and the Australian Institute of Marine Science. Includes collaborative agreements, service level agreements and memoranda of understanding.	Temporary Destroy 12 years after expiry or termination of agreement

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 appointments of the Controller of Water Resources by the Minister as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting written delegations by the Minister of the Controller of their powers and functions to authorised persons. Includes memoranda and ministerials.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting written appointments of authorised officers by the Controller as required under the Act. May include returned identity cards.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting approved water investigation permits by the Controller to persons for the purpose of exploring water as required under the Act. Includes terms and conditions, copies of published newspaper notices. May include written notices to the owner or occupier of land by the permit holder of intentions to enter the land.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.5	Records documenting approved permits granted by the Controller for persons to interfere with a waterway as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	Includes applications, terms and conditions. May include ministerials and briefing notes.	
1.3.6	Records documenting approved water extraction licences by the Controller to persons to take water as required under the Act, such as surface water extraction licences, ground water licences. Includes applications, terms and conditions, copies of published newspaper notices, written notices of Controller's decision, written notifications to owners and occupiers of relevant land, May include applications for a review of decision and recharge licenses.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.7	Records documenting approved applications by the Controller for a drilling licence class 1, 2 or 3 restricted or unrestricted as required under the Act, including surrenders, revocations and variations and renewals. Includes applications, terms and conditions, May include requests from the controller for prescribed information and samples from the licensee.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.8	Records documenting approved applications by the Controller to persons for an underground waste disposal licence, including surrenders, revocations and variations and renewals. Includes applications, company details, terms and conditions and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.9	Records documenting approved major works by the Minister as required under the Act, such as acquisition, construction, maintenance, repair, alteration, operation or removal of such works. Includes ministerials, terms and conditions and supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.10	Records documenting approved minor works by the Minister as required under the Act, such as acquisition, construction, maintenance, repair, alteration, operation or removal of such works. Includes ministerials, terms and conditions and supporting documentation.	Temporary Destroy 20 years after action completed
1.3.11	Records documenting approved applications by the Controller for bore work permits as required under the Act, including surrenders, revocations and variations and renewals. Includes applications, terms and conditions.	Temporary Destroy 20 years after permit expires or is cancelled
1.3.12	Records documenting applications for a licence or permit under the Act that have been refused or withdrawn. Includes applications, written notifications of decision and supporting documentation. Includes applications for review of decisions and written notices of decisions.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 water advisory committees by the Minister as required under the Act, including non-statutory water advisory committees, such as the Katherine Water Advisory Committee, Ooloo Water Advisory Committee, Alice Springs Water Advisory Committee, Mataranka Water Advisory Committee, Rapid Creek Water Advisory Committee and Darwin Harbour Water Advisory Committee. Includes appointment of members,.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of water advisory committees. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting the establishment of the Water Resources Review Panel by the Minister as required under the Act. Includes appointments of Chairperson and members by the Minister, copies of member qualifications and relevant experience. May include resignations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting meetings of the Water Resources Review Panel, including agendas, minutes, discussion papers and disclosure of interest.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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
1.4.5	Records documenting the establishment of the Drillers Qualifications Advisory Committee for the purpose of advising the Controller in relation to drilling licences. Includes appointments of the Chairperson and members by the Minister, copies of relevant qualifications of members.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.6	Records documenting meetings of the Drillers Qualification Advisory Committee. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.7	Records documenting inter-department and internal committees and working groups in relation to water resources management, such as the NT Floodplain Management Committee and the Oil Spill Response Working Group. Includes agendas and minutes.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.5 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
1.5.1	<p>Records documenting investigations into persons suspected of contravening the Act, such as polluting or interfering with a waterway, breaches of a water investigation permit, licence to take water, drilling licence, breaching a licence to take ground water, or unlicensed waste disposal.</p> <p>Includes investigation reports, witness statements, file notes, photographs, extracts of documents, records of items seized and other supporting documentation.</p> <p>Includes written notices to enter land by the Controller or an authorised officer, remediation notices.</p> <p>May include applications for review.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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	<p>Statutory registers as required under the Water Act, including the Water Extraction licence register.</p> <p>Includes:</p> <ul style="list-style-type: none"> - name and address of licence holder - expiry date of licence - location of the property water is currently taken - maximum allowed water quantity per annum - the source of the water that may be taken <p>May include approved applications to suppress information from publication on the grounds of commercial confidentiality.</p>	<p>Permanent</p> <p>Retain in organisation (Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.6.2	<p>Register of Authorised Officers.</p> <p>Includes names, dates registered, terms and conditions.</p>	<p>Permanent</p> <p>Retain in Organisation (Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.6.3	<p>Business systems in relation to water resources management, such as the HYDSTRA database.</p> <p>Includes:</p>	<p>Permanent</p> <p>Retain in Organisation</p>

