

**TAHO**

Tasmanian Archive + Heritage Office

**Disposal Schedule  
for  
Department of Primary  
Industries, Parks, Water and  
Environment**

**Disposal Authorisation No. 2297**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Tasmanian Archives & Heritage Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2297**

**Disposal Schedule for Department of Primary Industries, Parks, Water and Environment**

**Title:**

**Authorisation:**

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History Build Status**

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**Amendments in this Release**

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of Department of Primary Industry, Parks, Water and Environment.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Tasmanian Archives & Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents. **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the *Bringing Them Home Report 1997* relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Government Information Strategy Unit website.

<b>01.00.00</b>	<b>AGRICULTURE AND FOOD INDUSTRIES</b> The function of maintaining and facilitating the development of sustainable agricultural practices that lead to improved productivity. Includes disease and pest eradication programs. Also includes a partnership approach involving communities and government (eg Tasmanian Institute of Agricultural Research).  <i>See 02.00.00 for animal health and welfare, plant and crop health, food safety and the protection of our quarantine disease free status.</i>	
<b>01.01.00</b>	<b>ADVICE (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 01.06.00 for the provision of professional services to the public or other organisations. See 01.11.00 for general requests for information about the organisation and its services. See DA2157 where the organisation is responding to the Government's request for advice or comments.</i>	
01.01.01	Records documenting the provision of customer specific technical advice relating to Agriculture and Food Industries issues.	TEMPORARY Destroy 7 years after action completed
<b>01.02.00</b>	<b>AGREEMENTS (AGRICULTURE AND FOOD INDUSTRIES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 01.18.00 for agreements relating to joint ventures.</i>	
01.02.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT
01.02.02	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
01.02.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed
<b>01.03.00</b>	<b>AUTHORISATION (AGRICULTURE AND FOOD INDUSTRIES)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
01.03.01	Records documenting notifications of, and conditions of, delegations of power granted to agency and non-agency personnel to undertake duties under an Act which relates to the Agriculture & Food Industries function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
<b>01.04.00</b>	<b>COMMITTEES (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with the management of committees 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, agenda etc.  <i>See 01.19.00 for general contact between individuals or groups. See 01.22.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i>	



01.04.01	<p>Records documenting high-level committees with responsibility for making major decisions in the functional area of Agriculture &amp; Food Industries. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
01.04.02	<p>Records of internal committees and external committees not described in class 01.04.01 where the agency has the administrative role These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
01.04.03	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
01.04.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
01.05.00	<p><b>CONFERENCES (AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 01.04.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	
01.05.01	<p>Records documenting conferences where the agency acts as secretariat or convener including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT

01.05.02	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	<p>TEMPORARY Destroy when reference ceases.</p>
01.05.03	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 01.05.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.05.04	<p>Records presented by the agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	<p>PERMANENT</p>
01.06.00	<p><b>CONSULTANCY SERVICES (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in providing professional services to the public or other organisations for a set fee.</p> <p><i>See 01.01.00 for customer specific technical enquiries.</i> <i>See 01.07.00 for the procurement of services by an external contractor or consultant.</i> <i>See 01.11.00 for general requests for information about the organisation and its services.</i></p>	
01.06.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the engagement of agency staff as consultants including determinations of parameters, conditions of employment, deed of consultancy, contract of employment etc.</p>	<p>PERMANENT</p>
01.06.02	<p>Records relating to the engagement of agency staff as consultants including parameters of consultancy, terms and conditions and associated correspondence.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.07.00	<p><b>CONTRACTING OUT (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.</p> <p><i>See 01.06.00 for the provision of agency services to the public or other organisations. See 01.31.00 for the process of receiving and assessing tenders.</i></p>	
01.07.01	<p>Contract Registers</p>	<p>PERMANENT</p>

01.07.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
01.07.03	Records documenting the managing of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>01.08.00</b>	<b>DISEASE CONTROL (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in identifying and controlling a disease.  <i>See 01.23.00 for the identification and control of a pest.</i>	
01.08.01	Records documenting results of disease eradication programs.	PERMANENT
<b>01.09.00</b>	<b>DISTRIBUTION (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with disseminating items through sales, deliveries or other customer services.	
01.09.01	Records documenting the sale of plant cultivars and seeds. These may include: <ul style="list-style-type: none"> <li>• Consignment Notes</li> <li>• Receipts</li> <li>• Requests for Cultivars or Seeds.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>01.10.00</b>	<b>ECONOMIC ANALYSIS (AGRICULTURE &amp; FOOD INDUSTRIES)</b> The activities associated with forecasting the economic returns of different configurations of a crop or industry.	
01.10.01	Records documenting the analysis of potential or existing agriculture and food industries. These may include: <ul style="list-style-type: none"> <li>• Essential Oils</li> <li>• Fruit</li> <li>• Herbs</li> <li>• Medicinal Crops</li> <li>• Pastures</li> <li>• Spices</li> </ul>	PERMANENT
<b>01.11.00</b>	<b>ENQUIRIES (AGRICULTURE &amp; FOOD INDUSTRIES)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 01.01.00 for customer specific technical enquiries.</i> <i>See 01.06.00 for the provision of professional services to the public or other organisations.</i> <i>See DA No. 2157 where all aspects of a Freedom of Information (FOI) application need to be handled on one file, for legislative or operational reasons.</i>	
01.11.01	Records documenting enquiries requesting general information about Agriculture & Food Industries activities, programs, products and services.  <i>See DA No. 2158 for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed

<b>01.12.00</b>	<b>EVALUATION (AGRICULTURE AND FOOD INDUSTRIES)</b> The process of determining the suitability of potential or existing programs systems or services in relation to meeting the needs of the given situation. Includes processes involved in checking, observing and assessing activities unique to the agency, without interfering with the operation. Also includes ongoing monitoring.  <i>See 01.16.00 when the organisation has the role of ensuring compliance.</i>	
01.12.01	Records documenting the monitoring and evaluation of agriculture or food activities and programs including summaries of monthly or quarterly reports.	PERMANENT
01.12.02	Working papers, including monthly or quarterly reports, used in the preparation of summaries.	TEMPORARY Destroy when summaries are completed and reference ceases.
<b>01.13.00</b>	<b>EXHIBITIONS (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with using agency material in mounted displays or the demonstration of field trials or research work for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.	
01.13.01	Records documenting the mounting of displays and demonstrations of field trials. Includes arrangements, exhibition brief and design.	TEMPORARY Destroy 2 years after action completed.
<b>01.14.00</b>	<b>GRANT FUNDING (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.  <i>See DA No. 2157 for managing corporate strategies for seeking grant funding.</i>	
01.14.01	Records documenting successful applications made by or to the agency relating to the Agriculture & Food Industries function for grant funding and the administration of funds. Includes: <ul style="list-style-type: none"> <li>• Exceptional Circumstances</li> <li>• Drought Relief</li> <li>• Business training for primary producers</li> </ul>	TEMPORARY Destroy 7 years after action completed
01.14.02	Records documenting applications that are not successful made by or to the agency relating to the Agriculture & Food Industries function for grant funding.	TEMPORARY Destroy 2 years after action completed
<b>01.15.00</b>	<b>INDUSTRY AUDIT (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with an industry analysis to identify growth and development opportunities conducted by the agency and the Department of State Development in partnership with industry.  <i>See 01.17.00 for opportunities that are supported by agency action.</i>	
01.15.01	Final versions of Industry Audits undertaken by the Agency.	PERMANENT

01.15.02	Working papers used in the analysis of growth and development opportunities in partnership with industry. Includes: <ul style="list-style-type: none"> <li>• Comments</li> <li>• Draft reports</li> <li>• Liaison with industry bodies</li> <li>• Minutes</li> <li>• Statistics</li> </ul>	TEMPORARY Destroy when reference ceases.
<b>01.16.00</b>	<b>INDUSTRY COMPLIANCE (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.  <i>See 01.12.00 for evaluation and monitoring</i> <i>See DA No. 2157 for formal investigations or prosecutions.</i>	
01.16.01	Records used to assist in the formulation of prices (eg price setting of juicing fruit under the <i>Fruit and Vegetables Act</i> ).	PERMANENT
<b>01.17.00</b>	<b>INDUSTRY DEVELOPMENT (AGRICULTURE AND FOOD INDUSTRIES)</b> Insert scope note to describe the activity  <i>See 02.01.00 etc. (add see references as required)</i>	
01.17.01	Records documenting the development of new and emerging agriculture and food industries. Includes: <ul style="list-style-type: none"> <li>• Reports</li> <li>• Summaries</li> <li>• Test results</li> </ul>	PERMANENT
01.17.02	Records documenting the development of new trade opportunities and services. These may include: <ul style="list-style-type: none"> <li>• Trade Missions</li> <li>• Identification of new industries or opportunities for specific regions.</li> </ul>	PERMANENT
<b>01.18.00</b>	<b>JOINT VENTURES (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.  <i>See 01.02.00 for agreements not related to joint ventures.</i> <i>See 01.19.00 for other collaboration between organisations that are not considered joint ventures.</i>	
01.18.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT
01.18.02	Records not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases

01.18.03	<p>Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract</p>
01.19.00	<p><b>LIAISON (AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See 01.04.00 or 01.22.00 for liaison through committees or meetings.</i> <i>See 01.18.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i></p>	
01.19.01	<p>Records documenting Agriculture &amp; Food Industries liaison activities including exchange of information, collaboration on projects, and all the activities involving the agency as a member of an organisation. These may include:</p> <ul style="list-style-type: none"> <li>• Rural Community Development</li> <li>• Volunteer Programs</li> <li>• Women in Agriculture</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed</p>
01.20.00	<p><b>LICENSING (AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.</p>	
01.20.01	<p>Records documenting the licensing process for the following licences:</p> <ul style="list-style-type: none"> <li>• Deer farms</li> <li>• Emu farms.</li> </ul>	<p>PERMANENT</p>
01.20.02	<p>Records documenting the licensing process for the following licences: •</p> <ul style="list-style-type: none"> <li>Artificial Breeding – Commercial Operator</li> <li>• Hatcheries</li> <li>• Rabbit Farming</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry of licence</p>
01.20.03	<p>Records documenting the licensing process for applications that are <u>not</u> successful which are described in 01.20.01 and 01.20.02.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
01.21.00	<p><b>MARKET ACCESS (AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities associated with gaining access to a market by overcoming quarantine and trade barriers.</p> <p><i>See DA2157 for analysing, creating and selling products and services.</i></p>	

01.21.01	Records documenting the gaining of access to new markets. These may include: <ul style="list-style-type: none"> <li>• Meetings with stakeholders • Field trials and investigations</li> <li>• Final reports.</li> </ul>	PERMANENT
01.21.02	Working papers <u>not</u> considered necessary to substantiate final report.	TEMPORARY Destroy 7 years after action completed.
<b>01.22.00</b>	<p><b>MEETINGS (AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of Agriculture &amp; Food Industries. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 01.04.00 for the meetings of committees and task forces.</i>  <i>See 01.05.00 for meetings at conferences. See 01.19.00 for general contact between individuals or groups.</i></p>	
01.22.01	Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the function of Agriculture & Food Industries. These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT
01.22.02	Records of internal meetings, and external meetings where the agency has the administrative role that are not described in 01.22.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed
01.22.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
01.22.04	Records documenting the conduct and administration of meetings.	TEMPORARY Destroy when reference ceases
<b>01.23.00</b>	<p><b>PEST CONTROL(AGRICULTURE AND FOOD INDUSTRIES)</b></p> <p>The activities involved in identifying and controlling a pest where a pest is an insect or related organism. Includes vertebrate and invertebrate pests.</p> <p><i>See 01.08.00 for the identification and control of a disease.</i></p>	

01.23.01	Records documenting results of pest eradication programs.	PERMANENT
<b>01.24.00</b>	<b>PLANNING (AGRICULTURE AND FOOD INDUSTRIES)</b>	
	Insert scope note to describe the activity	
	<i>See 02.01.00 etc. (add see references as required)</i>	
01.24.01	Records documenting the development and revision of plans relating to the Agriculture & Food Industries function, including final versions of plans. These may include: <ul style="list-style-type: none"> <li>• Industry Plans</li> <li>• Management Plans</li> <li>• Profitable Management Strategy</li> </ul>	PERMANENT
01.24.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed
<b>01.25.00</b>	<b>POLICY (AGRICULTURE AND FOOD INDUSTRIES)</b>	
	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	
01.25.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Agriculture & Food Industries function.	PERMANENT
<b>01.26.00</b>	<b>PROCEDURES (AGRICULTURE AND FOOD INDUSTRIES)</b>	
	Standard methods of operating laid down by an agency according to formulated policy.	
01.26.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Agriculture & Food industries function.	TEMPORARY Destroy 7 years after superseded.
01.26.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.  <i>See 01.25.01 and 01.26.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>01.27.00</b>	<b>QUALITY ASSURANCE (AGRICULTURE AND FOOD INDUSTRIES)</b>	
	The process involved in assuring Tasmanian produce meets with industry market standards.  <i>See 01.30.00 for services and processes that enhance the quality and efficiency of the organisation.</i>	



01.27.01	Records documenting the implementation and monitoring of industry and agency standards to support market standards and Tasmania's Quality Assurance system. These may include: <ul style="list-style-type: none"> <li>• Cattle care</li> <li>• Dairy Processors</li> <li>• Essential Oils</li> <li>• Flock care</li> <li>• Fruit</li> <li>• Herbs</li> <li>• Medicinal Crops</li> <li>• Pastures</li> <li>• Spices</li> <li>• Wool</li> </ul>	PERMANENT
01.27.02	Reports on the quality of Tasmania's plant and animal industries.	PERMANENT
01.27.03	Working papers for reports and registrations.	TEMPORARY Destroy 2 years after report or registration completed.
<b>01.28.00</b>	<b>REPORTING (AGRICULTURE AND FOOD INDUSTRIES)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
01.28.01	Final versions of reports relating to significant Agriculture & Food Industries issues including investigations of disease outbreaks, unusual occurrences and significant health and production problem issues. These may include: <ul style="list-style-type: none"> <li>• Exceptional Circumstances</li> <li>• Farmbis</li> <li>• Interest Rate Subsidy</li> </ul>	PERMANENT
01.28.02	Final versions of reports relating to Agriculture & Food Industries issues that are not described in class 01.28.01.	TEMPORARY Destroy 7 years after action completed.
01.28.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>01.29.00</b>	<b>RESEARCH (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Includes following up enquiries relating to Agriculture & Food Industries programs, projects, working papers, literature searches, etc.  <i>See 01.25.00 for research into the formulation of policy.</i>	
01.29.01	Master copy of project reports.	PERMANENT
01.29.02	Records documenting detailed research carried out under the Agriculture & Food Industries function which is considered necessary to substantiate project report findings or important for future projects.	PERMANENT
01.29.03	Records documenting routine research carried out under the Agriculture & Food Industries function which is <u>not</u> considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.

