

# **RECORDS DISPOSAL SCHEDULE**

## **Animal Biosecurity Records**

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

**Disposal Schedule No 2006/13**

**November 2006**



**Northern Territory Government**

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## ABOUT THIS DISPOSAL SCHEDULE

- ▶ current authorised disposal schedules for administrative records of the NT Government

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the Animal Biosecurity function of the Department of Primary Industry, Fisheries and Mines.

### Scope

Application of this Disposal Schedule is mandatory for Animal Biosecurity records of the Department of Primary Industry, Fisheries and Mines. This Disposal Schedule applies to Animal 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:

- ▶ Brands Act
- ▶ Brands Regulations
- ▶ Exotic Diseases (Animals) Compensation Act
- ▶ Exotic Diseases (Animals) Compensation Regulations
- ▶ Stock Routes and Travelling Stock Act
- ▶ Stock Disease Act
- ▶ Stock (Control of hormonal growth promotants) Act
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489:2002-Records Management
- ▶ Various Australian and International Standards

### 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.



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\* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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

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.

## Responsibility

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

## Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of Primary Industry, Fisheries and Mines in November 2006 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.



## NT Government Disposal Schedules

There are two types of records disposal schedules:

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

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

## Sentencing Records

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

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

## Normal Administrative Practice

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

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

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

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



### **Notification of Destruction**

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

### **Acknowledgment**

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

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

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



## COMPLIANCE

### Compliance Checklist

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



## 1. ANIMAL BIOSECURITY

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.1.1	Records relating to advice, opinions and recommendations to the Minister, other Northern Territory agencies and external bodies in regard to animal biosecurity legislation, strategies and policy development in the Northern Territory. Includes responses to emergency animal biosecurity incursions, assessment processes, biological control programs and management strategies.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.1.2	Records relating to advice of a routine nature provided to or by the agency regarding animal health and biosecurity issues. Includes advice on appropriate use of chemicals in livestock, vaccination treatment and animal welfare.  Eg: Veterinary Pathology Results, Dip Samples  Use COMMUNITY RELATIONS – ENQUIRIES for the activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.	TEMPORARY Destroy 6 years after action completed.

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## 1. ANIMAL BIOSECURITY

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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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	Records relating to the development, negotiation, maintenance and review of agreements with other government and industry bodies for management of major programs such as the Brucellosis & Tuberculosis Eradication Campaign (BTEC) and Tuberculosis Freedom Assurance Program (TFAP). Includes signed copy of agreements.	PERMANENT Transfer to NT Archives Service 4 years after agreement expires.
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 Charles Darwin University, Desert Knowledge Cooperative Research Centre and Animal Biosecurity Cooperative Research Centre to facilitate the management and delivery of animal biosecurity programs. Includes signed copy of agreements.  Use ANIMAL BIOSECURITY – PROJECT DEVELOPMENT for the activities involved in defining the potential and scope for animal biosecurity projects, including concept development, analysis and initial planning. Add the project name as free text.  Use ANIMAL BIOSECURITY – PROJECT MANAGEMENT for the activities associated with managing the achievement of goals and objectives for animal biosecurity projects, reporting and resource management.  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 LEGAL SERVICES – AGREEMENTS for the original signed agreement (including supporting records).	TEMPORARY Destroy 7 years after agreement expires.

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### 1.3 AUTHORISATION

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.3.1	Records relating to approvals given in accordance with legislative responsibilities and powers for activities such as appointment and termination of inspectors, approval of livestock brands and approval of control programs. Includes copies of gazettal notices and declaration and revocation documents.  Use ANIMAL BIOSECURITY - COMPLIANCE for the activities associated with records relating to ensuring compliance with legislation and regulatory requirements.	PERMANENT  Transfer to NT Archives Service 4 years after action completed.

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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	<p>Records relating to committees convened or attended by the agency where the agency is the NT Government's main representative regarding the protection of animals against disease and other biological threats to the animal industry in the Northern Territory and that the outcome leads to significant legislative, policy or procedural change. Includes discussion papers, out of session papers, minutes, reports, agendas, resolutions, agreements and responses to animal biosecurity issues made on behalf of the Northern Territory.</p> <p>Eg: Animal Health Committee, Brucellosis &amp; Tuberculosis Campaign Committee, Tuberculosis Freedom Assurance Program Committee, Zoonosis and Environment Pathogens Committee, Live Exports Standards Advisory Committee.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed.</p>
1.4.2	<p>Records relating to membership of external committees attended to discuss issues relating to the protection of animals against disease and other biological threats to the animal industry in the Northern Territory.</p> <p>Eg: National Livestock Identification Scheme Working Group.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>
1.4.3	<p>Working papers documenting the administrative arrangements made for the conduct of committees relating to animal biosecurity. Includes draft agendas, distribution list, invitations and travel arrangements.</p> <p>Use COMMUNITY RELATIONS / GOVERNMENT RELATIONS – MEETINGS for attendance by staff at adhoc meetings.</p> <p>Use STRATEGIC MANAGEMENT – MEETINGS for the units staff meetings.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

