



## **Records disposal schedule**

# **Records Disposal Schedule Pastoral Lease Administration Department of Environment and Natural Resources**

**Disposal Schedule No. 2019/8**

**July 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.

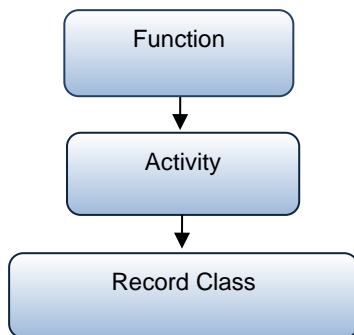
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<sup>1</sup> S.145 *Information Act*

<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 Pastoral Lease Administration of the Department of Environment and Natural Resources.

### Scope

Application of this Records Disposal Schedule is mandatory for Pastoral Lease Administration records of the Department of Environment and Natural Resources.

This Records Disposal Schedule applies to Pastoral Lease Administration 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. 2019/8 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 19 July 2019 and is effective immediately.

### Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Pastoral Land Regulation Records 2004/3 are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Pastoral Land Act 1992*
- *Pastoral Land 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

### 1. Pastoral Lease Administration

The function of providing for the conversion and granting of title for pastoral purposes and the administration, management and conservation of pastoral land, as required under the *Pastoral Land Act 1992*. Includes declarations by the Minister and Administrator, processing of applications to clear native vegetation on pastoral leases, and applications for non-pastoral uses or other approvals as required under the Act, including pastoral land condition monitoring, feral animal control, remedial plans and establishment and management of the Pastoral Land Board.

#### 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 documenting the provision of formal detailed advice to the Minister, Government Bodies and other organisations in relation to pastoral lease administration, including the Pastoral Land Board.  Includes ministerials and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting declarations by the Minister under the Pastoral Land Act, such as fees to be charged, pastoral lease rent, an area of pastoral land to be, or contain, a feature of public interest, and prescribed periods in relation to camping on pastoral land.  Includes gazette notices.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.3	Records documenting written notifications by the Minister to the pastoral lessee to control declared feral animals within a district that impacts the lessee station.  Includes ministerials.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.4	Records documenting notices of valuations for the unimproved capital value of pastoral properties from the NT Valuer-General.	Temporary  Destroy 5 years after action completed

## 1. Pastoral Lease Administration

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### 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
1.1.5	Records documenting the provision of non-specific routine advice to government bodies and the community in relation to pastoral lease administration, such as access rights (e.g. advice regarding perennial waters).	Temporary Destroy 5 years after action completed

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### 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 agreements in relation to pastoral lease administration, such as with the Commonwealth.  Includes funding agreements and service agreements between departments.	Permanent  Transfer to the NT Archives Service 10 years after action completed

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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
1.3.1	Records documenting written delegations to persons of any of the Minister's powers and functions under the Act, such as the Executive Director of Rangelands delegations.  Includes ministerials and business memoranda.	Permanent  Transfer to the NT Archives Service 10 years after action completed

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### 1.4 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
1.4.1	Records documenting the establishment of the Pastoral Land Board as required under the Act. Includes appointment of Chairman, members by the Minister, including alternate members and acting Chairman.  Includes gazette notices, terms and conditions, written resignations, terminations,	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of the Pastoral Land Board. Includes agendas, minutes, discussion papers and disclosure of interests by members.	Permanent  Transfer to the NT Archives Service 10 years after action completed

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### 1.5 Control

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting registers kept by the Department in relation to pastoral lease administration, such as: <ul style="list-style-type: none"> <li>- pastoral leases</li> <li>- permits granted</li> <li>- compliance investigations</li> </ul>	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry



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### 1.6 Leasing

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed prices. Includes the formal documentation setting out conditions, rights and responsibilities of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the granting of a lease of Crown Land for pastoral purposes and non-pastoral purposes by the Minister under the Act, including consolidated leases, uneconomic areas of Crown Land and sub-leasing.</p> <p>Includes terms and conditions, variations, surrenders, abandonments of perpetual pastoral leases, vacation of lands.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>- notifications to the Registrar-General, invitations for applications, auctioning the right, inviting tenders for the right or otherwise selling or disposing of the right and related documentation.</li> <li>- applications to the Minister to subdivide the land into two or more pastoral leases. Includes Board recommendations, written notifications of approval, variations and terms and conditions.</li> <li>- applications for consent to lease transactions.</li> <li>- declarations of reference areas and establishments of monitoring sites by the Board, including gazette notices.</li> <li>- remedial plans submitted by the pastoral lessee to the Board and supporting documentation.</li> <li>- notifications to the Board by the pastoral lessee of access to waterways.</li> </ul>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.6 Leasing

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed prices. Includes the formal documentation setting out conditions, rights and responsibilities of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- notifications of temporary closure of access by the Pastoral lessee to the Board, including copies of published newspaper notices and Board approval. Includes closures for rehabilitation and conservation purposes. Includes gazette notices.</li> <li>- permit applications to the Board by pastoral lessee to use all or part of the land subject to a pastoral lease for a purpose that is not a pastoral purpose. Includes approved guidelines, copies of published notifications, Board decisions and terms and conditions. May include requests to extend the term of the permit, variations, suspensions and revocations of the permit by the Board.</li> <li>- permit applications to the Board by pastoral lessee to clear pastoral land of native vegetation, including written consents and approved guidelines.</li> <li>- land condition monitoring.</li> <li>- investigations into persons suspected on contravening the Act, such as breaching pastoral lease conditions. Includes investigation reports, witness statements, photographs, extracts of documents and ministerials.</li> <li>- enforcement of restrictions on holdings, written notices by the Minister and statutory declarations, such as maximum holdings.</li> <li>- approved licensed to persons by the Minister to go onto pastoral land and take from the land, such as</li> </ul>	

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### 1.6 Leasing

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed prices. Includes the formal documentation setting out conditions, rights and responsibilities of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
	<p>timber, stone, earth, salt, seaweed and bark. Includes applications, receipts of prescribed fees, supporting documenting. Includes variations to the licence terms and written approvals by the Minister.</p> <p>- applications for review of decisions made by the Board or the Minister, includes court orders and supporting documentation, such as when matters are referred to the Northern Territory Civil and Administrative Tribunal.</p>	

## 1. Pastoral Lease Administration

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### 1.7 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
1.7.1	Final versions of plans in relation to pastoral lease administration, such as strategic business plans and compliance frameworks.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting the development of plans in relation to pastoral lease administration. Includes draft versions and consultation notes.	Temporary Destroy 10 years after action completed

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### 1.8 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
1.8.1	<p>Master set of policies in relation to pastoral lease administration, such as maximum holdings.</p> <p>Includes formal draft versions, consultation notes, ministerials, briefing notes and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.9 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Master set of procedures and guidelines in relation to pastoral lease administration, such as pastoral land clearing guidelines and non-pastoral use guidelines.</p> <p>Includes formal draft versions, consultation notes, implementation plans and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Pastoral Lease Administration

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### 1.10 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
1.10.1	Final versions of major reports in relation to pastoral lease administration, including annual reports, reports to the Minister on the general condition of pastoral land, and the operations of the Pastoral Land Board.  Includes formal draft versions.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting working papers of major reports in relation to pastoral lease administration.  Includes draft versions, consultation notes and related correspondence.	Temporary  Destroy 5 years after action completed