



Northern  
Territory  
Government

**Records Disposal Schedule  
Land Resource Management**

**Department of Land Resource  
Management**

**Disposal Schedule No. 2012/3**

**November 2012**

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## Preamble

### Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

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

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

### Structure of a Records Disposal Schedule

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

Records disposal schedules specify

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

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

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

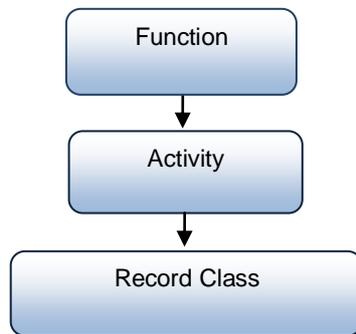
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> S.136A(3) *Information Act*

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

Diagram 1



### Function

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

### Activity

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

### Record Class

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

### Status and Disposal Action

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

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

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

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

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

Reasons for longer retention could include,

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

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

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

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

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Land Resource Management of the Department of Land Resource Management.

### Scope

Application of this Records Disposal Schedule is mandatory for Land Resource Management records of the Department of Land Resource Management.

This Records Disposal Schedule applies to Land Resource Management records in all formats.

### Responsibility

The Chief Executive of the Department of Land Resource Management 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. 2012/3 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 Department of Land Resource Management on 13 November 2012 and is effective immediately.

### Regulatory Framework

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

- Soil Conservation and Land Utilization Act
- Planning Act
- Planning Regulations
- Environment Assessment Act
- *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 Department of Land Resource Management
- current authorised disposal schedules for Department of Land Resource Management.

### Normal Administrative Practice

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

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

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

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

### **Notification of Destruction**

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

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

### **Acknowledgement**

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

The schedule was drafted principally by the Department of Land Resource Management 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. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation 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	<p>Records relating to major advice to the Minister, public, industry, business, NTG agencies, land users and land holders on land resource management that leads to controversy or creates a precedent.</p> <p>Includes substantial advice on proposed land development applications.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.1.2	<p>Records relating to routine advice to the public, industry, business and NTG agencies, land users and land holders on land resource management that does not lead to controversy or creates a precedent.</p> <p>Includes advice to potential buyers of land or their representatives on orders or notices issued or proposed to be issued on the land.</p> <p>Use LAND RESOURCE MANAGEMENT – EXTENSION SERVICES for the activities associated with technical advice provided to the public.</p> <p>Use COMMUNITY RELATIONS - ADVICE for the activities associated with routine advice regarding the agency's activities.</p> <p>Use LAND RESOURCE MANAGEMENT – RESEARCH for the activities associated with surveys, spatial data, GPS data, monitoring data and soil sample collection activities.</p> <p>Use LAND RESOURCE MANAGEMENT – AUTHORISATION for the activities associated with land clearing applications.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.2 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to notifications by the Minister declaring an area of land to be an area of erosion hazard. Includes revocations, amendments, copies of comments, gazette notices, notices served, maps and plans.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records relating to notifications by the Minister declaring an area of land a restricted use area. Includes recommendations, gazette notices, maps and plans.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.3	Records relating to the administration and management of land clearing applications that have been approved by the Minister.  Includes original signed permit, conditions and notes, endorsed drawings, recommendations, correspondence and ministerial.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.4	Records relating to the administration and management of land clearing applications that have not been approved.  Includes recommendations, technical drawings, reports and correspondence.	TEMPORARY Destroy 7 years after application refused
1.2.5	Records relating to statutory delegation to perform powers and functions under the Soil Conservation and Land Utilisation Act, and the Planning Act. (Eg. Authorised Inspection Officer).  Use LAND RESOURCE MANAGEMENT – COMMITTEES for the activities associated with development applications assessed by the Soil Advisory Committee.  Use FINANCIAL MANAGEMENT - PAYMENTS - for activities associated with payment of monies.  Use LAND RESOURCE MANAGEMENT – COMPLIANCE for the activities associated with breaches of statutory controls on land declared as an area of erosion hazard or restricted use area.	TEMPORARY Destroy 7 years after authorisation expires