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> - modelling - localities - data analysis - bore details - water levels - rainfall - yield 	(Manage and migrate data to new platform during system upgrades)

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 requests for spatial information in relation to water resources, where an agreement has been established. Includes applications, terms and conditions and receipts for prescribed fees.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting requests for information to the Department in relation to water resources, such as spatial information, where an agreement has not been established. Includes applications, terms and conditions and receipts for prescribed fees.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 development of education programs for the purposes of promoting water resources management, includes community engagement, participation into circuit shows, exhibits, school presentations and information sessions.</p> <p>Includes background research, briefs and designs, information handouts.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.9 Grant Allocation

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the receipt of applications from persons in the community and not for profit organisations for grant funding in relation to water resources management where the application was successful, including funding under the Water Rebate Scheme. Includes applications, funding agreements, payment approvals, progress reports, financial statements, acquittal reports and water rebate claim forms.	Temporary Destroy 7 years after grant acquitted
1.9.2	Records documenting unsuccessful applications for grants in relation to water resources management. Includes applications and notice of decision.	Temporary Destroy 2 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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	Final versions of strategic plans in relation to water resources management, including water allocation plans.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting water allocation plans. Includes ministerials, briefing notes, consultation notes, copies of assessment reports and other supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.3	Records documenting the development of plans in relation to water resources management. Includes draft versions and consultation notes.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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	Master set of policies in relation to water resources management, including water quality standards in relation to waste or a class of waste or water or class of water by the Administrator as required under the Act. Includes ministerials and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of policies, in relation to water resources management. Includes draft versions, file notes, consultation notes and other related correspondence.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 water resources management.	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 water resources management. Includes consultation notes, draft versions and implementation plans.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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	<p>Final versions of strategic plans for programs in relation to water resources management, including reviews.</p> <p>Includes key performance indicators, progress reports, ministerials, briefing notes, budget reports and other supporting documents.</p> <p>May include final evaluation reports and reviews of programs.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.13.2	<p>Records documenting the delivery of programs in relation to water resources management, such as the Darwin Regional Management Aquifer Research Project and the Palmerston Ground Water Sustainability Project.</p> <p>Includes action plans, community engagement, project agreements, progress status reports, file notes, minutes, purchase orders, invoices and related documentation.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

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 water resources management, including technical reports. 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 water resources management.	Temporary Destroy 10 years after action completed

1. Water Resources Management

The function of providing for the regulation, investigation, allocation, use, control, protection, management and administration of water resources as required under the *Water Act*. Includes statutory declarations, appointments of the Controller of Water Resources and delegations, granting of permits and licences, establishment and management of the Water Advisory Committees, maintaining statutory registers and monitoring compliance under the Act.

1.15 Water Assessments

The activities involved in the collection of water quality data, including occurrences, volumes, flows, characteristics, quality and flood potential.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records documenting water resource assessments, also known as investigations by the Controller, as required under the Act for the purpose of planning water resource development and environment protection.</p> <p>Includes reports on the collection, collation and analysis of data concerning the occurrence, volume, flow, characteristics, quality, flood potential and use of water resources, including:</p> <ul style="list-style-type: none"> - gauging / rainfall station site books - Bore data - groundwater bore surveys and maps - ground water assessments – geophysical logs - water level surveys - water level recorder charts - water level and rainfall recorder charts - aerial photos - bore station files - strip charts 	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>