01.29.04	Records documenting results of trial programs and related records.	PERMANENT
01.29.05	Working papers <u>not</u> considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.
01.29.06	Project management records (eg project scheduling and tracking records).	TEMPORARY
<b>01.30.00</b>	<b>STANDARDS (AGRICULTURE AND FOOD INDUSTRIES)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.  <i>See 01.27.00 for market standards of Tasmanian produce.</i>	
01.30.01	Records documenting the development of standards relating to the Agriculture & Food Industries function. These may include Codes of Practice.	PERMANENT
01.30.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>01.31.00</b>	<b>TENDERING (AGRICULTURE AND FOOD INDUSTRIES)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 01.07.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
01.31.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• • Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
01.31.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
01.31.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
<b>02.00.00</b>	<b>BIOSECURITY AND PRODUCT INTEGRITY</b> The function of protecting Tasmania's economy, environment, public well-being, health, amenity and safety, and animals and food from the negative impacts of pests, diseases and weeds. Includes maintaining Tasmania's quarantine barrier and disease free status.  <i>See 01.00.00 for animal and food production and disease and pest eradication programs.</i>	

<b>02.01.00</b>	<b>ADVICE (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 02.10.00 for remedial advice based on test results.</i> <i>See 02.14.00 for general requests for information about the organisation and its services.</i> <i>See DA No. 2157 where the agency is responding to the Government's request for advice or comments.</i>	
02.01.01	Records documenting the provision of customer specific technical advice relating to Biosecurity & Product Integrity issues.	TEMPORARY Destroy 7 years after action completed
<b>02.02.00</b>	<b>AGREEMENTS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 02.04.00 for agreements relating to joint ventures.</i>	
02.02.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT
02.02.02	Records documenting the establishment, maintenance and review of agreements <u>not</u> described in 02.02.01 including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
02.02.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed.
<b>02.03.00</b>	<b>ARRANGEMENTS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in arranging for the usage of facilities and space.	
02.03.01	Records documenting arrangements for the use allocation and use of property. These may include: <ul style="list-style-type: none"> <li>• Amenities bins</li> <li>• Kingston Quarantine Station</li> <li>• Quarantine import facilities</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>02.04.00</b>	<b>AUTHORISATION (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
02.04.01	Records documenting notifications of, and conditions of, delegations of power granted to agency and non-agency personnel to undertake duties under an Act which relates to the Biosecurity & Product Integrity function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
02.04.02	Records documenting the authorisation process for Certificates of Competency to Use Agricultural and/or Veterinary Chemicals. Includes application and training material.	TEMPORARY Destroy 10 years after commercial operator licence has expired.

<b>02.05.00</b>	<p><b>COMMITTEES (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The activities associated with the management of committees 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, agenda etc.</p> <p><i>See 02.24.00 for general contact between individuals or groups.</i></p> <p><i>See 02.27.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i></p>	
<b>02.05.01</b>	<p>Records documenting high-level committees with responsibility for making major decisions in the functional area of Biosecurity &amp; Product integrity. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
<b>02.05.02</b>	<p>Records of internal committees and external committees not described in 02.05.01 where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>02.05.03</b>	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>02.05.04</b>	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>02.06.00</b>	<p><b>CONFERENCES (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 02.05.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA No. 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	

02.06.01	Records documenting conferences where the agency acts as secretariat or convener including: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT
02.06.02	Records documenting administrative arrangements for conferences arranged by the agency including: <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed.
02.06.03	Records documenting conferences arranged by other organisations including: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 02.06.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	TEMPORARY Destroy when reference ceases.
02.06.04	Records presented by the agency to conferences arranged by other organisations including: <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	PERMANENT
02.07.00	<p><b>CONSERVATION (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties including buildings and land, and information resources and artefacts. Includes the management of flora and fauna, marine resources and public reserves to conserve and protect the existing biological and scientific values. Also includes the insect reference and tissue culture collections.</p> <p><i>See 04.00.00 for the conservation of public reserves.</i>  <i>See 06.00.00 for the conservation of marine resources.</i>  <i>See 07.00.00 for the conservation of flora and fauna</i></p>	
02.07.01	Records documenting the administration and management of the Insect Reference Collection. Includes the identification, lending and exchange of pests from the collection.	PERMANENT

02.07.02	Insect Reference Collection.	PERMANENT Retain in Agency
<b>02.08.00</b>	<b>CONTRACTING OUT (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.  <i>See 02.39.00 for the process of receiving and assessing tenders.</i>	
02.08.01	Contract Registers.	PERMANENT
02.08.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
02.08.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with Stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.09.00</b>	<b>CONTROL (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with creating, maintaining and evaluating control mechanisms.  <i>See 02.11.00 for the identification and control of a disease.</i> <i>See 02.22.00 for the coordinating of all available methods for pest and disease control.</i> <i>See 02.30.00 for the identification and controlling of fauna, insects or related pests.</i>	
02.09.01	The register of pesticides and chemical products (eg records held on the Chemical Label Registration database).	PERMANENT
02.09.02	Records documenting the registration of chemicals that are considered controversial or likely to generate ongoing social and health concerns.	PERMANENT
02.09.03	Records documenting the registration of chemicals that are <u>not</u> considered controversial or likely to generate ongoing social and health concerns.	TEMPORARY Destroy 7 years after action completed.
02.09.04	The register of brands, earmarks and tail tags (eg records held on the Brands and Earmarks database). Includes property identification codes.	TEMPORARY Destroy 25 years after action completed.
02.09.05	Applications for brands, earmarks or tail tags.	TEMPORARY Destroy 2 years after registration completed.
<b>02.10.00</b>	<b>DIAGNOSTIC TESTING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process of determining by examination the nature and identify of a condition. Includes the taking of samples and field analysis.  <i>See 02.01.01 for customer specific technical enquiries.</i>	
02.10.01	Registers of laboratory samples, test results and reports (eg laboratory 'day books' and records held on the Case Management System, VETDEX and LIMS databases).	PERMANENT
02.10.02	Records relating to development of new diagnostic services.	PERMANENT

02.10.03	Frozen/wet formalin fixed tissue and histological slides identified by the Pathologist as having long-term research value including those records that relate to the tissue slides.	PERMANENT Retain in Laboratory storage. Intended administrative or technical changes, which would affect these samples, should be discussed in advance with the Tasmanian Archive & Heritage Office.
02.10.04	Frozen/wet formalin fixed tissue and histological slides identified by the Pathologist as <u>not</u> having long-term research value.	TEMPORARY Destroy 20 years after action completed.
02.10.05	Histological blocks identified by the Pathologist as <u>not</u> having long-term research value.	TEMPORARY Destroy 20 years after action completed.
02.10.06	Migrated specimen advice notes and work sheet details.	PERMANENT
02.10.07	Specimen advice notes and worksheet details (paper format).	TEMPORARY Destroy 3 years after action completed
02.10.08	Explanations of test results and advice to clients about remedial measures to rectify problems. Includes reports and summaries.  <i>See 02.01.00 for specific advice to individuals not based on testing.</i>	TEMPORARY Destroy 7 years after action completed.
02.10.09	Routine correspondence such as inquiries and provision of summaries of diagnostic reports.	TEMPORARY Destroy 2 years after action completed.
<b>02.11.00</b>	<b>DISEASE CONTROL (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in identifying and controlling a disease.  <i>See 02.09.00 for the activities involved in the implementation of control mechanisms.</i> <i>See 02.22.00 for the coordinating of all available methods for pest and disease control.</i> <i>See 02.30.00 for the identification and control of a pest.</i>	
02.11.01	Records documenting the identification of diseases (eg records held on the pest and Disease Survey database).	PERMANENT
02.11.02	Reports of investigations of disease outbreaks, unusual occurrences and significant health and production problems.	PERMANENT
02.11.03	Records documenting the identification monitoring and control of diseases (eg records held on the Pest and Disease Survey database). These may include: <ul style="list-style-type: none"> <li>• Ausvet Plan</li> <li>• Chemical control Use</li> <li>• Veterinary chemicals</li> </ul>	PERMANENT
02.11.04	Records documenting results of disease eradication programs.	PERMANENT
02.11.05	Records documenting the assessment of the value of, and payment of, compensation for animals or crops destroyed due to the finding of prohibited diseases during examination or testing.  <i>See 02.32.00 for policy relating to the conditions under which compensation will be paid and the setting of compensation amounts.</i>	TEMPORARY Destroy 7 years after action completed.

<b>02.12.00</b>	<b>DISTRIBUTION (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with disseminating items through sales, deliveries or other customer services.	
02.12.01	Records documenting the sale of animal or plant testing equipment. These may include: <ul style="list-style-type: none"> <li>• Agdia test kits</li> <li>• Fish health diagnostic kits.</li> </ul>	TEMPORARY Destroy 7 years after
02.12.02	Records documenting the sale of animal or plant products. These may include: <ul style="list-style-type: none"> <li>• Fish vaccine</li> <li>• Seeds</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>02.13.00</b>	<b>EMERGENCY RESPONSE (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with the eradication or control of exotic animal or plant diseases by provision of emergency treatment services and advice about the disposal and rehabilitation of stock affected by an emergency, management of control activities following a pest or disease outbreak.  <i>See 02.31.00 for the development and revision of emergency plans.</i>	
02.13.01	Records documenting implemented emergency response activities including plans, control mechanisms, reports and assessments.	PERMANENT
02.13.02	Working papers used in the compilation of emergency response reports and assessments.	TEMPORARY Destroy when reference ceases.
<b>02.14.00</b>	<b>ENQUIRIES (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 02.01.00 for customer specific technical enquiries</i> <i>See DA2157 where all aspects of a Freedom of Information (FOI) application needs to be handled on one file for legislative or operational reasons.</i>	
02.14.01	Records documenting enquiries requesting general information about Biosecurity & Product Integrity activities, programs, products and services.  <i>See DA2157 for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed.
<b>02.15.00</b>	<b>EVALUATION (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process of determining the suitability of potential or existing programs, items or equipment, systems or services in relation to meeting the needs of the given situation. Includes processes involved in checking, observing and assessing activities unique to the agency, without interfering with the operation. Also includes ongoing monitoring.  <i>See 02.19.00 when the organisation has the role of ensuring compliance.</i>	
02.15.01	Records documenting the monitoring and evaluation of biosecurity programs including summaries of monthly or quarterly reports.	PERMANENT



02.15.02	Working papers, including monthly or quarterly reports, used in the preparation of summaries.	TEMPORARY Destroy when summaries are completed and reference ceases.
<b>02.16.00</b>	<b>EXPORTS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in exporting goods to other Australian states or territories or overseas countries.  <i>See 02.18.00 for the importing of goods.</i>	
02.16.01	Monthly and annual export reports (eg relevant records held on the Plant Diseases Act Statistics system).	PERMANENT
02.16.02	Agency copies of certificates and statements of quality issued for export requirements. These may include: <ul style="list-style-type: none"> <li>• General Authorities</li> <li>• Health Certificates</li> <li>• Special Authorities.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>02.17.00</b>	<b>GRANT FUNDING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.  <i>See DA No. 2157 for managing corporate strategies for seeking grant funding.</i>	
02.17.01	Records documenting successful applications made by or to the agency relating to the Biosecurity & Product Integrity function for grant funding and the administration of funds.	TEMPORARY Destroy 7 years after action completed.
02.17.02	Records documenting applications that are not successful made by or to the agency relating to the Biosecurity & Product Integrity function for grant funding.	TEMPORARY Destroy 2 years after action completed.
<b>02.18.00</b>	<b>IMPORTS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in importing goods from other Australian states or territories or overseas countries.  <i>See 02.16.00 for the exporting of goods</i>	
02.18.01	Monthly and annual import reports (eg relevant records held on the Plant Diseases Act Statistics system).	PERMANENT
02.18.02	Records documenting import risk analyses undertaken on commodities imported into Tasmania. Includes decisions, recommended changes to import regulations and requirements, and summaries of scientific data.	PERMANENT
02.18.03	Records documenting the process of issuing interim import requirement variations. These may include: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Approvals</li> <li>• Scientific data</li> </ul> <i>See 02.18.02 for summaries of the scientific data used as a basis for decisions.</i>	TEMPORARY Destroy when reference ceases
02.18.04	Agency copies of certificates and statements of quality issued for import requirements. These may include: <ul style="list-style-type: none"> <li>• General Authorities</li> <li>• Health Certificates</li> <li>• Special Authorities</li> </ul>	TEMPORARY Destroy 7 years after action completed.

<b>02.19.00</b>	<p><b>INDUSTRY COMPLIANCE (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.</p> <p><i>See 02.15.00 for evaluation and monitoring.</i>  <i>See DA No. 2157 for formal investigations or prosecutions.</i></p>	
02.19.01	<p>Records documenting the activities involved in ensuring the welfare of animals meets legislative requirements. Includes:</p> <ul style="list-style-type: none"> <li>• Letters of complaint</li> <li>• Inspections</li> <li>• Legal instructions</li> </ul>	<p>TEMPORARY  Destroy 25 years after action completed.</p>
02.19.02	<p>Records relating to investigations and audits of Biosecurity &amp; Product integrity clients which result in changes to existing policy, procedures or licence conditions including prosecutions. These may include:</p> <ul style="list-style-type: none"> <li>• Agricultural Chemicals</li> <li>• Plant Breeders Rights</li> <li>• Veterinary Chemicals</li> </ul>	<p>PERMANENT</p>
02.19.03	<p>Records relating to investigations and audits of Biosecurity &amp; Product Integrity clients which do <u>not</u> result in changes to existing policy, procedures or licence conditions.</p> <p><i>See DA2157 for breaches that <u>do</u> result in formal investigations or prosecutions.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
02.19.04	<p>Records relating to information recorded on National Registration Authority (NRA) compliance and surveillance investigation reports (including supporting analytical data).</p>	<p>TEMPORARY  Destroy 7 years after action completed</p>
<b>02.20.00</b>	<p><b>INFRINGEMENTS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The activities associated with handling breaches of rules.</p> <p><i>See DA2157 for breaches that result in litigation.</i></p>	
02.20.01	<p>Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do <u>not</u> proceed to litigation.</p> <p><i>See DA2157 for breaches that <u>do</u> result in formal investigations or prosecutions.</i></p>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
<b>02.21.00</b>	<p><b>INSPECTIONS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b></p> <p>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.</p>	
02.21.01	<p>Records documenting routine inspections of chemical storage sites and chemical off-label usage. Includes requests for inspections and inspection reports. These may include:</p> <ul style="list-style-type: none"> <li>• Chemical Hazards</li> <li>• Veterinary Chemicals</li> </ul>	<p>TEMPORARY  Destroy 10 years after licence expires.</p>

02.21.02	Records documenting routine quarantine barrier clearance inspections. These may include: <ul style="list-style-type: none"> <li>• Freight</li> <li>• Interstate Mail</li> <li>• Passengers</li> <li>• Vehicles</li> <li>• Vessels</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.22.00</b>	<b>INTEGRATED PEST MANAGEMENT (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in coordinating all available methods to effectively manage diseases, weeds and insect pests, whilst minimising environmental hazards.  <i>See 02.09.00 for the activities involved in the implementation of control mechanisms.</i> <i>See 02.11.00 for the identification and control of a disease.</i> <i>See 02.30.00 for the identification and control of a pest.</i>	
02.22.01	Records documenting the physical, biological and chemical methods for control of significant weeds, diseases and pests.	PERMANENT
02.22.02	Records documenting the physical, biological and chemical methods for control of weeds, diseases and pests not described in 02.22.01.	TEMPORARY Destroy 7 years after action completed.
<b>02.23.00</b>	<b>JOINT VENTURES (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.  <i>See 02.02.00 for agreements not related to joint ventures.</i> <i>See 02.24.00 for other collaboration between organisations that are not considered joint ventures.</i>	
02.23.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT
02.23.02	Records not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
02.23.03	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include: <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.

<b>02.24.00</b>	<b>LIAISON (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 02.05.00 or 02.27.00 for liaison through committees or meetings</i> <i>See 02.23.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i>	
02.24.01	Records documenting Biosecurity & Product Integrity liaison activities including exchange of information, collaboration on projects, and all the activities involving the agency as a member of an organisation.	TEMPORARY Destroy 2 years after action completed.
<b>02.25.00</b>	<b>LICENSING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.  <i>See 02.29.00 when granting short-term permission.</i>	
02.25.01	Registers of licences issued by the agency (eg records held on the Licensing Management Module and the Pisces and Prime databases).	PERMANENT
02.25.02	Records documenting the licensing process for successful applications to operate domestic meat premises, pet food works and egg production premises.	PERMANENT
02.25.03	Records documenting the licensing process for successful applications to keep an apiary.	PERMANENT
02.25.04	Records documenting the licensing process for successful applications to use commercial chemical sprays. Includes: <ul style="list-style-type: none"> <li>• Agricultural Aircraft operators</li> <li>• Chemical commercial Operators</li> <li>• Pilots (Chemical Rating)</li> </ul>	PERMANENT
02.25.05	Records documenting the licensing process where the applications are <u>not</u> successful.	TEMPORARY Destroy 7 years after action completed.
<b>02.26.00</b>	<b>MARKET ACCESS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with gaining access to a market by overcoming quarantine and trade barriers.  <i>See DA2157 for analysing, creating and selling products and services.</i>	
02.26.01	Records documenting the gaining of access to new markets. These may include:” <ul style="list-style-type: none"> <li>• Meetings with stakeholders</li> <li>• Field trials and investigations</li> <li>• Final reports</li> </ul>	PERMANENT
02.26.02	Working papers <u>not</u> considered necessary to substantiate final report.	TEMPORARY Destroy when reference ceases.

<b>02.27.00</b>	<b>MEETINGS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of Biodiversity & Product Integrity. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.  <i>See 02.05.00 for the meetings of committees and task forces.</i> <i>See 02.06.00 for meetings at conferences.</i> <i>See 02.24.00 for general contact between individuals or groups.</i>	
02.27.01	Records documenting internal and external meetings at which major decisions are made in relation to the function of Biodiversity & Product Integrity where the agency has the administrative role: These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT
02.27.02	Records of internal meetings and external meetings not described in 02.27.01 where the agency has the administrative role. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed
02.27.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed
02.27.04	Records documenting the conduct and administration of meetings	TEMPORARY Destroy when reference ceases
<b>02.28.00</b>	<b>OPERATIONS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with routine processes and keeping programs and systems in effective operation on a daily basis.	
02.28.01	Records documenting the day to day management of quarantine detector dogs. These may include: <ul style="list-style-type: none"> <li>• Kennelling</li> <li>• Veterinary</li> <li>• Training</li> </ul>	TEMPORARY Destroy 1 year after dog retires.
<b>02.29.00</b>	<b>PERMITTING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 02.25.00 when granting long-term permission.</i>	
02.29.01	Registers of permits issued by the Agency (eg records held on the Licensing Management Module and Pisces and Prime databases).	PERMANENT

02.29.02	Records documenting the permitting process to use chemicals to control wildlife. These may include: <ul style="list-style-type: none"> <li>• Alphacloralose</li> <li>• Pindone</li> <li>• I080</li> </ul>	TEMPORARY Destroy 7 years after expiry of permit.
02.29.03	Records documenting the permitting process to spray agricultural chemicals.	TEMPORARY Destroy 7 years after expiry of permit.
02.29.04	Records documenting the permitting process for applications described in 02.29.02, 02.29.03 and 02.29.05 that are <u>not</u> successful.	TEMPORARY Destroy 7 years after action completed
02.29.05	Records documenting the permitting process to import, export and/or hold biological material.	TEMPORARY Destroy 10 years after expiry of permit
02.29.06	Records documenting the permitting process for the permanent removal of cattle identification devices and transaction tag exemptions.	TEMPORARY Destroy 7 years after cancellation of permit
02.29.07	Records documenting the permitting process (including special authorities) for the movement of animals or animal material in or out of an: <ul style="list-style-type: none"> <li>• Infected area</li> <li>• Restricted area</li> <li>• Quarantine area</li> </ul>	TEMPORARY Destroy 7 years after expiry of permit
02.29.08	Records documenting the permitting process to receive concessional spirits for laboratory use.	TEMPORARY Destroy 2 years after expiry of permit.
<b>02.30.00</b>	<b>PEST CONTROL (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in identifying and controlling a pest where a pest is an insect or related organism. Includes vertebrate and invertebrate pests.  <i>See 02.09.00 for the activities involved in the implementation of control mechanisms.</i> <i>See 02.11.00 for the identification and control of a disease.</i> <i>See 02.22.00 for the coordinating of all available methods for pest and disease control.</i>	
02.30.01	Reports of investigations of pest outbreaks, unusual occurrences and significant health and production problems.	PERMANENT
02.30.02	Records documenting the identification of significant pests (eg records held on the Pest and Disease Survey database).	PERMANENT
02.30.03	Records documenting the identification of pests not described in 02.30.02.	TEMPORARY Destroy 7 years after action completed.
02.30.04	Records documenting the monitoring and control of pests (eg records held on the Pest and Disease survey database).	PERMANENT
02.30.05	Records documenting results of pest eradication programs.	PERMANENT
02.30.06	Records documenting results of pesticide reduction programs including chemical reduction strategies (eg chemical residue in wool).	PERMANENT

<b>02.31.00</b>	<b>PLANNING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
02.31.01	Records documenting the development and revision of plans relating to the Biodiversity & Product Integrity function, including final versions of plans. These may include: <ul style="list-style-type: none"> <li>• Industry Plans</li> <li>• Management Plans</li> </ul>	PERMANENT
02.31.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed.
02.31.03	Records documenting the development and revision of Emergency Response plans for the outbreak and eradication of exotic diseases and pests.	TEMPORARY Destroy when superseded.
<b>02.32.00</b>	<b>POLICY (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	
02.32.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Biodiversity & Product Integrity function.	PERMANENT
<b>02.33.00</b>	<b>PROCEDURES (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> Standard methods of operating laid down by an agency according to formulated policy.	
02.33.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Biodiversity & Product Integrity function.	TEMPORARY Destroy 7 years after superseded.
02.33.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures instructions or notification of significant events.  <i>See 02.03.01 and 02.33.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>02.34.00</b>	<b>QUALITY ASSURANCE (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process involved in assuring Tasmanian produce meets industry market standards.  <i>See 02.38.00 for services and processes that enhance the quality and efficiency of the organisation.</i>	
02.34.01	Records documenting the implementation and monitoring of industry and agency standards to support market standards, proficiency programs and Tasmania's Quality Assurance system. These may include: <ul style="list-style-type: none"> <li>• Agricultural chemicals</li> <li>• Veterinary Chemicals</li> </ul>	PERMANENT
02.34.02	Final reports on the quality of Tasmania's plant and animal industries. Includes working papers considered necessary to substantiate final report.	PERMANENT
02.34.03	Working papers <u>not</u> considered necessary to substantiate final report.	TEMPORARY Destroy 2 years after report completed.

<b>02.35.00</b>	<b>REPORTING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
02.35.01	Final versions of reports relating to significant Biodiversity & Planning Integrity issues.	PERMANENT
02.35.02	Final versions of reports relating to Biodiversity & Product Integrity issues that are not described in class 02.35.01	TEMPORARY Destroy 7 years after action completed
02.35.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>02.36.00</b>	<b>RESEARCH (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Includes following up enquiries relating to Biodiversity & Product Integrity programs, projects, working papers, literature searches etc.  <i>See 02.32.00 for research into the formulation of policy.</i>	
02.36.01	Master copy of project reports.	PERMANENT
02.36.02	Records documenting detailed research carried out under the Biodiversity & Product Integrity function which is considered necessary to substantiate project report findings or important for future projects.	PERMANENT
02.36.03	Records documenting routine research carried out under the Biodiversity & Product Integrity function which is not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
02.36.04	Records documenting results of trial programs and related records.	PERMANENT
02.36.05	Working papers <u>not</u> considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.
02.36.06	Projects management records (eg project scheduling and tracking records).	TEMPORARY Destroy when reference ceases.
<b>02.37.00</b>	<b>REVIEWING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
02.37.01	Records documenting chemical reviews undertaken by the agency on behalf of the Commonwealth. These may include: <ul style="list-style-type: none"> <li>• Agricultural chemicals</li> <li>• Efficacy reviews</li> <li>• Veterinary chemicals</li> </ul>	TEMPORARY Destroy 5 years after action completed.



<b>02.38.00</b>	<b>STANDARDS (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.  <i>See 02.34.00 for market standards of Tasmanian produce.</i>	
02.38.01	Records documenting the development of standards relating to the Biosecurity & Product Integrity function. These may include Codes of Practice.	PERMANENT
02.38.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>02.39.00</b>	<b>TENDERING (BIOSECURITY &amp; PRODUCT INTEGRITY)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 02.08.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
02.39.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
02.39.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
02.39.03	Tender registers	TEMPORARY Destroy 7 years after last entry.
<b>03.00.00</b>	<b>FRESH WATER RESOURCES</b> The function of maintaining the quality of Tasmania's water and efficiently managing its storage and distribution. Includes the ongoing sustainable development of the state's fresh water resources. Also includes a partnership approach involving communities, statutory authorities (eg Rivers & Water Supply Commission) and government, to protect and achieve, healthy freshwater rivers, dams, catchments and water schemes. Does not include functions undertaken by the Inland Fisheries Service.  <i>See 06.00.00 for seawater activities.</i>	
<b>03.01.00</b>	<b>ACQUISITION (FRESH WATER RESOURCES)</b> The process of gaining ownership or use of property required in the conduct of business through purchase requisitions.  <i>See 03.33.00 for the process of receiving and assessing tenders.</i>	

03.01.01	Records documenting the acquisition of land for Irrigation Schemes administered by the Rivers & Water Supply Commission.	PERMANENT
<b>03.02.00</b>	<b>ADVICE (FRESH WATER RESOURCES)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 03.08.00 for the provision of professional services to the public or other organisations.</i> <i>See 03.11.00 for remedial advice based on test results.</i> <i>See 03.12.00 for general requests for information about the organisation and its services.</i> <i>See DA No. 2157 where the organisation is responding to the Government's request for advice or comments.</i>	
03.02.01	Records documenting the provision of customer specific technical advice relating to Fresh Water Resource issues.	TEMPORARY Destroy 7 years after action completed.
<b>03.03.00</b>	<b>AGREEMENTS (FRESH WATER RESOURCES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 03.20.00 for agreements relating to joint ventures.</i>	
03.03.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT
03.03.02	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
03.03.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed.
<b>03.04.00</b>	<b>AUTHORISATION (FRESH WATER RESOURCES)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
03.04.01	Records documenting notifications of, and conditions of, delegations of power granted to agency personnel and non-agency personnel to undertake duties under an Act which relates to the Fresh Water Resources function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
<b>03.05.00</b>	<b>CLAIMS (FRESH WATER RESOURCES)</b> The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage to or destruction of property. Includes disputes over rights and ownership and recompense sought for stolen or lost property.	
03.05.01	Records documenting claims for compensation submitted by members of the public relating to the loss of land due to the development of irrigation schemes. Includes: <ul style="list-style-type: none"> <li>• Claim forms</li> <li>• Correspondence</li> </ul> <i>See DA No. 2157 for claims resulting in legal action.</i>	TEMPORARY Destroy 7 years after finalisation of the claim.

<b>03.06.00</b>	<p><b>COMMITTEES (FRESH WATER RESOURCES)</b></p> <p>The activities associated with the management of committees 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, agenda etc.</p> <p><i>See 03.21.00 for general contact between individuals or groups.</i></p> <p><i>See 03.24.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees</i></p>	
<b>03.06.01</b>	<p>Records documenting high-level committees with responsibility for making major decisions in the functional area of Fresh Water Resources. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
<b>03.06.02</b>	<p>Records of internal committees and external committees not described in 03.06.01 where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>03.06.03</b>	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>03.06.04</b>	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>03.07.00</b>	<p><b>CONFERENCES (FRESH WATER RESOURCES)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 03.06.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	

03.07.01	<p>Records documenting conferences where the agency acts as secretariat or convener including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT
03.07.02	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed.
03.07.03	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 03.07.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	TEMPORARY Destroy when reference ceases.
03.07.04	<p>Records presented by the agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	PERMANENT
03.08.00	<p><b>CONSULTANCY SERVICES (FRESH WATER RESOURCES)</b></p> <p>The activities involved in providing professional services to the public or other organisations for a set fee.</p> <p><i>See 03.02.00 for customer specific technical enquiries.</i></p> <p><i>See 03.09.00 for the procurement of services by an external contractor or consultant.</i></p> <p><i>See 03.12.00 for general requests for information about the organisation and its services.</i></p>	
03.08.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the engagement of agency staff as consultants including determinations of parameters, conditions of employment, deed of consultancy, contract of employment, etc.</p>	PERMANENT

03.08.02	Records relating to the engagement of agency staff as consultants including parameters of consultancy, terms and conditions and associated correspondence.	TEMPORARY Destroy 7 years after action completed.
<b>03.09.00</b>	<b>CONTRACTING OUT (FRESH WATER RESOURCES)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.  <i>See 03.08.00 for the provision of agency services to the public or other organisations. See 03.33.00 for the process of receiving and assessing tenders.</i>	
03.09.01	Contract registers	PERMANENT
03.09.02	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Records of financial transactions.</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract.
03.09.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
03.09.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>03.10.00</b>	<b>CONTROL (FRESH WATER RESOURCES)</b> The activities associated with creating, maintaining and evaluating control mechanisms.	
03.10.01	The register, including master set of records for: <ul style="list-style-type: none"> <li>• Referable Dams (requiring engineering supervision because of height/capacity)</li> <li>• Land for Irrigation Schemes</li> </ul>	PERMANENT
<b>03.11.00</b>	<b>DIAGNOSTIC TESTING (FRESH WATER RESOURCES)</b> The process of determining by examination the nature and identity of a condition. Includes the taking of samples and field analysis.  <i>See 02.10.00 for laboratory records</i> <i>See 03.02.00 for customer specific technical enquiries</i>	
03.11.01	Explanations of test results and advice to clients about remedial measures to rectify problems. Includes reports and summaries.  <i>See 03.02.00 for specific advice to individuals not based on testing.</i>	TEMPORARY Destroy 7 years after action completed.
03.11.02	Routine correspondence such as inquiries and provision of summaries of diagnostic reports.	TEMPORARY Destroy 2 years after action completed

<b>03.12.00</b>	<p><b>ENQUIRIES (FRESH WATER RESOURCES)</b></p> <p>The activities associated with the handling of requests for information about the agency and its services by the general public or other organisations.</p> <p><i>See 03.02.00 for customer specific technical enquiries.</i>  <i>See 03.08.00 for the provision of professional services to the public or other organisations.</i>  <i>See DA 2157 where all aspects of a Freedom of Information (FOI) application need to be handled on one file for legislative or operational reasons.</i></p>	
<b>03.12.01</b>	<p>Records documenting enquiries requesting general information about Fresh Water Resources activities, programs, products and services.</p> <p><i>See DA 2158 for requests for information that is readily available to the public including publications and promotional material.</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<b>03.13.00</b>	<p><b>EVALUATION (FRESH WATER RESOURCES)</b></p> <p>The process of determining the suitability of potential or existing programs, items or equipment, systems or services in relation to meeting the needs of the given situation. Includes processes involved in checking, observing and assessing activities unique to the agency, without interfering with the operation. Also includes ongoing monitoring.</p> <p><i>See 03.16.00 when the organisation has the role of ensuring compliance.</i></p>	
<b>03.13.01</b>	<p>Records documenting the monitoring and evaluation of fresh water activities and programs including summaries of monthly or quarterly reports.</p>	<p>PERMANENT</p>
<b>03.13.02</b>	<p>Working papers, including monthly or quarterly reports, used in the preparation of summaries.</p>	<p>TEMPORARY Destroy when summaries are completed and reference ceases.</p>
<b>03.14.00</b>	<p><b>GRANT FUNDING (FRESH WATER RESOURCES)</b></p> <p>The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.</p> <p><i>See DA No. 2157 for managing corporate strategies for seeking grant funding.</i></p>	
<b>03.14.01</b>	<p>Records documenting successful applications made by or to the agency relating to the Fresh Water Resources function for grant funding and the administration of funds. Includes Clean Water Program.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<b>03.14.02</b>	<p>Records documenting applications that are not successful made by or to the agency relating to the Fresh Water Resources function for grant funding.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<b>03.15.00</b>	<p><b>IMPLEMENTATION (FRESH WATER RESOURCES)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p> <p><i>See 03.19.00 for initial placing of equipment or plant in position.</i></p>	

03.15.01	Records documenting the implementation of plans including inquiries, advice, recommendations in relation to planning schemes, management plans, projects, specific development proposals, preparation of guidelines and codes of practice, strategic plans, policies and procedures developed to support the Fresh Water Resources function.	TEMPORARY Destroy 5 years after action completed.
<b>03.16.00</b>	<b>INDUSTRY COMPLIANCE (FRESH WATER RESOURCES)</b> The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.  <i>See 03.13.00 for evaluation and monitoring.</i> <i>See DA No. 2157 for formal investigations or prosecutions.</i>	
03.16.01	Records relating to investigations and audits of Fresh Water Resource clients which result in changes to existing policy, procedures, or licence conditions including prosecutions.	PERMANENT
03.16.02	Records relating to investigations and audits of Fresh Water Resource clients which do not result in changes to existing policy, procedures, or licence conditions.  <i>See DA No. 2157 for breaches that do result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>03.17.00</b>	<b>INFRINGEMENTS (FRESH WATER RESOURCES)</b> The activities associated with handling breaches of rules.  <i>See DA 2157 for breaches that result in litigation.</i>	
03.17.01	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation.  <i>See DA No. 2157 for breaches that do result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>03.18.00</b>	<b>INSPECTIONS (FRESH WATER RESOURCES)</b> The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.	
03.18.01	Records documenting dam safety inspections. Includes requests for inspections, administrative arrangements and inspection reports.	PERMANENT
<b>03.19.00</b>	<b>INSTALLATION (FRESH WATER RESOURCES)</b> The activities involved in placing equipment in position and connection and adjusting it for use.  <i>See 03.15.00 for checking that the system meets required standards.</i> <i>See 03.23.00 for ongoing upkeep, repair, servicing and preservation of equipment and plant.</i>	
03.19.01	Records documenting the installation, configuration and relocation of equipment. These may include: <ul style="list-style-type: none"> <li>• Additional Outlets (Irrigation Schemes)</li> <li>• Sundry Works (Irrigation Schemes)</li> </ul>	TEMPORARY Destroy 5 years after action completed.

03.19.02	Records documenting the commissioning of scheduled plant (specified in Schedule 8 of the Workplace Health & Safety Regulations).	TEMPORARY Destroy 7 years after the plant has been scrapped. OR Transfer to new owner when ownership of the plant is transferred.
<b>03.20.00</b>	<p><b>JOINT VENTURES (FRESH WATER RESOURCES)</b></p> <p>The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.</p> <p><i>See 03.03.00 for agreements not related to joint ventures.</i> <i>See 03.21.00 for other collaboration between organisations that are not considered joint ventures.</i></p>	
03.20.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT
03.20.02	Records <u>not</u> considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
03.20.03	<p>Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of Agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.
<b>03.21.00</b>	<p><b>LIAISON (FRESH WATER RESOURCES)</b></p> <p>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See 03.06.00 or 03.24.00 for liaison through committees or meetings</i> <i>See 03.20.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i></p>	
03.21.01	Records documenting Fresh Water Resources liaison activities including exchange of information, collaboration of projects and all the activities involving the agency as a member of an organisation. These may include Notifications.	TEMPORARY Destroy 2 years after action completed.
<b>03.22.00</b>	<p><b>LICENSING (FRESH WATER RESOURCES)</b></p> <p>The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.</p> <p><i>See 03.25.00 when granting short-term permission.</i></p>	



03.22.01	Registers of licences issued by the agency (eg records held on the Licensing Management Module and the Pisces and Prime Databases).	PERMANENT
03.22.02	Records documenting the licensing process for successful applications. These may include: <ul style="list-style-type: none"> <li>• Ground Water Bores</li> <li>• Irrigation rights</li> <li>• Surface Water (Streams and Dams)</li> <li>• Water</li> </ul>	PERMANENT
03.22.03	Records documenting the licensing process (for licences described in 03.22.02) where the applications are not successful.	TEMPORARY Destroy 7 years after action completed.
<b>03.23.00</b>	<b>MAINTENANCE (FRESH WATER RESOURCES)</b> The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises and equipment.  <i>See 03.19.00 for initial placing of equipment or plant in position.</i>	
03.23.01	Records documenting major repairs and maintenance projects including consultant's reports. These may include Irrigation Schemes plant and equipment.	PERMANENT
03.23.02	Records documenting minor repairs and routine maintenance including: <ul style="list-style-type: none"> <li>• Grounds maintenance</li> <li>• Utilities maintenance</li> <li>• Routine cleaning arrangements</li> <li>• Waste removal</li> <li>• Pest control</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>03.24.00</b>	<b>MEETINGS (FRESH WATER RESOURCES)</b> The activities associated with formal gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function of Fresh Water Resources. Includes arrangements, agenda, taking of minutes, etc. Excludes meetings of committees, task forces, etc.  <i>See 03.06.00 for the meetings of committees and task forces.</i> <i>See 03.07.00 for meetings at conferences</i> <i>See 03.21.00 for general contact between individuals or groups.</i>	
03.24.01	Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the Fresh Water resources function. These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT
03.24.02	Records of internal meetings and external meetings where the agency has the administrative role that are not described in 03.23.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed.

03.24.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
03.24.04	Records documenting the conduct and administration of meetings.	TEMPORARY Destroy when reference ceases.
<b>03.25.00</b>	<b>PERMITTING (FRESH WATER RESOURCES)</b>	
	The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 03.22.00 when granting long-term permission.</i>	
03.25.01	Registers of permits issued by the Agency (eg records held on the Licensing Management Module and Pisces and Prime Databases).	PERMANENT
03.25.02	Records documenting the permitting process for successful applications for fam dams.	PERMANENT
03.25.03	Records documenting the permitting process for fam dam applications that are <u>not</u> successful.	TEMPORARY Destroy 7 years after action completed.
<b>03.26.00</b>	<b>PLANNING (FRESH WATER RESOURCES)</b>	
	The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
03.26.01	Records documenting the development and revision of plans relating to the Fresh Water Resources function, including final version of plans. These may include: <ul style="list-style-type: none"> <li>• Catchment Areas</li> <li>• Irrigation Schemes</li> <li>• Municipal Water, Sewerage &amp; Stormwater Schemes</li> <li>• Power Schemes</li> <li>• River Improvement</li> <li>• Water Management Plans</li> </ul>	PERMANENT
03.26.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed.
<b>03.27.00</b>	<b>POLICY (FRESH WATER RESOURCES)</b>	
	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	
03.27.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Fresh Water Resources function.	PERMANENT

<b>03.28.00</b>	<b>PROCEDURES (FRESH WATER RESOURCES)</b> Standard methods of operating laid down by an agency according to formulated policy.	
03.28.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Fresh Water Resources function.	TEMPORARY Destroy 7 years after superseded.
03.28.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.  <i>See 03.27.01 &amp; 03.28.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>03.29.00</b>	<b>REPORTING (FRESH WATER RESOURCES)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
03.29.01	Final versions of reports relating to significant Fresh Water Resources issues. These may include: <ul style="list-style-type: none"> <li>• Environmental Flow Estimates</li> <li>• Feasibility Studies</li> <li>• Surveys</li> </ul>	PERMANENT
03.29.02	Final versions of reports relating to Fresh Water Resources issues that are not described in class 03.29.01.	TEMPORARY Destroy 7 years after action completed.
03.29.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>03.30.00</b>	<b>RESEARCH (FRESH WATER RESOURCES)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Includes following up enquiries relating to Fresh Water Resources programs, projects, working papers, literature searches, etc.  <i>See 03.27.00 for research into the formulation of policy.</i>	
03.30.01	Master copy of project reports	PERMANENT
03.30.02	Records documenting detailed research carried out under the Fresh Water Resources function which is considered necessary to substantiate project report findings or important for future projects. These may include: <ul style="list-style-type: none"> <li>• Irrigation Partnership Program</li> <li>• Regional Flood Mitigation Program</li> <li>• Surveys</li> </ul>	PERMANENT
03.30.03	Records documenting routine research carried out under the Fresh Water Resources function which is not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
03.30.04	Records documenting results of trial programs and related records	PERMANENT
03.30.05	Working papers <u>not</u> considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.

03.30.06	Projects management records (eg project scheduling and tracking records).	TEMPORARY Destroy when reference ceases.
<b>03.31.00</b>	<b>STANDARDS (FRESH WATER RESOURCES)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.	
03.31.01	Records documenting the development of standards relating to the Fresh Water Resources function. These may include Codes of Practice.	PERMANENT
03.31.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>03.32.00</b>	<b>SUBMISSIONS (FRESH WATER RESOURCES)</b> The preparation and submission of a formal statement (eg Report. Statistics, etc.,) supporting a case of opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support. Includes submissions made to the agency by the public.  <i>See DA 2157 for Cabinet submissions.</i>	
03.32.01	Final versions of agency submissions made by the agency.	TEMPORARY Destroy 5 years after action completed.
03.32.02	Records documenting the preparation of agency submissions.	TEMPORARY Destroy 2 years after action completed.
03.32.03	Public submissions relating to Fresh Water Resources.	TEMPORARY Destroy when reference ceases.
<b>03.33.00</b>	<b>TENDERINGS (FRESH WATER RESOURCES)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 03.01.00 for acquisitions once the tender has been decided.</i> <i>See 03.09.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
03.33.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
03.33.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.

03.33.03	Tender registers	TEMPORARY Destroy 7 years after last entry.
<b>04.00.00</b>	<b>LAND MANAGEMENT</b> The function of effective, sustainable land management and development, providing advice and information on land and soil, and the administration of the Crown Estate and buildings. Includes shack sites and the facilitation of private and public applications for Crown Land use. Also includes the compulsory acquisition of property for Tasmania's major development projects.  <i>See 05.00.00 for land data registration, mapping, valuation and Land Information System Tasmania (LIST).</i> <i>See DA 2157 for the management of office buildings used for common administrative purposes.</i>	
<b>04.01.00</b>	<b>ACQUISITION (LAND MANAGEMENT)</b> The process of gaining ownership or use of property required in the conduct of business through purchase requisitions.  <i>See 04.11.00 for the Register of property acquired by the Crown.</i> <i>See 04.33.00 for Crown land reserved for a particular future use.</i> <i>See 05.00.00 for acquisitions relating to external Government agencies and Government Business Enterprises.</i>	
04.01.01	Records documenting the acquisition and reserve of land for roads. Includes gazettal of 'Public Roads'.	PERMANENT
04.01.02	Records documenting activities involved in the acquisition of land by the Crown for reserve purposes.  <i>See 04.08.01 for the gazettal and management of Reserves.</i>	PERMANENT
04.01.03	Correspondence relating to proposals to purchase property for the Crown where it is decided <u>not</u> to proceed.	TEMPORARY Destroy 5 years after action completed.
<b>04.02.00</b>	<b>ADVICE (LAND MANAGEMENT)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquires.  <i>See 04.12.00 for general requests for information about the organisation and its services.</i> <i>See DA 2157 where the organisation is responding to the Government's request for advice or comments.</i>	
04.02.01	Records documenting the provision of customer specific technical advice relating to Land Management issues.	TEMPORARY Destroy 7 years after action completed.
<b>04.03.00</b>	<b>AGREEMENTS (LAND MANAGEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 04.20.00 for agreements relating to joint ventures.</i>	
04.03.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT

04.03.02	Records documenting the establishment, maintenance and review of agreements not described in 04.03.01 including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
04.03.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed.
<b>04.04.00</b>	<b>APPEALS (LAND MANAGEMENT)</b> The activities involved in the process of appeals against decisions by application to a higher authority.  <i>See DA 2157 for appeals relating to Freedom of Information (FOI) applications or compensation claims and payments where the case needs to be handled on the same file for legislative or operational reasons.</i>	
04.04.01	Records documenting appeals made against Land Management decisions that establish precedents. Includes Shack sites.	PERMANENT
04.04.02	Records documenting appeals made against Land Management decisions that do <u>not</u> establish precedents.	TEMPORARY Destroy 7 years after action completed.
<b>04.05.00</b>	<b>AUTHORISATION (LAND MANAGEMENT)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
04.05.01	Records documenting notifications of, and conditions of, delegations of power granted to agency personnel and non-agency personnel to undertake duties under an Act which relates to the Land Management function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded.
<b>04.06.00</b>	<b>COMMITTEES (LAND MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.). Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda, etc.  <i>See 04.22.00 for general contact between individuals or groups.</i> <i>See 04.24.00 for forums and the meetings of individuals and groups that are not considered committees.</i> <i>See DA 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i>	
04.06.01	Records documenting high-level committees with responsibility for making major decisions in the functional area of Land Management. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT

04.06.02	Records of internal committees and external committees not described in 04.06.01 where the agency has the administrative role. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
04.06.03	Records of external committees where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.06.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
04.07.00	<p><b>CONFERENCES (LAND MANAGEMENT)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 04.06.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA No. 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	
04.07.01	Records documenting conferences where the agency acts as secretariat or convener including: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT
04.07.02	Records documenting administrative arrangements for conferences arranged by the agency including: <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed

04.07.03	Records documenting conferences arranged by other organisations including: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 04.07.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	TEMPORARY Destroy when reference ceases.
04.07.04	Records presented by the agency to conferences arranged by other organisations including: <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	PERMANENT
<b>04.08.00</b>	<p><b>CONSERVATION (LAND MANAGEMENT)</b></p> <p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties including buildings and land, and information resources and artefacts. Includes the management of flora and fauna, marine resources and public reserves to conserve and protect the existing biological and scientific values. Also includes the insect reference and tissue culture collections.</p> <p><i>See 02.00.00 for the conservation of insect and tissue culture collections.</i>  <i>See 06.00.00 for the conservation of marine resources.</i>  <i>See 07.00.00 for the conservation of flora and fauna.</i></p>	
04.08.01	Records documenting the Proclamation Gazettal and management of Reserves. <p><i>See 04.01.02 for acquisition of land.</i></p>	PERMANENT
04.08.02	Applications and associated papers for the Crown to investigate the need for a Reserve. Includes Sealed Plan on a private subdivision.	TEMPORARY Destroy 2 years after action completed.
<b>04.09.00</b>	<p><b>CONSTRUCTION (LAND MANAGEMENT)</b></p> <p>The activities associated with building, construction, redevelopment and alterations.</p>	
04.09.01	Plans and 'as constructed' specifications.	PERMANENT
04.09.02	Records documenting the management of the construction of roads for shack site settlements.	PERMANENT
04.09.03	Records documenting the activities associated with the erection of signs on Crown Land.	TEMPORARY Destroy 5 years after erection of sign.



<b>04.10.00</b>	<b>CONTRACTING OUT (LAND MANAGEMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.  <i>See 04.36.00 for the process of receiving and assessing tenders.</i>	
04.10.01	Contract registers.	PERMANENT
04.10.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
04.10.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>04.11.00</b>	<b>CONTROL (LAND MANAGEMENT)</b> The activities associated with creating, maintaining and evaluating control mechanisms.  <i>See 04.01.00 for the acquiring of property by the Crown. See 04.32.00 for property sold by the Crown.</i>	
04.11.01	Register of property acquired or alienated by the Crown recording district, area size, licensee, lessee, purpose, term, rental, purchaser, date purchased, method of transfer, sale price, survey diagram, file number and any further transactions.	PERMANENT
<b>04.12.00</b>	<b>ENQUIRIES (LAND MANAGEMENT)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 04.02.00 for customer specific technical enquiries. See DA 2157 where all aspects of a Freedom of Information (FOI) application need to be handled on one file, for legislative or operational reasons.</i>	
04.12.01	Records documenting enquiries requesting general information about Land Management activities, programs, products and services. These may include: <ul style="list-style-type: none"> <li>• Purchase of Crown Land</li> <li>• Lease of Crown Land</li> <li>• Licence of Crown Land</li> <li>• Tenancy of Crown Land</li> </ul> <i>See DA No. 2158 for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed

<b>04.13.00</b>	<b>EVALUATION (LAND MANAGEMENT)</b> The process of determining the suitability of potential or existing programs, items or equipment, systems or services in relation to meeting the needs of the given situation. Includes processes involved in checking, observing and assessing activities unique to the agency without interfering with the operation. Also includes ongoing monitoring.  <i>See 04.18.00 for weed eradication programs.</i> <i>See 04.38.00 for weed identification and declarations.</i>	
04.13.01	Records documenting the evaluation and assessment of weed risks.	PERMANENT
04.13.02	Records documenting the evaluation and assessment of salinity sites.	PERMANENT
04.13.03	Records documenting the evaluation of the status of Crown Land including previous ownership, tenure, boundary maps, etc. These may include: <ul style="list-style-type: none"> <li>• Abandoned land</li> <li>• Crown Land</li> <li>• Reserves</li> <li>• State Forests</li> <li>• Surplus land</li> </ul> <p><b>Note:</b> When Crown Land is exchanged, sold or transferred the activity of the file is changed and then disposed of under 04.14.00, 04.32.00 or 04.37.00.</p>	TEMPORARY Retain in agency until Crown Land is exchanged, sold or transferred.
<b>04.14.00</b>	<b>EXCHANGING (LAND MANAGEMENT)</b> The activities involved with the exchange of private and Crown Land.  <i>See 04.32.00 for the sale of Crown Land</i> <i>See 04.37.00 for the transfer of Crown Land</i>	
04.14.01	Records documenting the exchanging of private and Crown Land. Includes applications, valuations, surveys and agreements.	PERMANENT
<b>04.15.00</b>	<b>FIRE MANAGEMENT (LAND MANAGEMENT)</b> The activities associated with the management and protection of Crown Land and resources against fire when undertaken on behalf of or by the agency.  <b>Note:</b> Fire management activities for Parks and Reserves have been transferred to another agency.	
04.15.01	Records documenting complaints, inspections and associated papers relating to fire management on Crown Land. Includes: <ul style="list-style-type: none"> <li>• Abatement Notices</li> <li>• Complaints</li> <li>• Burning Off Notifications</li> </ul>	TEMPORARY Destroy 5 years after action completed.
<b>04.16.00</b>	<b>GRANT FUNDING (LAND MANAGEMENT)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.  <i>See DA No. 2157 for managing corporate strategies for seeking grant funding.</i>	

04.16.01	Records documenting successful applications made by or to the agency relating to the Land Management function for grant funding and the administration of funds.	TEMPORARY Destroy 7 years after action completed.
04.16.02	Records documenting applications that are <u>not</u> successful made by or to the agency relating to the Land Management function for grant funding.	TEMPORARY Destroy 2 years after action completed.
<b>04.17.00</b>	<b>IMPLEMENTATION (LAND MANAGEMENT)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
04.17.01	Records documenting the implementation of plans, policies and procedures.	TEMPORARY Destroy 5 years after action completed.
<b>04.18.00</b>	<b>INDUSTRY COMPLIANCE (LAND MANAGEMENT)</b> The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.  <i>See 04.13.00 for weed risk assessments.</i> <i>See 04.38.00 for weed identification and declarations.</i> <i>See DA No. 2157 for formal investigations or prosecutions.</i>	
04.18.01	Records documenting the activities involved in weed eradication programs. These may include: <ul style="list-style-type: none"> <li>• Investigations</li> <li>• Requirement Notices</li> <li>• Warning Letters</li> </ul>	PERMANENT
<b>04.19.00</b>	<b>INFRINGEMENTS (LAND MANAGEMENT)</b> The activities associated with handling breaches of rules.  <i>See DA 2157 for breaches that result in litigation.</i>	
04.19.01	Records documenting infringements issued for the illegal clearing of vegetation on Crown Land that do <u>not</u> proceed to litigation.	TEMPORARY Destroy 7 years after action completed.
<b>04.20.00</b>	<b>JOINT VENTURES (LAND MANAGEMENT)</b> The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.  <i>See 04.03.00 for agreements not related to joint ventures.</i> <i>See 04.22.00 for other collaboration between organisations that are not considered joint ventures.</i>	
04.20.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT

04.20.02	Records not considered necessary to substantiate project findings or important for future projects.	TEMPORARY Destroy when reference ceases.
04.20.03	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.
<b>04.21.00</b>	<b>LEASING OUT (LAND MANAGEMENT)</b> The activities involved in leasing-out Crown Land to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.  <i>See 04.23.00 when granting a licence.</i> <i>See 04.28.00 when no licence or lease is issued</i>	
04.21.01	Records documenting the leasing process involved in successful applications to lease out Crown Land.  <b>Note:</b> <i>When crown land is sold, sentence under 04.32.01 or 04.37.01.</i>	PERMANENT
04.21.02	Records documenting the leasing process involved in applications that are not successful applications to lease out Crown land. These may include: <ul style="list-style-type: none"> <li>• Leases lapsed through default of applicant</li> <li>• Leases refused as contrary to departmental policy</li> <li>• Leases refused on advice from other government agencies</li> </ul> <b>Note:</b> <i>Files are to be sent to the Crown Land Manager for a final evaluation before destruction.</i>	TEMPORARY Destroy 2 years after action completed. ( <b>Note</b> the requirement to retain policy and precedent records.)
04.21.03	Correspondence and associated papers relating to marine structures on Crown land that is not related to a specific lease or licence.	TEMPORARY Destroy 10 years after removal of structure and recording of details in Register
<b>04.22.00</b>	<b>LIAISON (LAND MANAGEMENT)</b> The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 04.06.00 or 04.24.00 for liaison through committees or meetings.</i> <i>See 04.20.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i>	
04.22.01	Records documenting Land Management liaison activities including exchange of information, collaboration of projects and all the activities involving the agency as a member of an organisation.	TEMPORARY Destroy 2 years after action completed.

04.22.02	<p>Notifications including correspondence and associated papers from individuals, companies or government agencies in relation to intended access of Crown Land for specific purposes. These may include:</p> <ul style="list-style-type: none"> <li>• Communication purposes</li> <li>• Mining</li> <li>• Power purposes</li> <li>• Timber activities</li> </ul>	<p>TEMPORARY Destroy 5 years after last notification.</p>
04.23.00	<p><b>LICENSING (LAND MANAGEMENT)</b> The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.</p> <p><i>See 04.21.00 when granting a lease.</i> <i>See 04.28.00 when no licence or lease is issued.</i></p>	
04.23.01	<p>Records documenting the licensing process for successful applications to licence Crown Land.</p> <p><b>Note:</b> <i>When Crown Land has been sold, sentence under 04.32.01 or 04.37.01.</i></p>	<p>TEMPORARY Retain in agency until land disposed of then sentence under appropriate activity.</p>
04.23.02	<p>Records documenting the licensing process involved in applications to licence Crown Land that are not successful. These may include:</p> <ul style="list-style-type: none"> <li>• Licenses lapsed through default of applicant</li> <li>• License refused as contrary to departmental policy</li> <li>• Licences refused on advice from other government agencies</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed. (<b>Note</b> the requirement to retain policy and precedent records.)</p>
04.23.03	<p>Correspondence and associated papers relating to marine structures on Crown land that is not related to a specific lease or licence.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
04.24.00	<p><b>MEETINGS (LAND MANAGEMENT)</b> The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of Land Management. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 04.06.00 for the meetings of committees and task forces.</i> <i>See 04.07.00 for meetings at conferences.</i> <i>See 04.22.00 for general contact between individuals or groups.</i></p>	
04.24.01	<p>Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the function of Land Management. These may include:</p> <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	<p>PERMANENT</p>

04.24.02	Records of internal meetings, and external meetings where the agency has the administrative role that are not described in 04.24.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed.
04.24.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.24.04	Records documenting the conduct and administration of meetings	TEMPORARY Destroy when reference ceases.
<b>04.25.00</b>	<b>PLANNING (LAND MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
04.25.01	Records documenting the development and revision of plans relating to the Land Management function, including final version of plans. These may include Management Plans.	PERMANENT
04.25.02	Records documenting activities relating to subdivisions being established on Crown land.	PERMANENT
04.25.03	Correspondence and associated papers relating to the categorisation and management of shack sites including advice, reports, assessments, agreements, ministerial correspondence, gazettal and contractor correspondence.	PERMANENT
04.25.04	Reports, correspondence, recommendation on cost of works, Crown lands orders, Government valuations, assistance packages, Orders in Council under <i>Local Government Act</i> , and associated papers relating to major coastal or foreshore erosion or landslip areas such as Rosetta Landslip Area.	PERMANENT
04.25.05	Correspondence and associated papers including reports and recommendations of cost of works relating to erosion not described in 04.25.04.	TEMPORARY Destroy 5 years after last action.
04.25.06	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed.
<b>04.26.00</b>	<b>POLICY (LAND MANAGEMENT)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency operating procedures are determined.	
04.26.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Land Management function. Includes the purchase of Crown land and the issue of temporary licences and leases to occupy Crown land.	PERMANENT

<b>04.27.00</b>	<b>PROCEDURES (LAND MANAGEMENT)</b> Standard methods of operating laid down by an agency according to formulated policy.	
04.27.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Land Management function.	TEMPORARY Destroy 7 years after superseded.
04.27.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.  <i>See 04.26.01 and 04.27.041 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>04.28.00</b>	<b>RENTING OUT (LAND MANAGEMENT)</b> The activities involved in renting out government premises/properties to another organisation or person when a lease or licence is not involved. Includes the formal documentation setting out conditions, rights and responsibilities of both parties.  <i>See 04.21.00 when a lease is issued.</i> <i>See 04.23.00 when a licence is issued.</i>	
04.28.01	Records documenting the activities involved in the renting out and maintenance of historic government premises or properties and landslip premises.	PERMANENT
04.28.02	Records documenting occupancy, rental payments and the maintenance of rental government properties (RGPs).	TEMPORARY Destroy 7 years after rental agreement expires or is terminated.
04.28.03	Records documenting the activities involved in the tenancy and renting of private property by the Crown.	TEMPORARY Destroy 2 years after the expiry of the rental agreement or termination of the tenancy, whichever is the later.
<b>04.29.00</b>	<b>REPORTING (LAND MANAGEMENT)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
04.29.01	Final versions of reports relating to significant Land Management issues.	PERMANENT
04.29.02	Final versions of reports relating to Land Management issues that are not described in class 04.29.01.	TEMPORARY Destroy 7 years after action completed.
04.29.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.

<b>04.30.00</b>	<b>RESEARCH (LAND MANAGEMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Includes following up enquiries relating to Land Management programs, projects, working papers, literature searches etc.  <i>See 04.26.00 for research into the formulation of policy.</i>	
04.30.01	Master copy of project reports.	PERMANENT
04.30.02	Records documenting detailed research carried out under the Land Management function which is considered necessary to substantiate project report findings or important for future projects.	PERMANENT
04.30.03	Records documenting routine research carried out under the Land Management function which is not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
04.30.04	Records documenting results of trial programs and related records.	PERMANENT
04.30.05	Working papers not considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.
04.30.06	Projects management records (eg project scheduling and tracking records).	TEMPORARY Destroy when reference ceases.
<b>04.31.00</b>	<b>REVIEWING (LAND MANAGEMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice from these activities.	
04.31.01	Records documenting reviews of significant Land Management strategic management programs and operations including final reports.	PERMANENT
04.31.02	Records documenting reviews of Land Management strategic management programs and operations including final reports not described in 04.31.01.	TEMPORARY Destroy when reference ceases.
<b>04.32.00</b>	<b>SELLING (LAND MANAGEMENT)</b> The activities involved in the sale of Crown land (and buildings).  <i>See 04.11.00 for the Register of property alienated by the Crown. See 04.14.00 for the exchange of Crown land. See 04.37.00 for the transfer of Crown land.</i>	
04.32.01	Records documenting the selling process relating to the purchase of Crown land. These may include: <ul style="list-style-type: none"> <li>• Adhesion</li> <li>• Encroachment</li> <li>• Freeholds</li> <li>• Grants</li> <li>• Purchase Contracts</li> <li>• Reclamation</li> <li>• Residential</li> <li>• Shack Sites</li> <li>• Surplus Land/Buildings</li> </ul>	PERMANENT



04.32.02	Records documenting the selling process involved in applications that are not successful to purchase Crown land. These may include: <ul style="list-style-type: none"> <li>• Purchases lapsed through default of applicant</li> <li>• Purchases refused as contrary to departmental policy</li> <li>• Purchases refused on advice from other government agencies</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>04.33.00</b>	<b>SETTING ASIDE (LAND MANAGEMENT)</b> The activities involved in putting aside Crown Land for a particular future use, e.g. Reserved Road.  <i>See 04.01.00 for the purchase of property for reserves.</i>	
04.33.01	Records documenting activities involved in land acquired by the Crown and set aside for future use. Includes: <ul style="list-style-type: none"> <li>• Communication sites</li> <li>• Railway Reserves</li> <li>• Reserved roads</li> <li>• Schools</li> <li>• Hospitals</li> </ul> <i>See 04.01.00 for the purchase of property for reserves.</i>	PERMANENT
<b>04.34.00</b>	<b>STANDARDS (LAND MANAGEMENT)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.	
04.34.01	Records documenting the development of standards relating to the Land Management function. These may include Codes of Practice.	PERMANENT
04.34.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>04.35.00</b>	<b>SURRENDER (LAND MANAGEMENT)</b> The activities involved with private land surrendered to the Crown.	
04.35.01	Records documenting the activities involved in the surrender of private land to the Crown where the land has been surrendered at the request of the owner.	PERMANENT
<b>04.36.00</b>	<b>TENDERING (LAND MANAGEMENT)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 04.10.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	

04.36.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
04.36.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
04.36.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
<b>04.37.00</b>	<b>TRANSFERRING (LAND MANAGEMENT)</b> The activities involved in the transferring of Crown Land to organisations or individuals where there is no financial transaction.  <i>See 04.14.00 for the exchange of Crown Land</i> <i>See 04.32.00 for the sale of Crown Land.</i>	
04.37.01	Records documenting activities relating to the transferring of Crown Land to other organisations or the public. These may include: <ul style="list-style-type: none"> <li>• Crown land</li> <li>• Crown Property</li> <li>• State Forest</li> </ul>	PERMANENT
<b>04.38.00</b>	<b>WEED CONTROL (LAND MANAGEMENT)</b> The activities involved in identifying and controlling declared weeds.  <i>See 04.13.00 for weed risk assessments</i> <i>See 04.18.00 for weed eradication programs.</i>	
04.38.01	Records documenting the identification and control of declared weeds. These may include: <ul style="list-style-type: none"> <li>• Declaration papers</li> <li>• Management plans</li> </ul>	PERMANENT

<b>05.00.00</b>	<p><b>LAND SERVICES AND SYSTEMS</b></p> <p>The function of providing and expanding access to accurate, reliable and authoritative information and records on transactions, boundaries, interests, valuations and other land related data about public and privately owned land. Includes valuation, mapping, nomenclature, survey, land data registration and land information systems (inc. Land Information Systems Tasmania - LIST).</p> <p><i>See 04.00.00 for the administration of the Crown Estate and buildings.</i></p> <p><b>Note: In accordance with section 34A of the Land Titles Act 1980 the Recorder of Titles has the power to dispose of certain documents with the written permission of the State Archivist. These records are not covered by this disposal schedule and the Recorder of Titles will make separate application to the State Archivist to dispose of these records.</b></p>	
<b>05.01.00</b>	<p><b>ACQUISITION (LAND SERVICES AND SYSTEMS)</b></p> <p>The process of gaining ownership or use of property required in the conduct of business through purchase requisitions.</p> <p><i>See 04.01.00 or acquisitions relating to Crown Land purposes.</i></p>	
05.01.01	<p>Records documenting the acquisition of properties, land and other items required by the Crown by agreement. Includes unconditional contracts or Notices to Treat and valuations. These may include:</p> <ul style="list-style-type: none"> <li>• Forestry activities</li> <li>• Municipal activities</li> <li>• Road activities</li> <li>• Pipeline easements</li> </ul> <p><i>See 05.01.03 for the acquisition of private property for tourism, industrial or commercial purposes.</i></p>	<p>TEMPORARY Destroy 15 years after action completed.</p>
05.01.02	<p>Records documenting the compulsory acquisition of Properties, land and other items required by the Crown. Includes unconditional contracts or Notices to Treat and valuations. These may include:</p> <ul style="list-style-type: none"> <li>• Forestry activities</li> <li>• Municipal activities</li> <li>• Road activities</li> <li>• Pipeline easements</li> </ul>	<p>PERMANENT</p>
05.01.03	<p>Records documenting the activities involved in the acquisition of private property for major re-developments for tourism, industrial or commercial purposes. These may include:</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Notices to Treat</li> <li>• Valuations</li> </ul> <p><i>See 05.01.01 for acquisition of private land for forestry, road or easement purposes.</i></p>	<p>PERMANENT</p>
05.01.04	<p>Records documenting the compulsory purchase of property for housing purposes.</p> <p><i>See 05.30.02 for the valuation of property for the Housing Department.</i></p>	<p>PERMANENT</p>

<b>05.02.00</b>	<b>ADVICE (LAND SERVICES AND SYSTEMS)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 05.07.00 for the provision of professional services to the public or other organisations. See 05.10.00 for general requests for information about the organisation and its services. See DA No. 2157 where the organisation is responding to the Government's request for advice or comments.</i>	
05.02.01	Records documenting the provision of customer specific technical advice relating to Land Services and Systems issues	Insert status and disposal action
<b>05.03.00</b>	<b>AGREEMENTS (LAND SERVICES AND SYSTEMS)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 05.15.00 for agreements relating to joint ventures.</i>	
05.03.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT
05.03.02	Records documenting the establishment, maintenance and review of agreements <u>not</u> described in 05.03.01 including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
05.03.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed
<b>05.04.00</b>	<b>AUTHORISATION (LAND SERVICES AND SYSTEMS)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
05.04.01	Records documenting notifications of, and conditions of, delegations of power granted to agency personnel and non-agency personnel to undertake duties under an Act which relates to the Land Services & Systems function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
<b>05.05.00</b>	<b>COMMITTEES (LAND SERVICES AND SYSTEMS)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) Includes the committee establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.  <i>See 05.17.00 for general contact between individuals or groups. See 05.19.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i>	
05.05.01	Records documenting high-level committees with responsibility for making major decisions in the functional area of Land Services & Systems. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT

05.05.02	Records of internal committees and external committees not described in 05.05.01 where the agency has the administrative role. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
05.05.03	Records of external committees where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
05.05.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>05.06.00</b>	<p><b>CONFERENCES (LAND SERVICES AND SYSTEMS)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 05.05.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA No. 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	
05.06.01	Records documenting conferences where the agency acts as secretariat or convener including: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT
05.06.02	Records documenting administrative arrangements for conferences arranged by the agency including: <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	TEMPORARY Destroy 2 years after action completed.

05.06.03	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 05.06.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	TEMPORARY Destroy when reference ceases.
05.06.04	<p>Records presented by the agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	PERMANENT
<b>05.07.00</b>	<p><b>CONSULTANCY SERVICES (LAND SERVICES AND SYSTEMS)</b> The activities involved in providing professional services to the public or other organisations for a set fee.</p> <p><i>See 05.02.00 for customer specific technical enquiries.</i> <i>See 05.08.00 for the procurement of services by an external contractor or consultant.</i> <i>See 05.10.00 for general requests for information about the organisation and its services.</i></p>	
05.07.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the engagement of Land Services & Systems staff as consultants including determinations of parameters, conditions of employment, deed of consultancy, contract of employment, etc.	PERMANENT
05.07.02	Records relating to the engagement of Land Services & Systems staff as consultants including parameters of consultancy, terms and conditions and associated correspondence.	TEMPORARY Destroy 7 years after action superseded.
<b>05.08.00</b>	<p><b>CONTRACTING OUT (LAND SERVICES AND SYSTEMS)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.</p> <p><i>See 05.07.00 for the provision of agency services to the public or other organisations. See 05.29.00 for the process of receiving and assessing tenders.</i></p>	
05.08.01	Contract registers.	PERMANENT
05.08.02	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.

05.08.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>Parameters of consultancy/service</li> <li>Terms and conditions</li> <li>Performance and evaluation reports</li> <li>Meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>05.09.00</b>	<b>CONTROL (LAND SERVICES AND SYSTEMS)</b> The activities associated with creating, maintaining and evaluating control mechanisms.	
05.09.01	The Register of Surveyors.	PERMANENT
05.09.02	Records documenting the registration of surveyors including: <ul style="list-style-type: none"> <li>Applications</li> <li>Certificates</li> </ul>	PERMANENT
<b>05.10.00</b>	<b>ENQUIRIES (LAND SERVICES AND SYSTEMS)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 05.02.00 for customer specific technical enquiries.</i> <i>See 05.07.00 for the provision of professional services to the public or other organisations.</i> <i>See DA 2157 where all aspects of a Freedom of Information (FOI) application need to be handled on one file, for legislative or operational reasons.</i>	
05.10.01	Records documenting enquiries requesting general information about Land Services & Systems activities, programs, products and services.  <i>See DA 2158 for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action.
<b>05.11.00</b>	<b>GRANT FUNDING (LAND SERVICES AND SYSTEMS)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.  <i>See DA 2157 for managing corporate strategies for seeking grant funding.</i>	
05.11.01	Records documenting successful applications made by or to the agency relating to the Land Services & Systems function for grant funding and the administration of funds.	TEMPORARY Destroy 7 years after action completed.
05.11.02	Records documenting applications that are not successful made by or to the agency relating to the Land Services & Systems function for grant funding.	TEMPORARY Destroy 2 years after action completed.
<b>05.12.00</b>	<b>IMPLEMENTATION (LAND SERVICES AND SYSTEMS)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
05.12.01	Records documenting the implementation of plans, policies and procedures.	TEMPORARY Destroy 5 years after action completed.

<b>05.13.00</b>	<b>INDUSTRY COMPLIANCE (LAND SERVICES AND SYSTEMS)</b> The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.  <i>See DA No. 2157 for formal investigations or prosecutions.</i>	
<b>05.13.01</b>	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to Land Services & Systems functions that do not result in formal investigations or prosecutions.  <i>See DA No. 2157 for breaches that do result in formal investigations or prosecutions.</i>	<b>TEMPORARY</b> Destroy 7 years after action completed
<b>05.14.00</b>	<b>INFRINGEMENTS (LAND SERVICES AND SYSTEMS)</b> The activities associated with handling breaches of rules.  <i>See DA 2157 for breaches that result in litigation.</i>	
<b>05.14.01</b>	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do <u>not</u> proceed to litigation.  <i>See DA 2157 for breaches that <u>do</u> result in formal investigations or prosecutions.</i>	<b>TEMPORARY</b> Destroy 7 years after action completed.
<b>05.15.00</b>	<b>JOINT VENTURES (LAND SERVICES AND SYSTEMS)</b> The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.  <i>See 05.03.00 for agreements that are not related to joint ventures.</i> <i>See 05.17.00 for other collaboration between organisations that are not considered joint ventures.</i>	
<b>05.15.01</b>	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	<b>PERMANENT</b>
<b>05.15.02</b>	Records not considered necessary to substantiate project report findings or important for future projects.	<b>TEMPORARY</b> Destroy when reference ceases.
<b>05.15.03</b>	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	<b>TEMPORARY</b> Destroy 7 years after completion or termination of agreement or contract.



<b>05.16.00</b>	<b>LAND DATA REGISTRATION (LAND SERVICES AND SYSTEMS)</b> The activities involved with the examination and registration of alienated land dealings to support the maintenance and modernisation of the title, plan and microfilm registers and the provision of cadastral and title related services.	
<b>05.16.01</b>	Records documenting the activities involved in the process of land data registration. Includes: <ul style="list-style-type: none"> <li>• Dispatch</li> <li>• Plan Examinations</li> <li>• Issuing</li> <li>• Lodgements</li> <li>• Registration</li> <li>• Searching</li> </ul>	PERMANENT
<b>05.17.00</b>	<b>LIAISON (LAND SERVICES AND SYSTEMS)</b> The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 05.05.00 or 05.19.00 for liaison through committees or meetings.</i> <i>See 05.15.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i>	
<b>05.17.01</b>	Records documenting liaison activities including exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation.	TEMPORARY Destroy 2 years after action completed.
<b>05.18.00</b>	<b>MAPPING (LAND SERVICES AND SYSTEMS)</b> The process of transforming real world objects to paper by evaluating, compiling, designing and drafting to produce a new or revised map.	
<b>05.18.01</b>	Master set of all maps prepared by, or for the agency. These may include: <ul style="list-style-type: none"> <li>• 1:100,000 Map Series • 1:250,000 Map Series</li> <li>• 1:500,000 Map Series</li> <li>• Day Walk Maps</li> <li>• National Parks Maps</li> <li>• Regional Maps</li> <li>• Tasmanian Towns Street Atlas</li> <li>• Thematic Maps</li> <li>• Tourist Maps</li> </ul>	PERMANENT
<b>05.18.02</b>	Records documenting the production of maps including: <ul style="list-style-type: none"> <li>• Administrative arrangements</li> <li>• Design</li> <li>• Layout</li> <li>• Typesetting</li> <li>• Desktop publishing</li> <li>• Printing</li> <li>• Binding</li> <li>• Production scripts</li> </ul>	TEMPORARY Destroy 5 years after action completed.

<b>05.19.00</b>	<b>MEETINGS (LAND SERVICES AND SYSTEMS)</b> The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of Land Services & Systems. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.  <i>See 05.05.00 for the meetings of committees and task forces.</i> <i>See 05.06.00 for meetings at conferences.</i> <i>See 05.17.00 for general contact between individuals or groups.</i>	
05.19.01	Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the function of Land Services and Systems. These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT
05.19.02	Records of internal meetings, and external meetings where the agency has the administrative role that are not described in 05.19.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed.
05.19.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
05.19.04	Records documenting the conduct and administration of meetings.	TEMPORARY Destroy when reference ceases.
<b>05.20.00</b>	<b>NOMENCLATURE (LAND SERVICES AND SYSTEMS)</b> The activities associated with assigning geographic place names.	
05.20.01	Records documenting the activities involved in determining official place names in Tasmania. Includes: <ul style="list-style-type: none"> <li>• Register of official place names</li> <li>• Minutes and agenda papers of the Board Place name files</li> </ul>	PERMANENT
05.20.02	Place names database	PERMANENT
05.20.03	Background information used to support the activity of assigning geographic place names. Includes working papers.	TEMPORARY Destroy when no longer required by the Board.
<b>05.21.00</b>	<b>PLANNING (LAND SERVICES AND SYSTEMS)</b> The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
05.21.01	Records documenting the development and revision of plans relating to the Land Services and Systems function, including final version of plans.	PERMANENT

05.21.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed.
<b>05.22.00</b>	<b>POLICY (LAND SERVICES AND SYSTEMS)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	
05.22.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Land Services & Systems function.	PERMANENT
<b>05.23.00</b>	<b>PROCEDURES (LAND SERVICES AND SYSTEMS)</b> Standard methods of operating laid down by an agency according to formulated policy.	
05.23.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the land Services and Systems function.	TEMPORARY Destroy 7 years after superseded.
05.23.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures, instructions or notification of significant events.  <i>See 05.22.01 and 05.23.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed
<b>05.24.00</b>	<b>PRODUCTION (LAND SERVICES AND SYSTEMS)</b> The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding, etc.	
05.24.01	Master copies of all significant Land Services & Systems publications. These may include the Land Information System Tasmania (LIST).	PERMANENT
05.24.02	Records documenting the production of Land Services & Systems publications (including websites) including: <ul style="list-style-type: none"> <li>• Administrative arrangements</li> <li>• Design</li> <li>• Layout</li> <li>• Typesetting</li> <li>• Desktop publishing</li> <li>• Printing</li> <li>• Binding</li> <li>• Production</li> <li>• Scripts</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>05.25.00</b>	<b>REPORTING (LAND SERVICES AND SYSTEMS)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
05.25.01	Final versions of reports relating to significant Land Services & Systems issues.	PERMANENT

05.25.02	Final versions of reports relating to Land Services & Systems that are <u>not</u> described in 05.25.01.	TEMPORARY Destroy 7 years after action completed.
<b>05.26.00</b>	<b>REVIEWING (LAND SERVICES AND SYSTEMS)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
05.26.01	Records documenting reviews of significant Land Services & Systems strategic management programs and operations including final reports.	PERMANENT
05.26.02	Records documenting reviews of Land Services & Systems strategic management programs and operations which are not described in 05.26.01.	TEMPORARY Destroy when reference ceases.
05.26.03	Records documenting land valuation reviews undertaken to determine municipal rates and charges. These may include: <ul style="list-style-type: none"> <li>• Amendments to valuation rolls</li> <li>• Objections</li> <li>• Requests to review</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>05.27.00</b>	<b>STANDARDS (LAND SERVICES AND SYSTEMS)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.	
05.27.01	Records documenting the development of standards relating to the Land Services & Systems function. These may include Codes of Practice.	PERMANENT
05.27.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>05.28.00</b>	<b>SURVEYING (LAND SERVICES AND SYSTEMS)</b> The process involved in inspecting, examining, measuring or mapping features that are associated with a position on, above or beneath the surface of the earth.	
05.28.01	Master copies of surveys. Includes: <ul style="list-style-type: none"> <li>• Cadastral Surveys</li> <li>• Engineering Surveys</li> <li>• Geodetic Surveys</li> </ul>	PERMANENT
05.28.02	Survey field notes	PERMANENT
05.28.03	Records documenting the activities involved in surveying includes audits, investigations and spatial collections. These may include: <ul style="list-style-type: none"> <li>• Cadastral Surveys</li> <li>• Engineering Surveys</li> <li>• Geodetic Surveys</li> </ul>	TEMPORARY Destroy 7 years after survey completed.
<b>05.29.00</b>	<b>TENDERING (LAND SERVICES AND SYSTEMS)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 05.08.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	