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 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	Records relating to high-level committees established by the agency with responsibility for assessing, determining, advising and recommending on land clearing and development applications such as the Soil Conservation Advisory Council or the Native Vegetation Assessment Panel.  Includes agenda, briefing and discussion papers, reports and submissions presented to the committee.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records relating to committees (National and International) where the agency is the NT Government's main representative or the convenor; such as the Native Vegetation Framework Review Taskforce.  Includes briefing and discussion papers, reports and submissions presented to the committee.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records relating to external committees attended where the agency is a member but is not the convenor such as the Australian Environmental Law Enforcement and Regulators Network National Committee.  Includes agenda papers, copies of minutes, copies of reports, submissions and other papers presented to the committee.  Use PASTORAL LAND REGULATION - AUTHORISATION for the activities associated with land clearing applications on pastoral land.	TEMPORARY  Destroy 7 years after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.4 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, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to erosion and sediment control plans approved and implemented in compliance with a development permit.  Includes a copy of the development application, design drawings, locality maps, site inspections and reports.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records relating to serious breaches of statutory controls requiring substantial investigation or that lead to prosecution.  Includes monitoring data, surveys, reports, photos, caveats lodged with the Registrar General, maps, legal actions and court decisions.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records relating to minor breaches of statutory controls where no investigations are conducted, or where investigations are conducted and allegations are proved to be unfounded.  Includes photos, maps and reports.	TEMPORARY  Destroy 7 years after action completed
1.4.4	Records relating to routine inspections or site visits conducted by the agency where no breach or infringement has occurred or as requested by the Commissioner for Soil Conservation.  Includes statutory declarations, supporting documentation and requests from the public to conduct a site inspection on land subject to soil erosion.  Use LAND RESOURCE MANAGEMENT – ADVICE for the activities associated with providing substantial advice on land capability, degradation or damage on proposed land development.  Use LEGAL SERVICES – LITIGATION for the activities of managing lawsuits or legal proceedings.	TEMPORARY  Destroy 7 years after action completed

**1. LAND RESOURCE MANAGEMENT**

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

**1.5 CONDITION MONITORING**

The activities involved with the acquisition of data required to determine the condition of land and water resources as a natural resource. Also includes monitoring degradation or damage on pastoral land.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.5.1	Records relating to the monitoring of land for land capability degradation or damage. Includes monitoring Northern Territory beaches for coastal erosion.  Includes ground vegetation and land surveys, maps, and may include notices served.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records relating to loan applications submitted to the Commissioner for Soil Conservation by land holders to carry out treatment of land where the application is approved. Includes recommendations, copy of instrument of approval, notice of acceptance and correspondence.	TEMPORARY  Destroy 7 years after acquittal of loan
1.5.3	Records relating to loan applications submitted by a land holder to carry out treatment of land where the application is not approved.  Use EQUIPMENT & STORES – LEASING OUT for the activities associated with leasing-out of agency equipment to the loan applicant.  Use FINANCIAL MANAGEMENT – PAYMENTS for the activities associated with loan repayments.  Use LAND RESOURCE MANAGEMENT – COMMITTEES for the activities associated with the application and summary records submitted to the Soil Conservation Advisory Council.  Use LAND RESOURCE MANAGEMENT – COMPLIANCE for the activities associated with breaches of statutory controls on land declared an area of erosion hazard or restricted use area.	TEMPORARY  Destroy 1 year after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.6.1	Master set of proceedings of conferences organised by the agency relating to land resource management. Includes papers presented by agency staff.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records presented by the agency to conferences arranged by other organisations. Includes submissions, papers and briefings.	TEMPORARY Destroy 6 years after action completed
1.6.3	Records relating to conferences arranged by other organisations or the administrative arrangements of conferences organised by the agency. Includes catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues.	TEMPORARY Destroy 2 years after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.7 CONTRACTING OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	Records relating to hiring and use of consultants, contractors and suppliers for soil conservation tasks under specialty contract and or resulting in public interest.  Includes work requests, internal job sheets, project scope, specifications, approvals, procurement compliance documentation terms of contract, copies of invoices, status and final reports.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records relating to hiring and use of consultants, contractors and suppliers for minor soil conservation tasks, such as sampling and testing. Includes work requests and internal job sheets.	TEMPORARY  Destroy 7 years after completion or other termination of contract

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.8 CONTROL

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.8.1	Database containing details of land clearing applications and development assessments. Includes applicant and property details, permit number, purpose of clearing and departmental comments.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.8.2	Register of all approved Northern Territory vegetation clearing applications. Includes location, description, approval date and size of area.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.8.3	Database containing details of land clearing areas, includes maps, GPS Data, proposed clearing areas, endorsed permits drawings, geographical information and land capability information.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.9 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
1.9.1	Records relating to extension services programs to increase awareness of land resource management in the community, such as soil, erosion and sediment control, and best practice land management which are proceeded with. Includes workshops, field days and seminars.	TEMPORARY Destroy 7 years after action completed
1.9.2	Records relating to extension services programs to increase awareness of land resource management in the community, such as soil, erosion and sediment control, and best practice land management which are not proceeded with. Includes workshops, field days and seminars.  Use COMMUNITY RELATIONS – EXTENSION SERVICES for the activities associated with agency participation in exhibitions and shows.  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 1 year after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.10 GRANT ALLOCATION

The process of administering the provision of grants to individuals, groups and / or other organisations.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.10.1	<p>Records relating to grants awarded to businesses, industry organisations or community groups for the benefit of land management and sustainability in the Northern Territory, that are approved.</p> <p>Includes application details, signed agreements, funding variation agreements, financial statements, final project reports, and grant applications submitted by Coastcare and Landcare groups.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after acquittal of grant</p>
1.10.2	<p>Records relating to unsuccessful applications for grants submitted by businesses, industry organisations or community groups for the benefit of land management and sustainability in the Northern Territory.</p> <p>Includes application details and grant applications submitted by Coastcare and Landcare groups.</p> <p>Use LAND RESOURCE MANAGEMENT – CONDITION MONITORING for the activities associated with loan applications submitted by a land holder to carry out treatment of land.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.11 GRANT FUNDING

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records relating to grants awarded to the agency for land resource management strategies or projects in the Northern Territory from such bodies as the Natural Heritage Trust.</p> <p>Includes signed funding agreements, reports and acquittals.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after acquittal of grant or when project is completed, whichever is the latter</p>
1.11.2	<p>Records relating to unsuccessful applications by the agency.</p> <p>Use FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with the administration of grant funding received by the agency.</p> <p>Use LAND RESOURCE MANAGEMENT – GRANT ALLOCATION for the activities associated with grants awarded to businesses, industry organisations or community groups.</p> <p>Use LAND RESOURCE MANAGEMENT - PROJECT MANAGEMENT for the activities associated with land resource management programs.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.12 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.12.1	<p>Records relating to contact with professional associations, other government agencies, private sector organisations, industry, and the public in regard to land resource management in the Northern Territory. Includes the sharing of informal advice, informal discussions and membership of professional associations.</p> <p>Use LAND RESOURCE MANAGEMENT – ADVICE for the activities associated with providing advice to the public, industry and other NT agencies.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.13 PLANNING

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.13.1	Records relating to the development of strategies, plans and programs for land resource management in the Northern Territory. Includes copy of final plans and strategies.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.13.2	Copies of strategies, plans and programs for land resource management in the Northern Territory used for reference.	TEMPORARY Destroy when reference ceases

Use STRATEGIC MANAGEMENT – PLANNING for the activities associated with agency wide business plans.

