

**Records Disposal Schedule
Parks and Reserves Management
Department of Natural Resources, Environment, the
Arts and Sport**

Disposal Schedule No. 2009/5

July 2009

For information and advice, please contact
NT Records Service
Department of Business and Employment
GPO Box 2391
Darwin NT 0801

Telephone: (08) 8924 3847
Facsimile: (08) 8924 3880
Website: <http://uluru.nt.gov.au/dbe/records>

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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 Parks and Reserves Management of the Department of Natural Resources, Environment, the Arts and Sport.

Scope

Application of this Disposal Schedule is mandatory for Parks and Reserves Management records of the Department of Natural Resources, Environment, the Arts and Sport.

This Disposal Schedule applies to Parks and Reserves 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:

- ▶ Parks and Wildlife Commission Act 2004
- ▶ Parks and Wildlife Conservation By laws 2007
- ▶ Territory Parks and Wildlife Conservation Regulations 2007
- ▶ Coburg Peninsula Aboriginal Land, Sanctuary and Marine Park Act
- ▶ Nitmiluk (Katherine Gorge) National Park Act
- ▶ Parks and Wildlife Commission Act
- ▶ Territory Wildlife Park Management Committee Regulations
- ▶ 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 Natural Resources, Environment, the Arts and Sport
- ▶ current authorised disposal schedules for Department of Natural Resources, Environment, the Arts and Sport
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).
- ▶ * 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 Natural Resources, Environment, the Arts and Sport 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 (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Department of Natural Resources, Environment, the Arts and Sport 9th July 2009 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 Records Service.

Acknowledgment

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 and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Department of Natural Resources, Environment, the Arts and Sport 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

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 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
- 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 Records 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

DISPOSAL SCHEDULE

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

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 opinions and recommendations provided to the Minister for Mines from the Minister in respect to applications for mining or petroleum interests in parks or reserves.</p> <p>Use STRATEGIC MANAGEMENT - LEGISLATION for the activities associated with issuing regulations prescribing classifications for classifying the conservation status of wildlife in the Northern Territory.</p> <p>Use WILDLIFE MANAGEMENT – ADVICE for the activities associated with declarations and permits regarding wildlife.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.2 AGREEMENTS

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to the development, negotiation and approval of agreements with Aboriginal people regarding protecting and conserving natural features on land occupied by Aboriginal people. Includes copies of signed agreements.	PERMANENT Transfer to the NT Archives Service 4 years after agreement ceases
1.2.2	Records relating to the development, negotiation and approval of agreements with land owners regarding protecting natural features on their land. Includes copies of signed agreements.	PERMANENT Transfer to the NT Archives Service 4 years after agreement ceases
1.2.3	Records relating to development, negotiation and approval of agreements with owners of land outside of or adjoining parks and reserves for the purposes of protecting and conserving natural features on parks and reserves. Includes copies of signed agreements.	PERMANENT Transfer to the NT Archives Service 4 years after agreement ceases

Use WILDLIFE MANAGEMENT – AGREEMENTS for the activities associated with declarations and permits regarding wildlife.

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.3 AUTHORISATION

The process of seeking and granting permission to undertake requested action

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to notifications by the Administrator of the Northern Territory declaring an area of land to be a park or reserve. Includes reports, submissions, revocations, amendments and copies of comments, representations, notifications and gazette notices. Also includes declarations of wilderness zones and sanctuaries.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.2	Records relating to notifications by the Minister revoking declared parks and reserves and re-declaring the same areas of land to be parks or reserves. Includes revocations, amendments and copies of notifications and gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.3	Records relating to notifications by the Administrator of the Northern Territory declaring areas of land essential to the survival of wildlife or species of wildlife to be areas of essential habitat. Includes recommendations, consultation process, revocations, variations and copies of notifications.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.4	Records relating to notifications by the Minister declaring areas of land in which there are species of wildlife likely to become extinct if not immediately protected to be areas of essential habitat. Includes recommendations, consultation process, revocations, variations and copies of notifications.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.5	Records relating to notifications by the Minister determining fees and charges. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.6	Records relating to notifications by the Minister declaring approved joint management plans. Includes gazette notices and copies of notifications.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.3.7	Records relating to applications to the Administrator of the Northern Territory from the agency for permission to perform its functions in parks or reserves while plans of management are being prepared where the request is approved. Includes applications, supporting documentation and copies of notifications.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.3 AUTHORISATION

