

RECORDS DISPOSAL SCHEDULE
Weed Management
**Department of Infrastructure, Planning
& Environment**

Disposal Schedule No. 2005/7

15 June 2005



For information and advice, please contact
Records Policy Unit
NT Archives Service
GPO Box 874
Darwin NT 0801

Telephone: (08) 8924 7677
Facsimile: (08) 8924 7660
Website: <http://www.nt.gov.au/dcis/nta/>

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Weed Management records of the Department of Infrastructure, Planning and Environment.

Scope

Application of this Disposal Schedule is mandatory for Weed Management records of the Department of Infrastructure, Planning and Environment.

This Disposal Schedule applies to Weed Management 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:

- ▶ Weed Management Act
- ▶ 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 for the Department of Infrastructure, Planning and Environment.
- ▶ current authorised disposal schedules for the Department of Infrastructure, Planning and Environment.
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).
- ▶ 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 Officer of the Department of Infrastructure, Planning and Environment 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 Officer of the Department of Infrastructure, Planning and Environment in June 2005 and is effective immediately.

Explanation

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

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

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

NT Government Disposal Schedules

There are two types of records disposal schedules:

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

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

Sentencing Records

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

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



Normal Administrative Practice

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

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

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

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

Notification of Destruction

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

Acknowledgment

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

The schedule was drafted principally by the Department of Infrastructure, Planning and Development in consultation with the NT Archives Service.

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



COMPLIANCE

Compliance Checklist

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



1. WEED MANAGEMENT

The function of protecting the Territory's economy, community, industry and environment from the adverse impact of weeds.

Including:

- Advising on best weed management practices;
- Authorising access permits and permits to carry a declared weed;
- Administering the Weed Advisory Committee and regional committees;
- Amending and Administering the Weed Management Act;
- Planning weed management strategies and weed management plans.

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 advice provided to the Minister, and other external bodies such as the Development Consent Authority and Pastoral Land Board on significant policy changes. Includes responses to emergency weed incursions, weed assessment processes, biological control programs and weed management strategies and weed policies.	PERMANENT Retain in Agency.
1.1.2	Records relating to declarations by the Minister of potential weeds, approved weed management plans, revoked or amended weed management plans, emergency weed management plans and cleaning areas.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.1.3	Records relating to routine advice given to the public or other bodies that lead to no significant policy changes. Eg. Weed control methods, declared weeds and permit requirements. Includes landowners, external bodies and government departments.	TEMPORARY Destroy 5 years after action completed.

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1. WEED MANAGEMENT

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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	<p>Records relating to applications for Access Permits and Permits to carry a declared weed, issued under the Weed Management Act.</p> <p>Includes records relating to the prescribed fee, original permit documentation, ministerial correspondence, rejected applications and supporting documentation.</p> <p>Use PERSONNEL – AUTHORISATION for records relating to weed officer identity cards authorised by the Minister under the Weeds Management Act.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

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1.3 CLIENT SERVICE

The activities associated with the planning, monitoring and evaluating of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to complaints received from landowners, organisations and other community bodies on weed management matters and associated action by the weed unit.	TEMPORARY Destroy 6 years after action completed.
1.3.2	Records relating to final reports produced by Weed Management from survey data conducted to determine client needs and satisfaction.	TEMPORARY Destroy 6 years after action completed.
1.3.3	Records relating to letters of appreciation received by the Weed Management unit.	TEMPORARY Destroy 2 years after action completed.
1.3.4	Survey data used by Weed Management staff to determine client needs and satisfaction. These records include questionnaires and other raw data.	TEMPORARY Destroy 1 year after production of report.

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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	Master set of records of Weed Management Advisory Committee meetings. Includes minutes and agendas, appointments, resignations and dismissal of members or the chairperson.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.4.2	Records relating to administrative support to the Weed Management Committee, including circulation of minutes to members, use of premises for the meetings, invitations to attend, travel arrangements for members to attend, meetings and distribution lists.	TEMPORARY Destroy 6 years after action completed.
1.4.3	Copies of Weed Management Committee agendas, minutes and discussion papers. Use WEED MANAGEMENT – MEETINGS for records relating to staff meetings and staff attending adhoc meetings.	TEMPORARY Destroy when reference ceases.

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1.5 CONFERENCES

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to conferences attended regarding weed management control techniques and methods, strategic planning, plant ecology etc. Including topics of discussion, programs, presentation papers and correspondence. Eg: Australian Weeds Conferences and Queensland Weeds Society Conference.	TEMPORARY Destroy 2 years after action completed.

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1.6 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to the Access Permit Database and the GIS Weed Management System. Includes database for permits to use a declared plant.	PERMANENT Retain In Agency.
1.6.2	Records relating to registers kept via a database of chemicals and herbicides handed out to people for the purpose of weeds management. Includes personal details and quantity of chemicals released.	PERMANENT Retain in Agency.

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1.7 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
1.7.1	<p>Records relating to education programs promoting weed control and declared weed pests in the community. Eg. Schools, landowners and Industry groups.</p> <p>Includes draft plans, drawings and related internal and external correspondence.</p> <p>Use PUBLISHING – PRODUCTION for records relating to the production of stickers, posters and flyers etc.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

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1.8 GRANT FUNDING

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records relating to the receipt of grant funding project applications for the implementation of weed management strategies, mapping, on ground control, and biological control programs.</p> <p>Use FINANCIAL MANAGEMENT – GRANT FUNDING for records that include the funding agreement, financial reports, outcomes and in-kind reports.</p> <p>Use WEED MANAGEMENT – PROJECT MANAGEMENT for records that include progress reports, final reports, survey reports, file notes and other liaison correspondence etc.</p>	<p>TEMPORARY Destroy 6 years after action completed.</p>

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Including:

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1.9 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
1.9.1	Records relating to the inspection of blocks of land for the compliance of the Weeds Management Plan. Includes file notes raised documenting advice or copies of notices issued.	TEMPORARY Destroy 5 years after action completed.

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1. WEED MANAGEMENT

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1.10 INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records relating to the response to a serious outbreak of a declared noxious weed or breach of the Weeds Management Act. Includes advice given, supporting documents such as photos, statements from witnesses, records of interviews and any other relevant evidence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed.
1.10.2	Copies of investigation records. Use LEGAL SERVICES – CLAIMS – for original documents kept aside for the process of managing legal claims.	TEMPORARY Destroy when reference ceases.

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Including:

- Advising on best weed management practices;
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1.11 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
1.11.1	Records relating to the formulation and amendments of the Weed Management Act legislation. 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.	PERMANENT Transfer to NT Archives Service 10 years after action completed.

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Including:

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1.12 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
1.12.1	Records relating to meetings attended by the weed management staff to discuss new procedures, staff rosters, resources needed and training courses etc. Includes staff meetings. Use WEED MANAGEMENT – COMMITTEES for records relating to the Weed Advisory Committee.	TEMPORARY Destroy 5 years after action completed.

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1.13 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
1.13.1	Records relating to the planning of Weed Management Strategies, weed management plans for the Northern Territory, remedial plans and emergency plans where weed infestation is severe or requires immediate management. Eg. Cabomba Response Plan. Includes project plans, general comments and liaison, file notes and feasibility studies.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.13.2	Master set of emergency, remedial, and weed management plans authorised by the Minister.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.13.3	Records relating to the planning of weeds general property management plans. Include project plans, liaison letters between landowners and unit, and file notes.	TEMPORARY Destroy 2 years after plan is 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.

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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.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Master set of Weed Management policies. Includes records relating to the formulation of policies.	PERMANENT Transfer to NT Archives Service after policy superseded.
1.14.2	Working papers, drafts and duplicate copies of policy documents in relation to weed management functions.	TEMPORARY Destroy when reference ceases.

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.

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Including:

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1.15 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.15.1	Master set of procedures and guidelines documenting the method undertaken to perform all the functions of weed management. Includes directives, endorsed procedures and guidelines, manuals, handbooks and legislative regulations.	PERMANENT Transfer to NT Archives 4 years after action completed.
1.15.2	Records relating to the development and implementation of weed management procedures for internal operations and processes. Eg. Chemical and biological weed control methods, removal of weeds and inspecting property for weeds. Includes advice received, comments against draft procedures, file notes and management's endorsement.	TEMPORARY Destroy once superseded.
1.15.3	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy once reference ceases.

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1.16 PROJECT MANAGEMENT

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

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records relating to the activities associated with the management and achievement of goals and objectives for weed management projects.</p> <p>Includes project planning, progress reports, survey reports, final reports, file notes and other liaison correspondence.</p> <p>Use WEED MANAGEMENT – GRANT FUNDING for records relating to funding applications.</p> <p>Use FINANCIAL MANAGEMENT – BUDGETING for records relating to the funding agreement, financial reports, budget outcomes and in-kind reports etc.</p>	TEMPORARY Destroy 6 years after project completed.

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1.17 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
1.19.1	Records relating to, and including final versions of reports for inclusion in the Annual Report or submitted for consideration to the Minister by the Pastoral Land Board and the Natural Resource Management division on Weed Management matters.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.

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1.18 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.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records detailing the Weed Management Unit's research into weed ecology, potential pests or insects, plant ecology and bio control methods. Includes information collected from surveys, file notes and reports of findings.	TEMPORARY Destroy when reference ceases.



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