

**Records Disposal Schedule**

**Livestock Exports Development  
Records**

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

**Disposal Schedule No. 2005/10.**

**December 2005**



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## ABOUT THIS DISPOSAL SCHEDULE

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Livestock Exports Development Records of Department of Primary Industry, Fisheries and Mines.

### Scope

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

- ▶ Information Act
- ▶ 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 Department of Business, Industry and Resource Development
- ▶ current authorised disposal schedules for Department of Primary Industry, Fisheries and Mines.
- ▶ \* 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\* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 December 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 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 Business, Industry and Resource 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. LIVESTOCK EXPORTS DEVELOPMENT**

The function of enhancing offshore trade and development opportunities for the Northern Territory livestock sector by providing technical support for offshore industries and programs using Northern Territory livestock. Includes the provision of expert advice, quality education programs and collaborative research programs.

### **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 and recommendations given to the Minister from the agency in regards to enhancing offshore trade and development opportunities for the livestock sector in the Northern Territory.	PERMANENT Transfer to the NT Archives Services 4 years after action completed.
1.1.2	Records relating to routine advice given and received on enhancing offshore trade and development opportunities for the livestock sector in the Northern Territory.	TEMPORARY Destroy 6 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.

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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	<p>Records relating to the development, negotiation, maintenance and review of agreements including inter-government agreements such as Memorandums of Understanding with other governments (national and international) and other elements of government for the benefit of offshore trade and development opportunities for the livestock sector in the Northern Territory.</p> <p>Includes draft agreements, file notes, internal memorandums, ministerials and signed copy of agreements.</p>	<p>PERMANENT Transfer to NT Archives Service 4 years after agreement expires.</p>

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### 1.3 Committees

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to committees convened by the agency with NT agencies, business and industry organisations to discuss offshore trade and development opportunities for the livestock sector in the Northern Territory.  Includes minutes, agendas, reports, submissions, attendance, briefing and discussion papers.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.3.2	Records relating to committees not convened by the agency including boards with NT agencies, other governments (state, national and international) business and industry organisations attended to discuss offshore trade and development opportunities for the livestock industry in the Northern Territory eg Australia-Indonesian Meat, Dairy and Livestock Taskforce.  Includes minutes, agendas, reports, submissions, attendance, briefing and discussion papers.	TEMPORARY Destroy 6 years after action completed.
1.3.3	Records relating to the administration of committees.  Includes draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements.  Use LIVESTOCK EXPORTS DEVELOPMENT – MEETINGS for the activities associated with ad hoc meetings convened to discuss offshore trade and development opportunities for the livestock sector in the Northern Territory.	TEMPORARY Destroy 2 years after action completed.

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### **1.4 Consultancy Services**

The activities involved in providing and managing services to clients on a fee paying basis. Includes negotiating fees for service and preparing quotations.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.4.1	<p>Records relating to the provisions of services to clients on a fee-paying basis including the negotiations of fees and the preparation of quotations eg Indonesian Feedlot Study.</p> <p>Includes copies of consultancy agreement, project brief and scope, liaison correspondence, billing documentation, progress and final reports</p>	TEMPORARY Destroy 7 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.

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### 1.5 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.5.1	<p>Records relating to managing joint operations between the agency and other organisations (local, national or international) in regards to offshore trade and development opportunities for the livestock sector in the Northern Territory eg Cattle Industry Development Collaboration project in conjunction with the Philippines Government's Agriculture Department.</p> <p>Includes agreements, liaison correspondence, educational and collaborative research programs, progress and final reports.</p>	<p>PERMANENT Transfer to NT Archives Service 6 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.

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### **1.6 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>
1.6.1	<p>Records relating to contact with professional associations, industry, business, other governments, (local, national and international) and the public in regards to offshore trade and development opportunities for the livestock sector in the Northern Territory.</p> <p>Includes the sharing of informal advice, informal discussions and membership of professional associations.</p>	TEMPORARY Destroy 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.

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### 1.7 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	<p>Records relating to ad hoc meetings with industry, business, governments agencies and authorities (local, national and international) and community groups to discuss issues relating to offshore trade and development opportunities for the livestock sector in the Northern Territory.</p> <p>Includes agenda, attendance, briefing and discussion papers, minutes and reports.</p> <p>Use LIVESTOCK EXPORTS DEVELOPMENT – COMMITTEES for the activities associated with steering groups, task forces or any formal group that meets on a regular basis.</p>	<p>TEMPORARY Destroy 6 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.

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### 1.8 Project Development

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.8.1	Records relating to the analysis, concept development, definition and initial planning of Livestock Exports Development projects that are approved and proceeded with.  Includes project proposal, business case, plans and approvals.	TEMPORARY Destroy 6 years after project completed.
1.8.2	Records relating to the analysis, concept development, definition and initial planning of Livestock Exports Development projects that are not approved and not proceeded with.  Includes project proposal, business case, and plans requests for approval.	TEMPORARY Destroy 2 years after action completed.

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The function of enhancing offshore trade and development opportunities for the Northern Territory livestock sector by providing technical support for offshore industries and programs using Northern Territory livestock. Includes the provision of expert advice, quality education programs and collaborative research programs.

### **1.9 Project Management**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.9.1	Records relating to managing the achievement of goals and objectives of Livestock Exports Development projects eg Negros Cattle Development project.  Includes ongoing project planning, reporting, and resource management.	TEMPORARY Destroy 6 years after project completed.

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### **1.10 Training**

The activities associated with all aspects of training.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.10.1	<p>Records relating to conducting training programs, including workshops and seminars in beef/cattle management and production for international business, industry, government and community groups.</p> <p>Includes attendance, educational programs, proceedings, publicity, speakers, travel arrangement, travel reports, topics and venues.</p>	<p>TEMPORARY Destroy 6 years after action completed.</p>

