

**Records Disposal Schedule
Chemical Services Regulation
Records**

**Department of Primary Industry
Fisheries and Mines**

Disposal Schedule No 2007/13

October 2007



Northern Territory Government

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 Chemical Services Regulation records, of the Department of Primary Industry, Fisheries and Mines.

Scope

Application of this Disposal Schedule is mandatory for Chemical Services Regulation records of the Department of Primary Industry, Fisheries and Mines.

This Disposal Schedule applies to Chemical Services Regulation 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:

- ▶ Agricultural and Veterinary Chemicals (Northern Territory) Act
- ▶ Agricultural and Veterinary Chemicals (Control of Use) Act
- ▶ Agricultural and Veterinary Chemicals (Control of Use) 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 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 on 23 October 2007 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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

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 technical information and advice about chemical use in the Northern Territory. May include advice on licensing requirements.</p> <p>Use CHEMICAL SERVICES REGULATION – COMMITTEES for the activities associated with the provision of advice from advisory committees such as Agriculture & Veterinary Chemicals Policy Committee.</p> <p>Use GOVERNMENT RELATIONS - ADVICE for the activities associated with providing advice to other governments and NTG agencies such as the Department of Health and Community Services.</p> <p>Use STRATEGIC MANAGEMENT – LEGISLATION for the activities associated with developing and reviewing legislation.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>

1. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

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	Records relating to applications to the Chemicals Coordinator from persons for approval of recycling programs to reuse containers that have contained chemical products for other purposes where the application is approved. Includes applications, supporting documentation and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.2	Records relating to applications to the Chemicals Coordinator from persons for approval of recycling programs to reuse containers that have contained chemical products for other purposes where the application is not approved. Includes applications, supporting documentation and notifications.	TEMPORARY Destroy 2 years after action completed
1.2.3	Records relating to applications to the Chemicals Coordinator from persons and businesses for approval of licences for ground spraying businesses, ground spraying applicators, aerial spraying businesses, aerial spraying pilots and pest control operators where the application is approved. Includes applications, supporting documentation, conditions, renewals, variations, surrenders, cancellations, suspensions and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.4	Records relating to applications to the Chemicals Coordinator from persons and businesses for approval of licences for ground spraying businesses, ground spraying applicators, aerial spraying businesses, aerial spraying pilots and pest control operators where the application is not approved. Includes applications, supporting documentation and notifications.	TEMPORARY Destroy 2 years after action completed
1.2.5	Records relating to applications to the relevant Minister for approval of declaration of areas to be chemical control areas where the application is approved. Includes applications, supporting documentation, notifications of proposals, submissions, comments, revised proposals, and copies of declarations and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.6	Records relating to applications to the relevant Minister for approval of declaration of areas to be chemical control areas where the application is not approved. Includes applications, supporting documentation, notifications of proposals, submissions, comments, revised proposals, and copies of notifications.	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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.2 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.2.7	Records relating to applications to the Chemicals Coordinator for approval of claims for compensation in relation to directions to deal with prohibited or contaminated chemical products, fertilisers, stockfoods or agricultural produce and directions in relation to agricultural pursuits on contaminated land where the application is approved. Includes applications, supporting documentation and copies of determinations and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.8	Records relating to applications to the Chemicals Coordinator for approval of claims for compensation in relation to directions to deal with prohibited or contaminated chemical products, fertilisers, stockfoods or agricultural produce and directions in relation to agricultural pursuits on contaminated land where the application is not approved. Includes applications, supporting documentation and copies of determinations and notifications.	TEMPORARY Destroy 2 years after action completed
1.2.9	Records relating to approvals given in accordance with legislative responsibilities and powers by the relevant Minister for appointment of the Chemicals Coordinator. Includes copies of gazettal notices.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.10	Records relating to the appointment and termination of chemical advisors. Includes notifications of functions, duties, powers and protections.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.11	Records relating to notifications from the relevant Minister declaring food-producing species to be major food-producing species. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.12	Records relating to notifications from the relevant Minister declaring species of plants to be aquatic life. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.13	Records relating to notifications from the relevant Minister declaring species of animals not to be aquatic life. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.14	Records relating to notifications from the relevant Minister prohibiting or imposing conditions on the manufacture, possession, sale or use of chemical products, fertilisers or stock foods. Includes copies	PERMANENT Transfer to the NT Archives Service 4 years after date

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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.2 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
	of gazette notices.	of notice
1.2.15	Records relating to notifications from the relevant Minister declaring areas to be chemical control areas and prohibiting or imposing conditions on the use of chemical products in that area. Includes copies of gazette notices and memoranda to the Registrar-General of Lands.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.16	Records relating to directions from the relevant Minister to appointed persons to draft remedial plans to reduce concentrations of substances in produce and rehabilitate contaminated land. Includes copies of directions, supporting documentation and notifications.	TEMPORARY Destroy 15 years after action completed
1.2.17	Records relating to notifications from the relevant Minister declaring that an agricultural emergency exists in the Northern Territory and extraordinary measures are necessary or advisable for protection of industry. Includes copies of gazette notices and revocations.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.18	Records relating to directions from the relevant Minister in relation to declared agricultural emergencies for counter measures such as acts and omissions that would otherwise constitute offences against legislative requirements. Includes copies of gazette notices and revocations.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.19	Records relating to notifications from the relevant Minister in relation to determined fees in accordance with legislative requirements. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.20	Records relating to notifications from the relevant Minister in relation to approved codes of practice for use of chemical products or classes of chemical products generally or in particular ways, or the use of chemical products or classes of chemical products by an agricultural industry or classes of agricultural industries. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice
1.2.21	Records relating to the Chemicals Coordinator approval of a training course for handling a substance. Includes copies of gazette notices.	PERMANENT Transfer to the NT Archives Service 4 years after date of notice

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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

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 the establishment of advisory committees to inquire into and report to the relevant Minister about matters relating to the use of chemical products, manufacture, sale and use of fertilisers or stock foods, management of land or agricultural produce contaminated by chemicals and administration of legislative requirements. Includes appointments, resignations and copies of newspaper notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.2	Records relating to meetings of advisory committees to inquire into and report to the relevant Minister about matters relating to the use of chemical products, manufacture, sale and use of fertilisers or stock foods, management of land or agricultural produce contaminated by chemicals and administration of legislative requirements. Includes: <ul style="list-style-type: none"> • agenda • final versions of minutes • advice, submissions, reports, and/or recommendations, and • supporting documentation. 	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.3	Records relating to administrative support to the committees established to discuss chemical regulation. Includes invitations to attend, organising of venues, travel arrangements, catering and distribution lists. Use COMMUNITY RELATIONS / GOVERNMENT RELATIONS – MEETINGS for the attendance by chemical services staff at adhoc meetings organised by industry bodies or other government agencies. Use STRATEGIC MANAGEMENT – MEETINGS for the records relating to unit staff meetings.	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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.4 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to directions from Chemical Advisers to persons of approved methods for disposing of containers that have contained chemical products. Includes copies of directions and notifications.	TEMPORARY Destroy 6 years after action completed
1.4.2	Records relating to directions from the Chemicals Coordinator to veterinarians of approved methods for disposing of injectable anabolic steroids. Includes copies of directions and notifications.	TEMPORARY Destroy 6 years after action completed
1.4.3	Records relating to advice from veterinarians to the Chemicals Coordinator reporting losses of injectable anabolic steroids. Includes copies of reports and notifications.	TEMPORARY Destroy 6 years after action completed
1.4.4	Records relating to directions from the relevant Minister to manufacturers or wholesale distributors to: <ul style="list-style-type: none"> withdraw a chemical product, fertiliser or stockfood from sale, either immediately or within specified timeframes; take actions to recover or recall all supplies of the chemical product, fertiliser or stockfood from persons to whom it was supplied; deal with the supplies recovered and any other supplies of the chemical product, fertiliser or stockfood in the manufacturer's or distributor's possession; and report in writing to the Chemicals Coordinator about action taken. Includes copies of directions and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.5	Records relating to directions from the relevant Minister to persons dealing with chemical products, fertilisers, stockfoods or agricultural produce that products are prohibited or contain or are likely to contain substances at greater than the prescribed concentrations and are likely to pose a threat to human health or to trade in the agricultural industry. Includes copies of directions and notifications.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.6	Records relating to directions from the Chemicals Coordinator to persons not to operate machines, equipment or aircraft until specified repairs have been made and approval to operate given by the Chemicals Coordinator. Includes copies of directions and notifications.	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.

1. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.4 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.4.7	Records relating to directions from the relevant Minister to growers of agricultural produce on contaminated land specifying measures to reduce concentration of substances in produce, to destroy produce or to restrict access or use of land. Includes advice from the Chemicals Coordinator, copies of directions and notifications. May include copies of remedial plans to rehabilitate the land.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.8	Records relating to the enforcement of legislative requirements by Chemical Advisers. Includes <ul style="list-style-type: none"> • entering premises and vehicles such as motels, hotels, guesthouses, vacant land, vessels, and aircraft • inspecting or examining premises or substances or things found in or on premises; • breaking open and searching fixtures and fittings, furniture and furnishings or boxes, packages and other containers found in or on the premises; • taking measurements of, or conducting tests relating to, the premises or substances or things found in or on the premises; • taking photographs, films or audio, video or other recordings of the premises or substances or things found in or on the premises; • taking and removing from the premises samples for analysis of substances or things found in or on the premises; • seizing vehicles and substances or things found in or on the premises; • taking copies of or extracts from documents found in or on the premises; • requiring persons in or on the premises to answer questions or provide information; to make available documents kept on the premises; or to provide reasonable assistance • directing in writing persons apparently in charge of machines or other equipment found in or on the premises not to operate the machines or other equipment until specified repairs have been made; or the machines or other equipment meet specified requirements; • directing in writing occupiers or persons apparently in charge of the premises to stop using substances or things found in or on the premises and to store it in a specified manner; or 	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.

1. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.4 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
	<p>to use substances or things found in or on the premises in specified ways and in no other way,</p> <ul style="list-style-type: none"> directing in writing occupiers or persons apparently in charge of the premises not to remove specified substances or things found in or on the premises; destroying or rendering harmless or directing occupiers or persons apparently in charge of the premises to destroy or render harmless, substances or things found in or on the premises that pose, or are likely to pose, threats to human health or safety. taking, or directing other persons to take, seized substances or things to the place specified; or giving directions about the handling and storage of seized substances or things. <p>Includes copies of notifications and orders.</p>	
1.4.9	Records relating to the actions taken to release seized substances or things after finalisation of legal proceedings. Includes copies of notifications.	TEMPORARY Destroy 6 years after action completed
1.4.10	Records relating to the actions taken to destroy, bury or otherwise render harmless seized substances or things that posed a threat to human health or safety. Includes copies of notifications.	PERMANENT Transfer to 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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.5 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Register of identity card issued to Chemicals Coordinator and Chemical Adviser. Includes date of termination of appointment and return of identity card.	TEMPORARY Destroy 7 years after last entry
1.5.2	Identity cards issued to Chemical Coordinator and Chemical Adviser.	TEMPORARY Destroy when card returned and register updated
1.5.3	Registers of licensed ground spraying businesses, ground spraying applicators, aerial spraying businesses and aerial spraying pilots. Details include conditions, renewals, variations, surrenders, cancellations and suspensions.	PERMANENT Transfer to 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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.6 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to investigations of complaints received by the Chemicals Coordinator from persons about use by other persons of chemical products, fertilisers or stock foods that result in legal action or changes in policy. May include copies of acknowledgments, written report of results, notifications and orders issued by the Local Court in relation to decisions and appeals.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.6.2	Records relating to investigations of complaints received by the Chemicals Coordinator from persons about use by other persons of chemical products, fertilisers or stock foods that does not result in legal action or changes in policy. Includes copies of acknowledgments, written report of results and notifications.	TEMPORARY Destroy 10 years after investigation finalised

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. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.7 PLANNING

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

1.7.1	Records relating to preparation, approval, amendment and revocation of remedial plans relating to reducing concentrations of substances in produce which may include measures to rehabilitate contaminated land. Includes copies of submissions, reports, recommendations and memoranda to the Registrar-General of Lands. Use STRATEGIC MANAGEMENT – PLANNING for the activities associated with the unit's business plan and overall planning to achieve corporate objectives.	PERMANENT Transfer to NT Archives Service 4 years after action completed
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1. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.8 REVIEWING

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records relating to requests to the Chemicals Coordinator of the Northern Territory from Industry, Government bodies and independent statutory authorities such as Australian Pesticides and Veterinary Medicines Authority (APVMA) for comment on proposed changes to regulatory requirements of registered chemical products. Includes recommendations, preliminary review findings reports and copies of submissions.</p> <p>Use STRATEGIC MANAGEMENT – REVIEWING for the activities associated with the units review of business plans etc</p>	<p>TEMPORARY</p> <p>Destroy 10 years after review completed.</p>

1. CHEMICAL SERVICES REGULATION

The function of controlling the use of agricultural and veterinary chemicals and the manufacture, sale and use of fertilisers and stockfoods, to manage land and agricultural produce contaminated by chemicals, and for related purposes.

1.9 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records relating to development and review of codes of practice for use of chemical products or classes of chemical products generally or in particular ways, or the use of chemical products or classes of chemical products by an agricultural industry or classes of agricultural industries. Includes copies of comments, submissions, reports, recommendations, notifications and approved codes.	PERMANENT Transfer to the NT Archives Service 4 years after action completed