The process of seeking and granting permission to undertake requested action

Class No.	Description of Records	Status and Disposal Action
1.3.8	Records relating to applications to the Administrator of the Northern Territory from the agency for permission to perform its functions in parks or reserves while plans of management are being prepared, where the request is not approved. Includes applications, supporting documentation and copies of notifications.	TEMPORARY Destroy 3 years after action completed
1.3.9	Records relating to applications for leases or licences in respect of land in a park or reserve where the request is approved. Includes applications, supporting documentation and copies of notifications.	TEMPORARY Destroy 20 years after expiry of leases or permits
1.3.10	Records relating to applications for leases or licences in respect of land in a park or reserve, where the request is not approved. Includes applications, supporting documentation and copies of notifications.	TEMPORARY Destroy 3 years after action completed
1.3.11	Records relating to approval of management programs by the Administrator. Includes public notices.	TEMPORARY Destroy 20 years after program superseded
1.3.12	Records relating to permit applications from persons' and the persons nominees, to access and use parks or reserves for a particular purpose, where the request is approved. Includes applications, supporting documentation, terms, conditions, variations, cancellations and copies of notifications and permits. May include copies of court decisions.	TEMPORARY Destroy 10 years after expiry of permit
1.3.13	Records relating to permit applications from persons and the persons nominees to access and use parks or reserves for a particular purpose, where the request is not approved. Includes applications, supporting documentation, terms, conditions, variations, cancellations and copies of notifications and permits. May include copies of court decisions.	TEMPORARY Destroy 3 years after action completed
1.3.14	Records relating to applications from officers or employees for appointment as Conservation Officers and Honorary Conservation Officers, where the request is approved. Includes applications, supporting documentation, terms, conditions and copies of notifications and determinations.	TEMPORARY Destroy 7 years after expiry of appointment

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.3 AUTHORISATION

The process of seeking and granting permission to undertake requested action

Class No.	Description of Records	Status and Disposal Action
1.3.15	<p>Records relating to applications to the responsible agency from officers or employees for appointment as Conservation Officers and Honorary Conservation Officers where the request is not approved. Includes applications, supporting documentation, terms, conditions and copies of notifications.</p> <p>Use WILDLIFE MANAGEMENT – AUTHORISATION for the activities associated with applications, approvals, declarations and permits regarding wildlife.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.4 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to the establishment of advisory committees to inquire into and report to the Minister about matters relating to the establishment and management of parks, reserves, wilderness zones such as the Territory Parks and Wildlife Council. Includes appointments and resignations.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.2	Records relating to meetings of advisory committees responsible for inquiring into and reporting to the Minister about matters relating to the establishment and management of parks, reserves, wilderness zones and sanctuaries, such as the Territory Parks and Wildlife Council. Includes: agenda; final versions of minutes; advice; submissions; reports; and/or recommendations; and supporting documentation.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.3	Records relating to meetings of committees responsible for assisting with the preparation and assessment of plans of management for parks and reserves within the Northern Territory, such as the Barranyi (North Island) Local Management Committee, Flora River Local Management Committee. Includes: agenda; final versions of minutes; resignations and appointments; advice; submissions; reports, and/or recommendations; and supporting documentation.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.4	Records relating to administrative support to the committees. Includes invitations to attend, organising of venues, travel arrangements, catering and distribution lists.	TEMPORARY Destroy 2 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

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 standard.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to actions taken in relation to the return or forfeiture of seized articles. Includes applications, claims and copies of notifications. May include copies of court decisions.	TEMPORARY Destroy 6 years after action completed
1.5.2	Records relating to infringement notices issued by Conservation Officers or Honorary Conservation Officers for offences committed against statutory requirements. Includes copies of infringement notices.	TEMPORARY Destroy 6 years after action completed
1.5.3	Records relating to returns and reports supplied by permit holders as specified in the permit.	TEMPORARY Destroy 6 years after action completed
1.5.4	Records relating to actions taken to display traffic signs in parks and on reserves for the purpose of regulating speed, parking or prohibiting traffic on designated roads. Includes requests; supporting documentation; and copies of notifications.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.6 CONSTRUCTION