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.14 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.14.1	Master copy of policies for land resource management in the Northern Territory. Includes documents relating to the formulation of policies.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.14.2	Copies of policies for land resource management in the Northern Territory used for reference.  Use STRATEGIC MANAGEMENT - LEGISLATION for the activities associated with formulation and amendment of legislation.	TEMPORARY Destroy when reference ceases

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.15 PROCEDURES

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.15.1	Master copy of records relating to the development and implementation of procedures and guidelines for land resource management includes land clearing.  Includes manuals, handbooks and fact sheets.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
1.15.2	Copies of procedures and guidelines for land resource management including land clearing.  Use STRATEGIC MANAGEMENT – IMPLEMENTATION for the activities associated with implementing plans, policies and procedures.	TEMPORARY  Destroy 2 years after procedure is superseded

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.16 PROJECT DEVELOPMENT

The activities involved in defining the potential and scope for projects, including concept development, analysis and initial planning.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.16.1	Records relating to the analysis, concept development, definition and initial planning of land resource management projects that are approved and proceeded with.	TEMPORARY Destroy 7 years after action completed
1.16.2	Records relating to the analysis, concept development, definition and initial planning of land resource management projects which are not approved and not proceeded with.	TEMPORARY Destroy 2 years after action completed

Use FINANCIAL MANAGEMENT – PAYMENTS for the activities associated with preparation and payment of money.

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.17 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
1.17.1	<p>Records relating to major projects or projects of Territory significance addressing land resource management issues in the Northern Territory, such as Mary River Saltwater Intrusion Program.</p> <p>Includes ongoing project planning, reporting and resource management.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.17.2	<p>Records relating to minor projects addressing land resource management issues in the Northern Territory.</p> <p>Includes ongoing project planning, reporting and resource management.</p> <p>Use LAND RESOURCE MANAGEMENT - CONTRACTING OUT for the activities associated with arranging, procuring and managing the performance of work or the provision of services by a contractor, consultant, and service provider.</p> <p>Use LAND RESOURCE MANAGEMENT – GRANT ALLOCATION for the activities associated with applications for grants submitted by businesses, industry organisations or community groups for the benefit of land resource management and sustainability</p> <p>Use LAND RESOURCE MANAGEMENT – GRANT FUNDING for the activities associated with grants awarded to the agency for land resource management strategies or projects.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.18 REPORTING

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records relating to technical reports of monitoring and evaluating land clearing practices and land management across the Northern Territory.	PERMANENT Transfer to the NT Archives Service 10 years after action completed (one copy of the published Technical Report to be submitted to the NT Library)
1.18.2	Records relating to reports submitted annually to other Northern Territory agencies on areas declared restricted use areas. Includes inspection reports.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.18.3	Records relating to monthly reports on approved land clearing applications.	TEMPORARY Destroy 5 years after action completed
1.18.4	Records relating to routine statistical reports provided to Australian Bureau of Statistics (ABS) by the agency on land resource management issues within the Northern Territory.  Use LAND RESOURCE MANAGEMENT - COMPLIANCE for the activities associated with investigations into breaches of statutory controls.  Use STRATEGIC MANAGEMENT – REPORTING for the activities associated reports submitted by the Soil Conservation Advisory Council to the Minister with respect to its operations.	TEMPORARY Destroy 5 years after action completed

## 1. LAND RESOURCE MANAGEMENT

The function of identifying assessing and mitigating risks to and associated with natural resources, and enforcing sustainable land use through minimising the impacts relevant to native vegetation and soil conservation in the Northern Territory.

### 1.19 RESEARCH

The activities involved in 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.19.1	<p>Records relating to research into the distribution of soil and vegetation in the Northern Territory, causes and prevention of soil erosion and the reclamation, utilisation and management of land.</p> <p>Includes surveys, spatial data, GPS data, monitoring data and soil sample collection activities.</p> <p>Use LAND RESOURCE MANAGEMENT – AUTHORISATION for the activities associated with assessments conducted on soil, land and vegetation to assist in land use decision making for sustainable use.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>