

**Records Disposal Schedule
Meat Industries Regulation
Records**

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

Disposal Schedule No. 2007/10

May 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 Meat Industries Regulation Records of Department of Primary Industry, Fisheries and Mines.

Scope

Application of this Disposal Schedule is mandatory for Meat Industries Regulation records of the Department of Primary Industry, Fisheries and Mines.

This Disposal Schedule applies to Meat Industries Regulation 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:

- ▶ NT Meat Industries Act 1996
- ▶ NT Meat Industries Regulations 2002
- ▶ Various Australian Standards
- ▶ 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 Department of Primary Industry, Fisheries and Mines.
- ▶ * Disposal Schedule for 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 for 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 for Department of Primary Industry, Fisheries and Mines May 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 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.

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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. MEAT INDUSTRIES REGULATION

The function of providing a regulatory role to control the slaughter of animals and processing of meat for human consumption in order to ensure the wholesomeness of meat and meat products and to foster export and domestic markets for all sectors of the Northern Territory meat industry. Includes licensing of abattoirs and processing premises; provision of training and approval of quality control systems.

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 the provision of formal advice, opinions and recommendations given to the Minister, other government agencies i.e. Australian Quarantine Inspection Service and external bodies in regard to meat industries legislation, strategies and policies development in the Northern Territory.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.1.2	Records relating to routine advice and opinions given and received on meat production and handling for human and pet consumption in the Northern Territory which leads to no significant policy changes or major precedents i.e. pesticide residue survey results and requests for information regarding proposals for licensing. Use GOVERNMENT RELATIONS – ADVICE for an application relating to establishing an abattoir on land under the Planning Act. Use MEAT INDUSTRIES REGULATION – LICENSING for advice associated with the authorised licensed premises. Use COMMUNITY RELATIONS – CLIENT SERVICES for the activities associated with the public that requires a response but does not come under the Meat Industries Act i.e. letters of appreciation and complaints.	TEMPORARY Destroy 6 years after action completed.

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.

1. MEAT INDUSTRIES REGULATION

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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 made between the agency, other governments and industry bodies to facilitate the management of licensed meat premises such as memorandums of understanding with Department of Health & Community Services about assigning tasks to regulate premises that produce both wholesale and retail meat. Includes signed copy of 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</p> <p>Destroy 7 years after expiry of agreement</p>

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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 relating to approvals given in accordance with legislative responsibilities and powers for activities such as appointment and termination of inspectors, declarations, prescribed fees and delegations. Includes copies of gazettal notices and declaration documents.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.3.2	Records relating to applications for permits under the Meat Industries Act i.e. Permit to Slaughter. Includes records relating to prescribed fee, original permit documentation, rejected applications and supporting documentation.	TEMPORARY Destroy 2 years after action completed.
1.3.3	Records relating to the appointment and termination of meat industries inspectors. Includes copy of the identity card, copy of the statement verifying entitlement to exercise powers and also surrender documents if appointment has ceased. Use MEAT INDUSTRIES REGULATION – LICENSING for the activities associated with the authorised licensed premises.	TEMPORARY Destroy 7 years after appointment ceases.

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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 relating to committees convened by or involving the agency to discuss meat industries issues with governments, business and industry at the national and international level eg the Meat Standards Committee. Includes agendas, discussion papers, submissions and minutes.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.4.2	Records relating to the administration of committees. Includes draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements.	TEMPORARY Destroy 2 years after action completed.
	Use MEAT INDUSTRIES REGULATION – MEETINGS for forums and meetings of individuals and groups that do not meet on a regular basis or have not been established as a formal group.	

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1. MEAT INDUSTRIES REGULATION

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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	<p>Register of meat industries licences. Information includes names and addresses of licensees; details of the grant; renewal, variation or transfer of licences; details of the expiry, suspension or cancellation of licences; the numbers assigned to licences; records of the design of stamps; and details of the areas in which pet meat processing units are operating in or in which operations under game meat slaughter licences, pet meat slaughter licences or bait meat licences are being carried out.</p> <p>Use MEAT INDUSTRIES REGULATION – LICENSING for all activities associated with the licensed premises.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after last entry.</p>

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1.6 INSPECTIONS

The process of official examinations of facilities, equipment, vehicles and vessels to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records relating to a response regarding a breach of the Meat Industries Act that is not related to an abattoir i.e. Illegal slaughter for sale. Includes advice given, inspection reports, notices issued and supporting documents.</p> <p>Use LEGAL SERVICES – LITIGATION for the activities associated with legal proceedings initiated under the Meat Industries Act.</p> <p>Use MEAT INDUSTRIES REGULATION – ADVICE if no formal investigation is required.</p> <p>Use MEAT INDUSTRIES REGULATION – LICENSING for all activities associated with the licensed premises.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>

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1.7 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to the formulation, amendment and review of legislation for meat production and handling for human and pet consumption in the Northern Territory i.e. Meat Industries Act. Includes proposals for new, and amendments to, existing legislation, cabinet submissions, and comments on draft legislation, drafting instructions, explanatory memorandum, parliamentary speeches and working papers to the ministers.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.7.2	Working papers regarding the formulation, amendment and review of legislation for meat production and handling for human and pet consumption in the Northern Territory	TEMPORARY Destroy when reference ceases.

