

Records Disposal Schedule
Sustainable Pastoral Development
Records

**Department of Primary Industry,
Fisheries and Mines**

Disposal Schedule No 2007/12

June 2007

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

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

Scope

Application of this Disposal Schedule is mandatory for Sustainable Pastoral Development records of the Department of Primary Industry, Fisheries and Mines. This Disposal Schedule applies to Sustainable Pastoral Development records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

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

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of Department of Primary Industry, Fisheries and Mines.
- ▶ current authorised disposal schedules for administrative records of the NT Government

- ▶ Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal



Responsibility

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

Authority

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

Explanation

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

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

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

NT Government Disposal Schedules

There are two types of records disposal schedules:

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

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

Sentencing Records

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

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



Normal Administrative Practice

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

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

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

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

Notification of Destruction

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

Acknowledgment

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

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

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



COMPLIANCE

Compliance Checklist

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



1. SUSTAINABLE PASTORAL DEVELOPMENT

The function of increasing the long term productivity of the pastoral industry in a sustainable manner by providing relevant information to producers and conducting research into improving rangeland management and animal production; husbandry techniques; pastures; nutrition; animal welfare; animal behaviour and genetic improvement of cattle in the Northern Territory.

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 technical advice provided to or by the agency regarding sustainable pastoral development.	TEMPORARY Destroy 6 years after action completed.

Use COMMUNITY RELATIONS - ENQUIRIES for the activities associated with handling of requests for information about the organisation and its services by the general public or another organisation.

Use GOVERNMENT RELATIONS – ADVICE for the activities associated with the unit responding to the Governments request for advice or comments eg ministerials, reports and current issue briefs.

Use SUSTAINABLE PASTORAL DEVELOPMENT – COMMITTEES for the activities associated with reports of collated technical advice provided to the committee. Includes presentations.

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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	<p>Records relating to the development, negotiation, maintenance and review of agreements for sustainable pastoral development programs with other government and industry bodies such as Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Meat & Livestock Australia. Includes signed agreement.</p> <p>Use FINANCIAL MANAGEMENT – ACCOUNTING or FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with any agreement.</p> <p>Use FINANCIAL MANAGEMENT – AUDIT for the activities associated with the financial management performance of the agency regarding the agreement, including those by the Auditor General of the Northern Territory and external auditors</p>	<p>TEMPORARY Destroy 7 years after expiry of agreement.</p>

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1.3 COMMITTEES

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Master set of records relating to committees, convened by the agency, involving NTG agencies, other governments (state or national), business and industry organisations, formed to discuss sustainable pastoral development in the Northern Territory. Includes establishment of the committee, final agendas and minutes, reports, terms of reference, appointments, resignations and dismissal of members or the chairperson. eg: Katherine Pastoral Industry Advisory Committee (KPIAC).	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.3.2	Records relating to membership of external committees not convened by, but attended by agency staff to discuss issues relating to sustainable pastoral development in the Northern Territory. eg North Australia Beef Research Council (NABRC)	TEMPORARY Destroy 6 years after action completed.
1.3.3	Working papers documenting the administrative arrangements made for the conduct of committees convened by sustainable pastoral development. Includes draft agendas, distribution list, invitations to attend, organising of venues and travel arrangements.	TEMPORARY Destroy 2 years after action completed
	Use COMMUNITY RELATIONS / GOVERNMENT RELATIONS - MEETINGS for the activities associated with attendance by sustainable pastoral development staff at ad hoc meetings organised by other government agencies or industry bodies.	
	Use STRATEGIC MANAGEMENT – MEETINGS for the records relating to unit staff meetings and managers meetings.	

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1.4 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
1.4.1	Records relating to delivering and developing extension services to the community, industry and other governments for sustainable pastoral development in the Northern Territory. Includes workshops, field days and seminars. Eg: EDGENetwork.	TEMPORARY Destroy 6 years after action completed.
1.4.2	Records relating to the development of extension course material. Use PUBLISHING – COMPLIANCE for the activities associated with the lodgement of the legal deposit publication. Use PUBLISHING – INTELLECTUAL PROPERTY for the activities associated with superseded material that may have legal ramifications. Use PUBLISHING - PRODUCTION for records relating to the production of the units publications (hard copy or electronic). Includes the final report and master copy of extension material. Use STAFF DEVELOPMENT – TRAINING for the activities associated with encouraging staff to develop their skills and abilities.	TEMPORARY Destroy when course superseded.

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1.5 PROJECT DEVELOPMENT

The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning. Add the project name as free text.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to the activities associated with the analysis, concept development, definition and initial planning of sustainable pastoral development projects that are approved and proceeded with. Includes funding application, project proposal, business case, plans and approvals. eg: Liveweight Gain Project.	TEMPORARY Destroy 6 years after action completed.
1.5.2	Records relating to the activities associated with the analysis, concept development, definition and initial planning of sustainable pastoral development projects that are not approved. Includes project proposal, business case, plans and non approval outcome. Use SUSTAINABLE PASTORAL DEVELOPMENT – PROJECT MANAGEMENT for the activities associated with the management and achievement of goals and objectives for approved sustainable pastoral development projects.	TEMPORARY Destroy 2 years after action completed.

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1.6 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
1.6.1	Records relating to the activities associated with the management and achievement of goals and objectives of sustainable pastoral development projects. Includes project planning, progress reports (milestone), survey reports, final reports, file notes, copies of invoices and other liaison correspondence. eg Pigeon Hole.	TEMPORARY Destroy 6 years after action completed. 1 copy of final outcome report to be deposited in agency library.
	Use SUSTAINABLE PASTORAL DEVELOPMENT – PROJECT DEVELOPMENT for the activities associated with defining the scope for projects.	

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1.7 RESEARCH

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to performing research for the purpose of sustainable pastoral development in the Northern Territory or new opportunities for industry. Includes audits, surveys, economic outcome studies, strategic outcomes studies and reports (consolidated results of research). eg Improving Herd Management.	PERMANENT Transfer to NT Archives Service 20 years after research completed. 1 copy of final report to be deposited in agency library.
1.7.2	Records relating to data that has been used to achieve the final outcome reports regarding the research. Includes questionnaires, statistics, survey, working papers and other raw data that has been used and captured in reports. Includes animal data and rangeland assessments.	TEMPORARY Destroy 20 years after research completed.
	Use PUBLISHING - PRODUCTION for records relating to the production of the units publications (hard copy or electronic). Includes the final report.	



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