The process of making or building something.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to construction of major assets in a park or reserve with capital works valued at \$100,000 or more including design and siting plans and project management records.	PERMANENT Transfer to NT Archives Service 10 years after construction completed
1.6.2	Records relating to minor construction of assets with a value below \$100,000 in a park or reserve including design, siting plans and project management records. eg. fencing, track, trails, barbeque facilities.	TEMPORARY Destroy 6 years after demolition of structure
1.6.3	Records relating to construction activities not proceeded with.	TEMPORARY Destroy 10 years after action completed

Use FINANCIAL MANAGEMENT – ACCOUNTING for the activities associated with payment of monies.

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.7 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Register detailing approved plans of management, management programs, areas of essential habitat, classifications of wildlife and feral animal control areas.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.7.2	Database containing park statistics of visitors passing through parks and reserves. Includes visitor details and visitor numbers.	TEMPORARY Destroy 3 years after system is superseded and all data supported by the system is migrated.

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.8 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
1.8.1	Records relating to planning and development of interpretative signs for the purposes of educating visitors on natural features, cultural and historical information and safety guidelines within a park or reserve. Includes research information and advice from traditional owners.	PERMANENT Transfer to NT Archives Service 4 years after program superseded
1.8.2	Records relating to development and implementation of community education programs to enhance awareness and understanding of the cultural, heritage and conservation attributes of parks and reserves eg. walk and talk tours, junior ranger programs.	TEMPORARY Destroy 5 years after program ceases
1.8.3	Records of activities or training tools developed for the delivery of community education programs, includes newsletters, brochures and stickers.	TEMPORARY Destroy 2 years after program 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.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.9 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records relating to actions taken in relation to the destruction of feral animals, removal of weeds, monitoring and fire management necessary to ensure the preservation of habitats or wildlife in parks or reserves. Includes copies of authorities and reports.	TEMPORARY Destroy 20 years after action completed
1.9.2	Records relating to maintenance of assets and equipment eg fences, signs, tracks and trails within a park or reserve.	TEMPORARY Destroy 10 years after maintenance completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

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 and issue of plans of management for parks or reserves. Includes representations, draft plans, works, facilities and copies of reports and notices. Also includes amendments, additions and revocations.	PERMANENT Transfer to the NT Archives Service 4 years after plan superseded
1.10.2	Records relating to the preparation and issue of joint management plans for declared or re-declared parks and reserves. Includes draft plans, submissions, and copies of notifications. Also includes amendments and revocations.	PERMANENT Transfer to the NT Archives Service 4 years after plan 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.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.11 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
1.11.1	Records relating to final reports of proposals to declare areas of Northern Territory land to be parks, reserves, wilderness zones and sanctuaries. Includes recommendations, representations, comments, notifications, drafts and copies of notices.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.11.2	Records relating to reports submitted periodically about visitor accidents / incidents, where it involves serious injury or death.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.11.3	Records relating to reports submitted periodically about visitor accidents / Incidents of a minor nature not causing serious injury or death.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PARKS AND RESERVES MANAGEMENT

The function of establishing and maintaining Territory Parks and Reserves. Includes maintaining a comprehensive and representative system of parks, protecting biodiversity, cultural and heritage values and serving visitor and community needs for education and enjoyment.

1.12 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
1.12.1	Records relating to authorized scientific research in or about parks and reserves that has significant impact on the Northern Territory. Includes records of biological research, biodiversity research, flora research or management research.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.12.2	Records relating to the collection of park statistics of visitors passing through parks and reserves. Includes visitor details and visitor numbers.	TEMPORARY Destroy 25 years after action completed
1.12.3	Records of research projects proposed but not proceeded to completion or research denied.	TEMPORARY Destroy 10 years after action completed
1.12.4	Records relating to copies of research papers gathered for background information.	TEMPORARY Destroy when reference ceases