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1. MEAT INDUSTRIES REGULATION

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1.8 LIAISON

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to contact with professional associations, other government agencies, private sector organisations, community groups and the public in regard to meat production and handling for human and pet consumption matters in the Northern Territory. Including the sharing of informal advice, informal discussions and memberships of professional associations.	TEMPORARY Destroy 4 years after action completed.

1. MEAT INDUSTRIES REGULATION

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1.9 LICENSING

The activities involved in the allocation or authorisation of issuing a licence for a specific purpose in relation to regulations and legislation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records relating to applications for domestic and export abattoir licences where the license is approved. Includes variations, amendments and revocations, transfers, cancellations, suspensions, surrender of licence, nomination of manager in applications, nomination of manager after grant of licence, supervision of operations of licences and notifications that the manager has ceased to be a fit and proper person to supervise operations.	PERMANENT Transfer to NT Archives Service 4 years after licence expires.
1.9.2	Records relating to applications for domestic processing, export processing, game meat slaughter, domestic game meat processing, export game meat processing, pet meat slaughter, pet meat processing, bait meat and cold store licences where the licence is approved. Includes variations, amendments and revocations, transfers, cancellations, suspensions, surrender of licence, nomination of manager in applications, nomination of manager after grant of licence, supervision of operations of licences, notifications that manager has ceased to be a fit and proper person to supervise operations.	TEMPORARY Destroy 10 years after licence expires.
1.9.3	Records relating to applications for abattoir, domestic processing, export processing, game meat slaughter, pet meat processing, bait meat and cold store licences that are not approved. Includes applications with attachments, copies of notifications of decisions. May include copies of records relating to appeals to the local court. Use GOVERNMENT RELATIONS – ADVICE for an application relating to establishing an abattoir on land under the Planning Act. Use LEGAL SERVICES – LITIGATION for the activities associated with legal proceedings initiated under the Meat Industries Act. Use MEAT INDUSTRIES REGULATION – ADVICE for the activities associated with requests for information regarding requirements and proposals to attain a licence.	TEMPORARY Destroy 7 years after action completed.

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The function of providing a regulatory role to control the slaughter of animals and processing of meat for human consumption in order to ensure the wholesomeness of meat and meat products and to foster export and domestic markets for all sectors of the Northern Territory meat industry. Includes licensing of abattoirs and processing premises; provision of training and approval of quality control systems.

1.10 MEETINGS

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records relating to ad hoc meetings with business, industry, NT agencies and other governments (state and national) to discuss matters relating to meat production and handling for human and pet consumption i.e. Department of Health and Community Services of the Northern Territory. Includes administrative arrangements, agenda, attendance, briefing and discussion papers, minutes and reports.</p> <p>Use MEAT INDUSTRIES REGULATION – COMMITTEES for the meetings of committees, task forces and any other formal group which meet on a regular basis.</p> <p>Use STRATEGIC MANAGEMENT – MEETINGS for the unit staff meetings.</p>	<p>TEMPORARY Destroy 6 years after action completed.</p>

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1.11 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
1.11.1	Records relating to the development of strategies, plans and programs for meat industry management in the Northern Territory i.e. Meat Industry Strategic Plan. Includes copy of final plans and strategies, internal and external correspondence, research reports and letters seeking advice from organisations.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.11.2	Copies of strategies, plans and programs for meat industries in the Northern Territory used for reference.	TEMPORARY Destroy when reference ceases.

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1.12 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records relating to conducting training programs, including workshops and seminars regarding meat industries matters i.e. Game Meat Production and Handling program. Includes attendance, educational programs, proceedings, copies of certificates of completion, travel arrangements, topics and venues.	TEMPORARY Destroy 6 years after action completed.
1.12.2	Records relating to the development of training courses. Includes copies of training material. Use COMMUNITY RELATIONS or GOVERNMENT RELATIONS – CONFERENCES for the activities associated with a representative of the agency attending conferences, seminars or workshops organised by other agencies or industry to discuss new techniques and latest research regarding meat industries. 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.	TEMPORARY Destroy when course superseded.

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