

**Records Disposal Schedule
Plant Biosecurity Records**

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

Disposal Schedule No. 2007/14

**October 2007
Amended August 2018**

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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 the Plant Biosecurity function of the Department of Primary Industry, Fisheries and Mines.

Scope

Application of this Disposal Schedule is mandatory for Plant Biosecurity records of the Department of Primary Industry, Fisheries and Mines.

This Disposal Schedule applies to Plant Biosecurity 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:

- ▶ Plant Disease Control Act
- ▶ Emergency Plant Pest Response Deed
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489 Records Management

Schedule of Amendments

Schedule of amendments to the Plant Biosecurity Functional Records Disposal Schedule were authorised by the Chief Executive of Department of Primary Industry and Resources on 8 August 2018 and are effective immediately.

Table of Amendments

Page	Element	Type of Edit	Description of amendment
	1.5.8	Category B	Change to description
	1.5.13	Category B	Addition of class 1.5.13

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ Policies and procedures of the Department of Primary Industry, Fisheries and Resources
- ▶ Current authorised disposal schedules for Department of Primary Industry, Fisheries and Resources
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2013/5
- ▶ 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 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 Department of Primary Industry, Fisheries and Mines on 31 October 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 permanently 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 were used 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 of 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. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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 major advice, opinions and recommendations to or by the unit involving the relevant Minister, other government jurisdictions, industry bodies and NTG agencies such as the Department of Natural Resources, Environment and the Arts in relation to plant biosecurity. Includes ministerials and current issue briefs.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.1.2	Records relating to technical advice provided to or by the unit involving other government jurisdictions, industry bodies, property owners and/or individuals in relation to plant biosecurity in the Northern Territory. Use COMMUNITY RELATIONS – ENQUIRIES for the activities associated with handling requests for information about the unit and its services by the general public.	TEMPORARY Destroy 10 years after action completed

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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 relating to the development, negotiation, maintenance and review of major agreements with other government and industry bodies such as Plant Health Australia for the management of programs in the Northern Territory eg Emergency Plant Pest Response Deed (EPPRD). Includes signed copy of deed, agreements and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.2	Records relating to the development, negotiation, maintenance and review of minor agreements made between the agency, other government and industry bodies such as Australian Quarantine Inspection Services (AQIS) to facilitate the management and delivery of plant biosecurity and market access programs eg Interstate Certification Assurance (ICA). Includes signed copy of agreements. Use LEGAL SERVICES – AGREEMENTS for the original signed agreement (including supporting records). Use FINANCIAL MANAGEMENT – ACCOUNTING or FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with any agreement. 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. Use PLANT BIOSECURITY - COMPLIANCE for the activities associated with records relating to ensuring compliance with legislation and regulatory requirements such as Interstate Certification Assurance arrangements and management plans.	TEMPORARY Destroy 7 years after expiry of agreement

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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 relating to notifications by the relevant Minister prohibiting the importation or introduction into, or possession in the Northern Territory of fruits or plants affected by, or likely to introduce diseases or pests, or host fruits or plants grown in places subject to pests or diseases or packaging affected by pests or diseases. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.2	Records relating to notifications by the relevant Minister specifying places through which host fruits, host plants, or packaging may be introduced into the Northern Territory. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.3	Records relating to notifications by the relevant Minister declaring places or areas to be quarantine stations in which fruit, plants or packaging may be subject to examination, disinfection or disinfestation or otherwise treated, disposed of or destroyed and fruits and plants may be grown. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.4	Records relating to notifications by the relevant Minister declaring all or a part of the Northern Territory to be a quarantine area either in respect of all pests and diseases or such pests and diseases includes: <ul style="list-style-type: none"> • prohibiting the removal from quarantine areas of all or part of fruits or plants of species; or members of categories of fruits or plants, or of any packaging; • prohibiting or regulating the movement within or outside quarantine areas of all or part of fruits or plants of species; or members of categories of fruits or plants; • requiring owners of land within a quarantine area to take measures for the control or eradication of a pest or disease; and • prohibiting planting and propagation of plants, or plants of species or of categories of fruits or • plants, within quarantine areas during specified periods. Includes copies of gazette notices. 	PERMANENT Transfer to the NT Archives Service 4 years after action completed

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

1.3 AUTHORISATION

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

1.3.5	Records relating to notifications by the relevant Minister declaring areas free of specified diseases or pests to be accredited production areas and declaring that specified words or phrases may be used in the advertising packaging or sale of fruits or plants grown in accredited production areas. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.6	Records relating to notifications by the relevant Minister declaring pests or diseases to be notifiable pests or diseases. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.7	Records relating to notifications by the relevant Minister requiring owners of orchards to apply to all host plants specified treatments and measures to prevent the outbreak or spread of pests or diseases. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.8	Records relating to notifications by the relevant Minister declaring methods for disposal of plants or parts of plants infected or affected by specified diseases and pests. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.9	Records relating to applications to the Chief Inspector for approval of traffic signs to control and regulate traffic at or near quarantine stations, quarantine areas or other places affected by diseases or pests where the application is approved. Includes copies of applications and approved signs.	TEMPORARY Destroy 6 years after action completed
1.3.10	Records relating to applications to the Chief Inspector for approval of traffic signs to control and regulate traffic at or near quarantine stations, quarantine areas or other places affected by diseases or pests where the application is not approved. Includes copies of applications.	TEMPORARY Destroy 2 years after non approval
1.3.11	Records relating to approvals given in accordance with legislative responsibilities and powers for activities such as appointments and delegations of the Chief Inspector of Plants and Diseases and inspectors. Includes copies of gazettal notices. Use PLANT BIOSECURITY - COMPLIANCE for the activities associated with records relating to ensuring compliance with legislation and regulatory requirements such as Interstate Certification Assurance arrangements and management plans.	PERMANENT Transfer to NT Archives Service 4 years after action completed

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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 relating to committees convened or attended by the agency where the agency is the Northern Territory's main representative formed to consider matters in relation to plant biosecurity such as the Plant Health Committee. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing, discussion and out of session papers. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.2	Records relating to external committees formed to consider plant biosecurity issues where the agency is not the Northern Territory's main representative. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, proposals, reports, and/or recommendations, • copies of gazette notifications and • supporting papers such as briefing, discussion and out of session papers. 	TEMPORARY Destroy 10 years after action completed
1.4.3	Working papers documenting the administrative arrangements made for the conduct of committees relating to plant biosecurity. Includes draft agendas, distribution list, invitations to attend, organising of venues and travel arrangements Use COMMUNITY RELATIONS / GOVERNMENT RELATIONS - MEETINGS for attendance at ad hoc meetings organised by industry or other government jurisdictions. Use STRATEGIC MANAGEMENT – MEETINGS for the units staff meetings.	TEMPORARY Destroy 2 years after action completed

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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	Records relating to the sale or disposal of seized fruits, plants or packaging. Includes copies of notifications and court directions.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.5.2	Records relating to reports to the relevant Minister from inspectors entering land, premises, vehicle, train, aircraft, vessel, carriage or conveyance without the permission of the owner. Details include name, address or location at which the entry took place; the date of entry; actions, if any, taken in relation to the land, premises, vehicle, train, aircraft, vessel, carriage or conveyance, as the case may be; and the articles, if any, removed. Includes copies of reports.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.5.3	Records relating to erections of notices by inspectors on land, fruits, plants or packaging found affected by pests or diseases. Includes copies of notices and examination results and samples taken.	TEMPORARY Destroy 3 years after action completed
1.5.4	Records relating to erections of traffic signs by inspectors at or near quarantine stations, quarantine areas or places affected by diseases or pests. Includes copies of notices and approved signs.	TEMPORARY Destroy 3 years after action completed
1.5.5	Records relating to notices from inspectors to owners of land or premises directing measures to be taken to control, eradicate or prevent the spread of pests or diseases. Includes copies of notices.	TEMPORARY Destroy 3 years after action completed
1.5.6	Records relating to notices from the relevant Minister directing inspectors to implement specified measures including the destruction of fruits, plants and packaging for the control or eradication of pests or diseases. Includes copies of notices and actions taken by inspectors.	TEMPORARY Destroy 3 years after action completed
1.5.7	Records relating to notices from the Chief Inspector to owners of neglected or uncultivated orchards where diseases or pests are likely to be spread to show cause why the plants should not be destroyed. Includes copies of notices, responses from owners and actions taken by inspectors. May include copies of appeal notifications and court decisions.	TEMPORARY Destroy 3 years after action completed
1.5.8	Records relating to applications for Interstate Certification Assurance (ICA) accreditation that have	TEMPORARY

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

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
	been approved. Includes application, letter of conditions, corrective action warning letters if required, infringement notices, audit reports and file notes.	Destroy 10 years after action completed
1.5.9	Records relating to applications for Interstate Certification Assurance (ICA) accreditation that have not been approved. Includes provisional applications and notifications.	TEMPORARY Destroy 2 years after action completed
1.5.10	Records relating to compliance audits of the agency conducted by other jurisdictions under the National Interstate Audit Program (NIAP) regarding the Northern Territory Interstate Certification Assurance arrangements.	TEMPORARY Destroy 6 years after action completed
1.5.11	Records relating to agency staff conducting compliance audits of other jurisdictions regarding Interstate Certification Assurance arrangements under the National Interstate Audit Program (NIAP).	TEMPORARY Destroy 6 years after action completed
1.5.12	Records relating to the agency conducting compliance audits of declared quarantine areas in the Northern Territory as prescribed in gazettal notices.	TEMPORARY Destroy 6 years after action completed
1.5.13	Records documenting received copies of issued Plant Health Assurance Certificates, including Plant Health Certificates issued by inspectors under the <i>Plant Health Act</i> .	Temporary Destroy 2 years after action completed

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1. PLANT BIOSECURITY

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1.6 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Master copies of proceedings of conferences organised by the agency such as the Plant Biosecurity Conference – Darwin 2007. Includes papers presented by agency staff.	PERMANENT Transfer to NT Archives Service 4 years after action completed 1 copy of proceedings to be deposited in agency library
1.6.2	Records relating to proceedings of conferences and/or agency attendance at conferences not organised by the agency, or administrative arrangements for conferences organised by the agency. Includes catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues. Use PLANT BIOSECURITY – CONFERENCES for meetings held at conferences. Use PLANT BIOSECURITY – TRAINING for delivery of training regarding plant biosecurity.	TEMPORARY Destroy 5 years after conference 1 copy of proceedings to be deposited in agency library

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1. PLANT BIOSECURITY

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1.7 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Register of identity cards issued to the Chief Inspector of Plants and Diseases and inspectors. Includes date of termination and return of identity card.	TEMPORARY Destroy 7 years after last entry
1.7.2	Identity cards issued to inspectors.	TEMPORARY Destroy when card returned and register updated
1.7.3	Register of property identification codes for Interstate Certification Assurance (ICA) eg the Plant Health Identification System (PHIS). Includes personal details and authorised certification information.	TEMPORARY Destroy 7 years after action completed

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1. PLANT BIOSECURITY

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1.8 PROJECT MANAGEMENT

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to the planning of plant biosecurity and market assurance responses in the Northern Territory of an endorsed plant pest that causes a major incursion such as the National Grapevine Leaf Rust Eradication Program (NGLREP). Includes project planning, milestone reports and final planning summary report.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.8.2	Records relating to the activities associated with the implementation of plant biosecurity and market assurance responses from the Northern Territory regarding potential major incursions or outbreaks in other jurisdictions such as Citrus Canker. Includes project planning, milestone reports and final planning summary report.	TEMPORARY Destroy 10 years after action completed
1.8.3	Records relating to the activities associated with the implementation and management of plant biosecurity projects in the Northern Territory where a property was surveyed and a host plant identified and pest or disease was detected. Includes copy of pathology report, assessment reports and letters to contact.	TEMPORARY Destroy 10 years after action completed
1.8.4	Records relating to the activities associated with the implementation and management of plant biosecurity projects in the Northern Territory where a property was surveyed and a host plant identified but no pest or disease was detected. Includes copy of pathology report, assessment reports and letters to contact.	TEMPORARY Destroy 6 years after action completed
1.8.5	Records relating to data that has been used to achieve the final outcome reports regarding the management of the project. Includes enquiries, literature searches, questionnaires, statistics, surveys, working papers and other raw data that has been used and captured in reports. Use PLANT BIOSECURITY – RISK MANAGEMENT for the activities associated with developing a response plan eg National Grapevine Leaf Rust Eradication Program (NGLREP).	TEMPORARY Destroy when reference ceases

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

1.9 RISK MANAGEMENT

The process involving the identification of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records relating to the assessment and reporting of incursions, establishment or spread of Emergency Plant Pests in the Northern Territory. Includes consultation with the Consultative Committee on Emergency Plant Pests (CCEPP).	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.9.2	Records relating to the assessment and reporting of incursions, establishment or spread of Emergency Plant Pests from other jurisdictions. Includes consultation with the Consultative Committee on Emergency Plant Pests (CCEPP).	TEMPORARY Destroy 10 years after action completed
1.9.3	Records relating to the development of a response plan where the identified pest has not been endorsed by the Consultative Committee on Emergency Plant Pests and the National Emergency Plant Pest Management Group. eg European House Borer.	TEMPORARY Destroy 5 years after action completed
1.9.4	Working papers and copies of plant biosecurity management plans, plant biosecurity prevention programs and contingency plans developed or adopted by the plant biosecurity unit. Use PLANT BIOSECURITY – PROJECT MANAGEMENT for the activities associated with implementing and managing the endorsed response plan for plant biosecurity projects, including ongoing project planning, reporting and resource management. Use STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.	TEMPORARY Destroy when reference ceases

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

1.10 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records relating to development and review of Standard Operating Procedures for the Northern Territory in accordance with national standards. Includes master copies of procedures, submissions and supporting documentation.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.10.2	Records relating to Northern Territory involvement in development and review of national standards. Includes copies of comments, submissions, reports, recommendations, notifications and approved codes.	TEMPORARY Destroy 10 years after action completed

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1. PLANT BIOSECURITY

The function of protecting plants against pests, diseases and other biological threats through systems that aim to protect plant health, plant industries and the built and natural environment from entry, establishment and spread of the pests and diseases.

1.11 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records relating to training conducted or attended by the agency for staff, other agencies and industry personnel involved in the protection of plants against disease and other biological threats within the Northern Territory. eg Interstate Certification Assurance Training</p> <p>Use STAFF DEVELOPMENT – TRAINING for the activities associated with encouraging staff to develop their skills and abilities through activities, programs and events to maximise their potential and increase their productivity.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.



DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES