

**Records Disposal Schedule
Sustainable Business Development
Records
Department of Primary Industry
Fisheries and Mines
Disposal Schedule No. 2006/6**

September 2006



Northern Territory Government

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Sustainable Business Development of the Department of Primary Industry, Fisheries and Mines.

Scope

Application of this Disposal Schedule is mandatory for Sustainable Business Development records of the Department of Primary Industry, Fisheries and Mines.

This Disposal Schedule applies to Sustainable Business Development 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:

- ▶ Commonwealth of Australia and Northern Territory Government Agreement for Provision of Funds under the AAA FarmBis Program
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Primary Industry, Fisheries and Mines.
- ▶ current authorised disposal schedules for administrative records of the NT Government.
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal



Responsibility

The Chief Executive 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 September 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.

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

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

NT Government Disposal Schedules

There are two types of records disposal schedules:

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

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

Sentencing Records

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

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



Normal Administrative Practice

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

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

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

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

Notification of Destruction

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

Acknowledgment

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

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

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



COMPLIANCE

Compliance Checklist

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



1. SUSTAINABLE BUSINESS DEVELOPMENT

The function of delivering and managing the development of a prosperous primary industry business group through the sustainable management of natural resources and land. Includes meeting obligations under agreements; the provision of technical advice and financial support through specific programs; supporting the provision of training through a range of accredited training providers for primary industry operators, land managers, food industry participants and government agencies.

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 the provision of formal advice to or by the agency regarding sustainable business development programs i.e. the Advancing Australia Agriculture FarmBis Program, Pastoral Water Enhancement Scheme, Northern Territory Drought Assistance and the Northern Territory Food Industry. Includes the portfolio Minister, government, industry bodies, land councils, primary producers and land managers.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – POLICY for advice provided resulting in a change to policy.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – PROCEDURES for advice provided resulting in a change to procedures.</p> <p>Use COMMUNITY RELATIONS – ENQUIRIES for the activities associated with enquiries for which formal records should be kept but require no follow up actions.</p>	<p>TEMPORARY</p> <p>Destroy 8 years after action completed.</p>

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1.2 AGREEMENTS

The activities associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as Industrial Awards and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to the establishment, maintenance, review and negotiation of agreements for sustainable business development programs i.e. the provision of funds to the Northern Territory under FarmBis from the Australian Government, partnerships with Indigenous Land Corporations, Memoranda of Understanding with other governments.</p> <p>Includes draft agreements, file notes, internal memoranda, ministerial briefings and copy of signed agreement.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – JOINT VENTURES for the activities associated with management and administration of joint operations between the parties once the agreement has been signed.</p> <p>Use FINANCIAL MANAGEMENT – AUDIT for the activities associated with the financial management performance of the agency regarding the agreement, including those by the Auditor General of the Northern Territory and external auditors.</p> <p>Use LEGAL SERVICES – AGREEMENTS for signed agreements & contracts under seal (including supporting records).</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed.</p>

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1.3 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records relating to the approval of individual applications to access sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance.</p> <p>Includes a client's application and associated paperwork regarding the allocation of subsidies to recipient.</p>	<p>TEMPORARY</p> <p>Destroy 8 years after final approval of payment.</p>
1.3.2	<p>Records relating to the approval of farmer training support group training applications to access sustainable business development programs i.e. FarmBis.</p> <p>Includes applications from entire group and associated paperwork.</p>	<p>TEMPORARY</p> <p>Destroy 8 years after final approval of payment.</p>
1.3.3	<p>Records relating to the rejection of all applications, including rejected appeals, to access sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance.</p> <p>Includes client's application and associated paperwork.</p> <p>Tip: If the client has an individual file, cross reference paperwork for reporting and auditing purposes.</p> <p>Use FINANCIAL MANAGEMENT – COMPLIANCE for the activities associated with regulatory requirements for the provision of payments to applicants under agreed programs.</p> <p>Use FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with the agency receiving grants and funding for the delivery to other parties through sustainable development programs.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after rejection of application.</p>

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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>Master set of records relating to high level committees convened by the agency to discuss sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance in the Northern Territory.</p> <p>Includes establishment of the committee, final agendas and minutes, reports, terms of reference, appointments, resignations and dismissal of members or the chairperson.</p> <p>Eg: Northern Territory Farmbis State Planning Group.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed.</p>
1.4.2	<p>Records relating to participation in committees and working groups not convened by the agency to discuss sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance in the Northern Territory.</p> <p>Includes establishment of the committee, final agendas and minutes, reports, terms of reference, appointments, resignations and dismissal of members or the chairperson.</p> <p>Eg: Indigenous Pastoral Program Steering Committee</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>
1.4.3	<p>Records relating to administrative support to the committees established to discuss sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance in the Northern Territory.</p> <p>Includes invitations to attend, organising of venues, travel arrangements, catering and distribution lists.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – LIAISON for informal contact with professional associations and external organisations on sustainable business development programs.</p> <p>USE SUSTAINABLE BUSINESS DEVELOPMENT – MEETINGS for ad hoc meetings not convened by the agency but attended by staff to discuss sustainable business development programs.</p> <p>Tip: Policies and procedures developed as part of this process need to be cross-filed on POLICY and PROCEDURES files as appropriate.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>

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1.5 CONTRACTING OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or 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. Includes work done under formal contractual agreements such as service agreements. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records relating to arranging, procuring and managing the provisions of service by external consultants for sustainable business development programs i.e. FarmBis. Includes project scope, specifications, approvals, procurement compliance documents, terms of contract, copies of invoices, status and final report.</p> <p>Eg: Targeted Industry Initiative.</p> <p>Use FINANCIAL MANAGEMENT – TENDERING for records relating to the development of the terms of reference for the contract.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after completion of contract.</p>

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1.6 JOINT VENTURES

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records relating to joint ventures and implementation of formal agreements with local government bodies, land councils, industry and Territory and Australian Government organisations regarding sustainable business development programs i.e. FarmBis, Pastoral Water Enhancement Scheme and Drought Assistance. Includes copy of agreement, liaison correspondence, progress reports and final outcomes.</p> <p>Eg: Indigenous Pastoral Program</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – AGREEMENTS for the activities associated with records relating to the processes, establishment, maintenance, review and negotiation of agreements.</p>	<p>TEMPORARY</p> <p>Destroy 8 years after action completed.</p>

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1.7 LIAISON

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records relating to informal liaison with professional associations and external organisations on sustainable business development programs i.e. FarmBis, Pastoral Water Enhancement Scheme, Drought Assistance and the NT Food Industry. Includes organisation contacts, membership fees.</p> <p>Eg: NT Cattlemen's Association.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT - COMMITTEES for the meetings of committees, task forces and any other formal groups which meet on a regular basis.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – MEETINGS for attendance by agency staff at ad hoc meetings convened by other bodies to discuss sustainable business development programs.</p> <p>Tip: Policies and procedures developed as part of this process need to be cross-filed on POLICY and PROCEDURES files as appropriate.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>

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1.8 MARKETING & PROMOTION

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records relating to the marketing and promotion of product development for sustainable business development programs i.e. the NT Food Industry to promote events, activities, services or product. May include design of brochures, publications, distribution list and advertising material.</p> <p>Eg: Chef Culinary Challenge - 2006</p> <p>Use PUBLISHING – PRODUCTION for the activities associated with a publication that is the only product of a project.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>

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1.9 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
1.9.1	<p>Records relating to ad hoc meetings attended by sustainable business development staff to discuss programs i.e. FarmBis, Pastoral Water Enhancement Scheme, Drought Assistance and the NT Food Industry.</p> <p>Includes administrative arrangements, agenda, attendance, briefing and discussion papers, minutes and reports.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT - COMMITTEES for the meetings of committees, task forces and any other formal groups which meet on a regular basis.</p> <p>Use SUSTAINABLE BUSINESS DEVELOPMENT – LIAISON for the informal liaison with external bodies regarding sustainable business development programs.</p> <p>Use STRATEGIC MANAGEMENT – MEETINGS for the units staff meetings.</p> <p>Tip: Policies and procedures developed as part of this process need to be cross-filed on POLICY and PROCEDURES files as appropriate.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>

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1.10 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.

Add as a descriptor under either a functional or an administrative Keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT - POLICY - Private Vehicles.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records relating to development and implementation of sustainable business development policies for programs such as FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance.</p> <p>Includes research and consultation papers and a master set of policies.</p> <p>Eg: Policies developed by the FarmBis State Planning Group in relation to funding arrangements that apply to all regions.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after policy superseded.</p>
1.10.2	<p>Working papers, drafts and duplicate copies of policy documents in relation to sustainable business development programs i.e. FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance</p> <p>Use STRATEGIC MANAGEMENT – POLICY for the formulation and implementation of agency policy.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases.</p>

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1.11 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to development and implementation of sustainable business development procedures for programs such as FarmBis, the Pastoral Water Enhancement Scheme and Drought Assistance. Includes research and consultation papers, and a master set of procedures. Eg: Administration Guide for NT FarmBis.	PERMANENT Transfer to NT Archives Service 4 years after procedures superseded.
1.11.2	Working papers relating to the development and implementation of sustainable business development procedures and guidelines. Use STRATEGIC MANAGEMENT – PROCEDURES for the formulation and implementation of agency procedures.	TEMPORARY Destroy when procedures superseded.

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DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES