



Records disposal schedule

Records Disposal Schedule Commercial Parks Management Parks and Wildlife Commission of the NT

Disposal Schedule No. 2015/23

November 2015

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

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

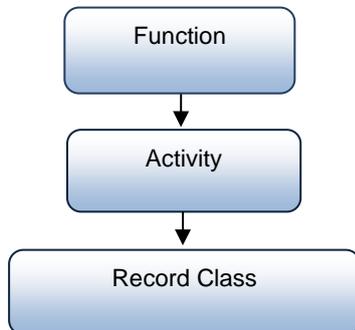
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

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

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Commercial Parks Management of the Parks and Wildlife Commission of the Northern Territory.

Scope

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

This Records Disposal Schedule applies to Commercial Parks Management records in all formats.

Responsibility

The Chief Executive of the Parks and Wildlife Commission of the Northern Territory is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Parks and Wildlife Commission of the Northern Territory on 13 November 2015 and is effective immediately.

Regulatory Framework

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

- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Parks and Wildlife Commission of the Northern Territory
- current authorised disposal schedules for Parks and Wildlife Commission of the Northern Territory.

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

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

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

Records that have been captured into a recordkeeping system should be destroyed using the *Disposal Schedule for Short Term Value Records* (Disposal Schedule 2003/10) unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Parks and Wildlife Commission of the Northern Territory in consultation with the NT Records Service.

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

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. COMMERCIAL PARKS MANAGEMENT

The function of promoting the protection and conservation of wildlife through the provision of wildlife parks as educational and entertainment facilities and showcasing the Northern Territory flora and fauna by maintaining engaging wildlife exhibits, interactive programs and interpretative approaches to educate the public about the natural history of the Northern Territory. Includes contributing to conservation outcomes such as captive breeding and recovery programs of threatened species, community fundraising and partnering, and collaboration with other conservation bodies.

Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.1 ADVICE

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to advice, opinions and recommendations to the Minister, other Northern Territory agencies and external bodies in regard to commercial parks management strategies and programs in the Northern Territory. Includes responses to acquisitions, endangered species, captive breeding programs and management strategies.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records relating to advice, opinions and recommendations of a routine nature provided to or by the agency regarding animal management expertise and on capture and handling techniques. Includes national and international scientific and popular film/print media programs. Use COMMUNITY RELATIONS – ENQUIRIES for the activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.	TEMPORARY Destroy 3 years after action completed

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.2 AGREEMENTS

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to information sharing or hosting agreements concerning the commercial parks unique information.</p> <p>Includes the Zoological Information Management System (ZIMS) and agreements concerning the protection and security access to the information.</p> <p>Use COMMERCIAL PARKS MANAGEMENT – CONTROL for the database of all animal accessions and entry into the animal collection.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement</p>

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks 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 applications of wildlife permits to keep protected species. Includes wildlife in and out of the commercial parks and returns. Includes the legal acquisition or de-acquisition of animals original permits issued to export, transport and exhibit wildlife.	TEMPORARY Destroy 7 years after expiry of lease or permit
1.3.2	Records documenting approved applications for specialised licences and permits for the operation of commercial parks. Includes supporting documentation, amended conditions and certificate of registrations.	TEMPORARY Destroy 7 years after expiry of lease or permit
1.3.3	Records documenting applications for specialised licences and permits for the operation of commercial parks where the request is not approved. Includes applications, supporting documentation and copies of notifications.	TEMPORARY Destroy 2 years after action Completed

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.3.4	Records documenting returns submitted by the agency in compliance with permit conditions for aquarium licences, water monitoring, extraction and discharge licences.	TEMPORARY Destroy when reference ceases
1.3.5	Records documenting sponsorship of an animal, exhibit or display. Includes sponsorship application, agreements, memorandum of understanding and receipts and arrangements to display the sponsoring organisations logo on the exhibit or display.	TEMPORARY Destroy 7 years after expiry of agreement

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1.4 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Database of all animal accessions and entry into the animal collection.</p> <p>Includes the individual specimen's accession number, common name, sex, type of transaction and date of accession into the animal collection and subsequent births, deaths, acquisition, de-acquisitions and transfers for each species. Includes a summary of total number of species and specimens on loan to other institutions.</p> <p>May also include information on exhibit relating to the animal and animal observations used in research and use of prescribed drugs.</p>	<p>PERMANENT</p> <p>Retain in organisation (all records supported by the system to be migrated during system upgrades)</p>
1.4.2	<p>Log book of accession number allocation to all animals acquired and subsequent births in the Commercial Park.</p> <p>Includes allocated class number, species, date and signature.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>
1.4.3	<p>Database of visitors, bookings and Territorian pass holders.</p>	<p>TEMPORARY</p> <p>Delete record when reference ceases</p>

1.4.4	Register of weed species list and locations for the commercial parks ongoing weed management. Includes species name, common name and location.	TEMPORARY Destroy when reference ceases
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1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.5 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
1.5.1	Records documenting research and background information used in the development of interpretative signage and labels. Includes information gathered from traditional owners.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting the planning and development of interpretative signage and labels for the purposes of educating visitors on research, conservation, cultural information and safety guidelines within commercial parks. Includes approvals, memorandums, layouts, artwork, maps, plans and photographs.	TEMPORARY Destroy 10 years after replacement or removal of signage
1.5.3	Records documenting the development and implementation of education programs, exhibitions, displays and materials to enhance awareness and understanding of the cultural, heritage and conservation attributes of commercial parks. Includes briefs, floor plans, work instructions, presentations, flyers, brochures, workshops, working papers, drafts, program outlines, script notes, activity sheets, lesson plans, learning strategies, film etc.	TEMPORARY Destroy 7 years after program ceases or is superseded

Use COMMUNITY RELATIONS –
MARKETING & COMMUNICATION for
records documenting campaigns or
advertising to raise or maintain commercial
park's public profile or to advertise a
particular program or event.

Use PROPERTY MANAGEMENT -
CONTRACTING OUT for records
documenting contracts to repair, maintain or
install interpretative signage or labels.

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.6 ANIMAL HUSBANDRY

The activities associated with the maintenance of all aspects of captive animal welfare

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting zoo keeper collection activity and observations of animal behaviours to assist keepers in tracking animal histories and significant collection events. Includes animal incidents, stocktake, feeding history, breeding, enclosure transfers, identification and medical procedures and general collection activity (weights, faeces testing, acquisitions, de-acquisitions, rescue, release, deaths and births.)	PERMANENT Retain in organisation
1.6.2	Records documenting the medical history of collection animals or injured animals brought in by a member of the public. Such as reference for treatments, medical evaluations, transfer recommendations, and animal management decision making. Includes medical reports, diagnostic tests results, daily medical log entries, anaesthesia records, prescriptions, clinical pathology data (blood work and culture results), pathology records and histopathology results, culture reports, and parasitology records. May also include preventive medicine program events such as vaccinations, testing, quarantine, and examination procedures.	PERMANENT Retain in organisation

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.7 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting inspection, management and maintenance of grounds within commercial parks that have been identified as an aboriginal site of significance such as within the Goose Lagoon area. Includes written approval through custodians, work applications and Authorisation certificate.	PERMANENT Retain in organisation
1.7.2	Records documenting inspections, management and control of specific living collections (flora and fauna) in the Commercial Parks such as in habitat displays. Includes surveys, treatment and control programs, curatorial strategies, pest management plans (chemical and non-chemical pest control methods). Use PROPERTY MANAGEMENT – MAINTENANCE for records documenting maintenance of fences, playground equipment, water related infrastructure, weeds management, gardens, habitat	TEMPORARY Destroy 25 years after action completed

displays and general ground maintenance.
that are not in sacred sites. Includes fire
management.

Use EQUIPMENT AND STORES –
MAINTENANCE for the records documenting
routine maintenance of assets and equipment
such as mowers, gates etc.

Use PROPERTY MANAGEMENT –
CONSTRUCTION for records documenting
major work maintenance or development
requiring capital works expenditure such as
for animal exhibits and infrastructure.

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

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 copy of policies and guidelines specific to the commercial parks management function.</p> <p>Examples:</p> <ul style="list-style-type: none">• Dangerous Animals Escapes• Zoological Policy• Free of Charge Entry Policy• Animal Health Policy• Quarantine Policy <p>Includes research, draft versions of policy containing significant changes or alterations, formally circulated for comment.</p> <p>Use 2013/5 0.12 POLICY for records documenting the development and implementation of administrative policies.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. COMMERCIAL PARKS MANAGEMENT

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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	Records documenting standard operating procedures specific to commercial parks activities such as procedures for carrying out specific animal handling techniques. Includes background research and draft versions.	TEMPORARY Destroy 7 years after procedure is superseded

1. COMMERCIAL PARKS MANAGEMENT

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Note: Use PROPERTY MANAGEMENT – CONSTRUCTION for records documenting the design, construction, landscaping and renovations of the Commercial Parks Management.

1.10 PROJECT MANAGEMENT

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting. Add the project name as free text.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the management of major projects, or projects identified as a Government priority, relating to the conservation of Northern Territory biodiversity.	PERMANENT Transfer to the NT Archives Service 10 years after project completed
1.10.2	Includes project planning, monitoring, project research, resource management, milestones, agreements, final report, extension programs Records documenting the management of minor projects relating to commercial parks management.	TEMPORARY Destroy 10 years after project completed