## 1. ANIMAL BIOSECURITY

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.5.1	Records relating to detection and correction of incidents of non compliance with legislative and regulatory requirements for the protection of animals against disease and other biological control threats to the animal industry in the Northern Territory. Includes positive audit reports, infringement notices and warning letters relating to matters such as failure to notify of disease infected animals, failure to adhere to prescribed conditions of Waybills, use of unlawful brands and/or wilful defacing of brands.	TEMPORARY Destroy 10 years after action completed.
1.5.2	Records relating to activities to ensure compliance with legislative and regulatory requirements for protection of animals against disease and other biological control threats to the animal industry in the Northern Territory where no corrective action is required. Includes negative audit reports.	TEMPORARY Destroy 2 years after action completed.

Use ANIMAL BIOSECURITY – AUTHORISATION for records relating to regulatory requirements to underpin legislation.

Use LEGAL SERVICES – LITIGATION for the activities associated with the prosecution for non compliance to legislative and regulatory requirements.

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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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.6.1	<p>Records relating to agency personnel attendance at conferences organised by other agencies to discuss new techniques and latest research regarding animal biosecurity. Includes topics of discussion, programs, presentations and correspondence.</p> <p>Eg: The Fourth International Conference on Mycobacterium Bovis – Ireland</p> <p>Use ANIMAL BIOSECURITY - CONFERENCES for meetings held at conferences.</p> <p>Use ANIMAL BIOSECURITY - TRAINING for delivery of training regarding animal biosecurity.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after conference</p> <p>1 copy of proceedings to be deposited in agency library.</p>

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## 1. ANIMAL BIOSECURITY

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### 1.7 CONTROL

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

Tip: Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	Registers maintained in accordance with the Stock Routes and Travelling Act, Brands Act and Stock Disease Act. Includes personal details and authorised certification information.  Eg: Control Books, Property Register Book, Index Cards, Control Cards, NT Brands Book	PERMANENT  Transfer to NT Archives Service 4 years after action completed
1.7.2	Electronic register of property identification codes (PIC) database. Includes personal details and authorised certification information.	PERMANENT  Transfer to NT Archives Service once superseded.

Use ANIMAL BIOSECURITY - AUTHORISATION for the actions associated with the regulatory requirements and certification process.

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## 1. ANIMAL BIOSECURITY

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### 1.8 LEGISLATION

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.8.1	<p>Records relating to the formulation, amendment and review of legislation administered by the agency in relation to animal biosecurity. Includes proposals for new legislation or amendments to existing legislation, comments on draft legislation, parliamentary speeches and submissions, working papers to the Minister and Cabinet.</p> <p>Use ANIMAL BIOSECURITY – COMPLIANCE for the activities associated with ensuring compliance with legislation. Includes corrective action, if required.</p> <p>Use GOVERNMENT RELATIONS – ADVICE for the activities associated with providing comment on proposed legislation formulated by other government bodies i.e. Local, State, Commonwealth or overseas government.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed.</p>

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### 1.9 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>
1.9.1	<p>Records relating to contact with non government bodies; professional associations, private sector organisations and community groups in regard to animal biosecurity. Includes the sharing of informal advice, informal discussions and membership of professional associations.</p> <p>Eg: Animal Biosecurity Cooperative Research Centre (CRC), Desert Knowledge Cooperative Research Centre (CRC)</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>

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## 1. ANIMAL BIOSECURITY

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of pests and diseases.

### 1.10 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
1.10.1	Records relating to the development of agency plans for the protection of animals against disease and other biological threats to the animal industry in the Northern Territory eg animal biosecurity management plans, animal biosecurity prevention programs, contingency and disaster plans. Includes master plans, research reports and advice from other organisations.	PERMANENT Transfer to NT Archives Service 4 years after plan superseded.
1.10.2	Working papers and copies of animal biosecurity management plans, animal biosecurity prevention programs, contingency and disaster plans developed or adopted by the animal biosecurity and livestock market access unit.	TEMPORARY Destroy when reference ceases.
	Use ANIMAL BIOSECURITY – PROJECT DEVELOPMENT for the activities involved in defining the potential and scope for animal biosecurity projects, including concept development, analysis and initial planning. Add the project name as free text.	
	Use ANIMAL BIOSECURITY – PROJECT MANAGEMENT for the activities associated with managing the achievement of goals and objectives for animal biosecurity projects, reporting and resource management.	
	Use STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.	

## **1. ANIMAL BIOSECURITY**

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of pests and diseases.

### **1.11 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>
1.11.1	Records relating to the development and implementation of policies in regard to the protection of animals against disease and other biological threats to the animal industry in the Northern Territory eg Endemic Disease Control Policy and service performance standards. Includes master set of policies consultation papers, drafts, policy proposals, reports, research papers, copies of policies and comments received.	PERMANENT Transfer to NT Archives Service 4 years after the policy superseded.
1.11.2	Working papers of records relating to the development of animal biosecurity policies for internal operations and processes. Includes internal memorandums, copies of policies and other directives for the units operations.	TEMPORARY Destroy when policy superseded.
1.11.3	Records relating to the agency's comments and participation in the formulation of national policies and strategies on the protection of animals against disease and other biological threats to the animal industry eg Invasive Animal Policy. Includes attendance at meetings, consultation papers, drafts, policy proposals, reports and research papers.	TEMPORARY Destroy 4 years after action completed

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## 1. ANIMAL BIOSECURITY

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### 1.12 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>
1.12.1	Master set of procedures and guidelines documenting the methods and activities undertaken to protect animals against disease and other biological threats eg procedures for packaging diagnostic samples. Includes directives, endorsed procedures and guidelines, manuals, handbooks and legislative regulations.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.12.2	Working papers relating to the development of procedures for animal biosecurity internal operations and processes. Includes internal memorandums, copies of procedures and other directives for the units operations.	TEMPORARY Destroy when procedures superseded.
1.12.3	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy when reference ceases.

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## 1. ANIMAL BIOSECURITY

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of pests and diseases.

### 1.13 PROJECT DEVELOPMENT

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.13.1	Records relating to the activities associated with the analysis, concept development, definition and initial planning of animal biosecurity projects that are approved and proceeded with eg Brucellosis & Tuberculosis Eradication Campaign (BTEC), Tuberculosis Freedom Assurance Program (TFAP), Bluetongue Virus Survey. Includes project proposal, business case, plans and approvals.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.13.2	Records relating to the analysis, concept development and initial planning of animal biosecurity projects that are not approved and not proceeded with.  Use ANIMAL BIOSECURITY – PROJECT MANAGEMENT for the activities associated with the management and achievement of goals and objectives for animal biosecurity projects.	TEMPORARY Destroy 2 years after action completed.

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## 1. ANIMAL BIOSECURITY

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of pests and diseases.

### 1.14 PROJECT MANAGEMENT

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.14.1	Records relating to the activities associated with the management of animal biosecurity projects that have had a major impact in the Northern Territory eg Brucellosis & Tuberculosis Eradication Campaign (BTEC), Tuberculosis Freedom Assurance Program (TFAP), Bluetongue Virus Survey. Includes project planning, progress reports, survey reports, final reports, file notes and other liaison correspondence.	PERMANENT Transfer to NT Archives Services 4 years after action completed.
1.14.2	Records relating to the activities associated with the management of minor animal biosecurity projects. Includes progress reports, survey reports, final reports, file notes and other liaison correspondence.	TEMPORARY Destroy 6 years after project completed.
1.14.3	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, survey, working papers and other raw data that has been used and captured in reports.	TEMPORARY Destroy 1 year after action completed.

Use ANIMAL BIOSECURITY – PROJECT DEVELOPMENT for the activities associated with defining the scope for projects, including concept development, analysis and initial planning for animal biosecurity projects.

Use FINANCIAL MANAGEMENT – BUDGETING for records relating to the funding agreement, financial reports, budget outcomes and in-kind reports etc.

## **1. ANIMAL BIOSECURITY**

The function of protecting animals against disease and other biological threats through systems that aim to protect public health, animal industries and the environment from entry, establishment and spread of pests and diseases.

### **1.15 REVIEWING**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.15.1	Records relating to reviews of implementation and success of government strategies, policies and procedures for protection of animals against disease and other biological threats to the animal industry in the Northern Territory. Includes review process, recommendations, final reports and action plans.	TEMPORARY Destroy 6 years after action completed.
	Use STRATEGIC MANAGEMENT – REVIEWING for the activities associated with the units review of business plans etc	

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## **1. ANIMAL BIOSECURITY**

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### **1.16 TRAINING**

The activities associated with all aspects of training.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.16.1	<p>Records relating to training conducted by the agency for staff, other agencies and industry personnel involved in the protection of animals against disease and other biological threats to the animal industry within the Northern Territory eg The Emergency Animal Disease Preparedness Program (EADP). Includes attendance, educational programs, proceedings, certification, travel arrangements, topics and venues.</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 Destroy 6 years after action completed.</p>

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DEPARTMENT OF CORPORATE  
AND INFORMATION SERVICES