05.29.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
05.29.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
05.29.03	Tender registers	TEMPORARY Destroy 7 years after last entry.
<b>05.30.00</b>	<b>VALUATION (LAND SERVICES AND SYSTEMS)</b> The process of estimating or fixing value to land.	
05.30.01	Records documenting the valuing of the 5% contribution subdividers of land pay to the Public Recreation Space Fund (PRSF) administered by local councils.	PERMANENT
05.30.02	Records documenting the valuation of property for the Housing Department to purchase houses.  <i>See 05.01.04 for the compulsory acquisition of property for housing purposes.</i>	TEMPORARY Destroy 5 years after sale is completed.
05.30.03	Records documenting the valuing of property for rental by the Crown Authorities.	TEMPORARY Destroy 2 years after Crown or Authority ceasing tenancy.
05.30.04	Records documenting the valuing of property for sale or rent.	TEMPORARY Destroy 2 years after action completed.
05.30.05	Records documenting valuations to acquire property for the Crown where it is decided not to proceed.	TEMPORARY Destroy 5 years after action completed.
<b>06.00.00</b>	<b>MARINE RESOURCES</b> The function of supporting sustainable management and ecological development of Tasmania's aquaculture (marine farming) and living marine and marine environments. Includes wild and recreational fisheries. Does not include functions undertaken by the Inland Fisheries Services.  <i>See 03.00.00 for fresh water activities relating to rivers, dams and streams, etc.</i>	
<b>06.01.00</b>	<b>ADVICE (MARINE RESOURCES)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 06.11.00 for general requests for information about the organisation and its services.</i> <i>See DA 2157 where the organisation is responding to the Government's request for advice or comments.</i>	

06.01.01	Records documenting the provision of customer specific technical advice relating to Marine Resources issues.	TEMPORARY Destroy 7 years after action completed.
<b>06.02.00</b>	<b>AGREEMENTS (MARINE RESOURCES)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 06.20.00 for agreements relating to joint ventures.</i>	
06.02.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement. These may include the Offshore Constitutional Settlement.	PERMANENT
06.02.02	Records documenting the establishment, maintenance and review of agreements <u>not</u> described in 06.02.01 including final versions of agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement
06.02.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed.
<b>06.03.00</b>	<b>APPEALS (MARINE RESOURCES)</b> The activities involved in the process of appeals against decisions by application to a higher authority.  <i>See DA No. 2157 for appeals relating to Freedom of information (FOI) applications or compensation claims and payments where the case needs to be handled on the same file for legislative or operational reasons.</i>	
06.03.01	Records documenting appeals made against Marine Resources decisions that establish precedents. These may include: <ul style="list-style-type: none"> <li>• Marine Farms</li> <li>• Marine Plans</li> </ul>	PERMANENT
06.03.02	Records documenting appeals made against Marine Resources decisions that do not establish precedents.	TEMPORARY Destroy 7 years after action completed.
<b>06.04.00</b>	<b>AUTHORISATION (MARINE RESOURCES)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
06.04.01	Records documenting notifications of, and conditions of, delegations of power granted to agency personnel and non-agency personnel to undertake duties under an Act which relates to the Marine Resource function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
<b>06.05.00</b>	<b>COMMITTEES (MARINE RESOURCES)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.  <i>See 06.22.00 for general contact between individuals or groups.</i> <i>See 06.24.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i>	

06.05.01	<p>Records documenting high-level committees with responsibility for making major decisions in the functional area of Marine Resources. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
06.05.02	<p>Records of internal committees and external committees not described in 06.05.01 where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
06.05.03	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
06.05.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
06.06.00	<p><b>CONFERENCES (MARINE RESOURCES)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 06.05.00 for working parties etc. arising from the conference. 0</i></p> <p><i>See DA No. 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	
06.06.01	<p>Records documenting conferences where the agency acts as secretariat or convener including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	PERMANENT

06.06.02	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
06.06.03	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 06.06.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	<p>TEMPORARY Destroy when reference ceases</p>
06.06.04	<p>Records presented by the agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	<p>PERMANENT</p>
06.07.00	<p><b>CONSERVATION (MARINE RESOURCES)</b></p> <p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties including buildings and land, and information resources and artefacts. Includes the management of flora and fauna, marine resources and public reserves to conserve and protect the existing biological and scientific values. Also includes the insect reference and tissue culture collections.</p> <p><i>See 02.00.00 for the conservation of insect and tissue culture collections.</i>  <i>See 04.00.00 for the conservation of public reserves.</i>  <i>See 07.00.00 for the conservation of flora and fauna.</i></p>	
06.07.01	<p>Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of Tasmania's marine resources. Includes:</p> <ul style="list-style-type: none"> <li>• Fish</li> <li>• Fish Bycatch</li> <li>• Marine Fauna</li> <li>• Marine Habitat</li> <li>• Marine Plants</li> <li>• Mussels</li> <li>• Oysters</li> <li>• Rock Lobster</li> </ul>	<p>PERMANENT</p>



<b>06.08.00</b>	<b>CONTRACTING OUT (MARINE RESOURCES)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.  <i>See 06.35.00 for the process of receiving and assessing tenders.</i>	
06.08.01	Contract registers	PERMANENT
06.08.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
06.08.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>06.09.00</b>	<b>CONTROL (MARINE RESOURCES)</b> The activities associated with creating, maintaining and evaluating control mechanisms.  <i>See 06.09.00 for the identification and control of a disease.</i> <i>See 06.26.00 for the identification and controlling of fauna, insects or related pests.</i>	
06.09.01	Records documenting Control Orders issued to boat owners to remove pests from boat hulls, etc.	TEMPORARY Destroy 7 years after action completed.
06.09.02	Records documenting the process of approving forms or docket books issued under the Living Marine Resources Management Act. Includes the Instrument of Approval.	TEMPORARY Destroy 10 years after action completed.
<b>06.10.00</b>	<b>DISEASE CONTROL (MARINE RESOURCES)</b> The activities involved in identifying and managing a disease.  <i>See 06.10.00 for the activities involved in the implementation of control mechanisms. See 06.27.00 for the identification and control of a pest.</i>	
06.10.01	Records documenting the identification of diseases (eg records held on the Pest and Disease Survey database). These may include diseases found in: <ul style="list-style-type: none"> <li>• Abalone</li> <li>• Aquarium Fish</li> <li>• Fishes</li> <li>• Rock Lobster</li> <li>• Scalefish</li> <li>• Seahorses</li> <li>• Shellfish</li> <li>• Squid</li> </ul>	PERMANENT
06.10.02	Reports of investigations of disease outbreaks, unusual occurrences and significant health and production problems.	PERMANENT

06.10.03	Records documenting the monitoring of physical, biological, and chemical methods for control of diseases (eg records held on the Pest and Disease Survey database).	PERMANENT
06.10.04	Records documenting results of disease eradication programs.	PERMANENT
<b>06.11.00</b>	<b>ENQUIRIES (MARINE RESOURCES)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 06.01.00 for customer specific technical enquiries.</i> <i>See DA 2157 where all aspects of a freedom of Information (FOI) application needs to be handled on one file, for legislative or operational reasons.</i>	
06.11.01	Records documenting enquiries requesting general information about Marine Resources activities programs, products and services.  <i>See the Disposal Schedule for Short-term Value records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed.
<b>06.12.00</b>	<b>EVALUATION (MARINE RESOURCES)</b> The process of determining the suitability of potential or existing programs, items or equipment, systems or services in relation to meeting the needs of the given situation. Includes processes involved in checking, observing and assessing activities unique to the agency, without interfering with the operation. Also includes ongoing monitoring.  <i>See 06.15.00 when the organisation has the role of ensuring compliance.</i>	
06.12.01	Records documenting the monitoring of vessel fish catch histories and vessel licensees including summaries of abalone quotas and commercial fishing returns.	PERMANENT
06.12.02	Working papers, including abalone quotas and fishing returns, used in the preparation of summaries described in 06.12.01.	TEMPORARY Destroy 12 years after summaries are completed.
06.12.03	Records documenting the monitoring and evaluation of marine life including summaries of quarterly or monthly reports. These may include: <ul style="list-style-type: none"> <li>• Bycatch</li> <li>• Discarded Fish</li> <li>• Fishes</li> <li>• Marine Fauna (Seals, dolphins etc.)</li> <li>• Marine Plants</li> <li>• Sea Urchins</li> <li>• Seahorses</li> <li>• Shellfish</li> </ul>	PERMANENT
06.12.04	Records documenting the monitoring and evaluation of marine activities and programs including summaries of quarterly or monthly reports. These may include: <ul style="list-style-type: none"> <li>• Dredging</li> <li>• Marine Farm Monitoring Program</li> <li>• Marine Protected Areas</li> </ul>	PERMANENT

06.12.05	Working papers, including monthly and quarterly reports, used in the preparation of summaries described in 06.12.03 and 06.12.04.	TEMPORARY Destroy when summaries are completed and reference ceases.
<b>06.13.00</b>	<b>GRANT FUNDING (MARINE RESOURCES)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.  <i>See DA 2157 for managing corporate strategies for seeking grant funding.</i>	
06.13.01	Records documenting successful applications made by or to the agency relating to the Marine Resources function for grant funding and the administration of funds. These may include fisheries Action Program.	TEMPORARY Destroy 7 years after action completed.
06.13.02	Records documenting applications that are <u>not</u> successful made by or to the agency relating to the Marine Resources function for grant funding.	TEMPORARY Destroy 2 years after action completed.
<b>06.14.00</b>	<b>INDUSTRY AUDIT (MARINE RESOURCES)</b> The activities associated with an industry analysis to identify growth and development opportunities conducted by the agency and the Department of State Development in partnership with industry.  <i>See 06.16.00 for opportunities that are supported by agency action.</i>	
06.14.01	Final versions of Industry Audits undertaken by the Agency.	PERMANENT
06.14.02	Working papers used in the analysis of growth and development opportunities in partnership with industry. Includes: <ul style="list-style-type: none"> <li>• Comments</li> <li>• Draft reports</li> <li>• Liaison with industry bodies</li> <li>• Minutes</li> </ul>	TEMPORARY Destroy when reference ceases.
<b>06.15.00</b>	<b>INDUSTRY COMPLIANCE (MARINE RESOURCES)</b> The activities associated with the agency ensuring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which external organisations, industries or persons are subject. Includes compliance with legislation and with national and international standards.  <i>See 06.12.00 for evaluation and monitoring.</i> <i>See DA No. 2157 for formal investigations or prosecutions.</i>	
06.15.01	Records relating to investigations and audits of Marine Resource clients which result in changes to existing policy, procedures, or licence conditions including prosecutions.	PERMANENT
06.15.02	Records relating to investigations and audits of Marine Resource clients which do not result in changes to existing policy, procedures, or licence conditions.  <i>See DA No. 2157 for breaches that do result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 7 years after action completed.
06.15.03	Marine Farming videos	PERMANENT Retain in agency.

06.15.04	Records documenting routine licensing conviction checks.	TEMPORARY Destroy 2 years after action completed.
<b>06.16.00</b>	<b>INDUSTRY DEVELOPMENT (MARINE RESOURCES)</b> The process of identifying and developing new and existing industries and services.  <i>See 06.14.00 for the identification of development opportunities.</i>	
06.16.01	Records documenting the development of new and emerging industries relating to Marine Resources functions. These may include: <ul style="list-style-type: none"> <li>• Reports</li> <li>• Summaries</li> <li>• Test results</li> </ul>	PERMANENT
<b>06.17.00</b>	<b>INFRINGEMENTS (MARINE RESOURCES)</b> The activities associated with handling breaches of rules.  <i>See DA 2157 for breaches that result in litigation.</i>	
06.17.01	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do <u>not</u> proceed to litigation.  <i>See DA 2157 for breaches that <u>do</u> result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 10 years after action completed.
<b>06.18.00</b>	<b>INQUIRIES (MARINE RESOURCES)</b> The activities associated with liaising with bodies carrying out inquiries and participating in them. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions and staff.	
06.18.01	Records documenting the development of agency submissions and information supplied to the Inquiry including copies of submissions.	PERMANENT
06.18.02	Records documenting the implementation of the recommendations of an Inquiry.	PERMANENT
06.18.03	Information distributed from Inquiries. These may include: <ul style="list-style-type: none"> <li>• Requests for submissions</li> <li>• Circulars</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>06.19.00</b>	<b>INSPECTIONS (MARINE RESOURCES)</b> The process of official examinations of facilities, equipment and items, to ensure compliance and agreed standards and objectives.	
06.19.01	Records documenting inspections of marine farm leases and inspection reports.	PERMANENT
06.19.02	Records documenting requests for inspections of marine farm leases and administrative arrangements.	TEMPORARY Destroy 2 years after action completed.

<b>06.20.00</b>	<p><b>JOINT VENTURES (MARINE RESOURCES)</b></p> <p>The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.</p> <p><i>See 06.02.00 for agreements that are not related to joint ventures.</i>  <i>See 06.22.00 for other collaboration between organisations that are not considered joint ventures.</i></p>	
06.20.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT
06.20.02	Records not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
06.20.03	<p>Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.
<b>06.21.00</b>	<p><b>LEASING OUT (MARINE RESOURCES)</b></p> <p>The activities involved in leasing-out land, water and seabeds to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc., of both parties. Also includes subleasing.</p> <p><i>See 06.23.00 when granting a licence.</i></p>	
06.21.01	<p>Records documenting leasing out activities including conditions and lease documents. These may include:</p> <ul style="list-style-type: none"> <li>• Emergency Leases (Marine Farming)</li> <li>• Emergency Orders (Marine Farming)</li> <li>• Emergency Plans (Marine Farming)</li> <li>• Marine Farming</li> </ul>	TEMPORARY
<b>06.22.00</b>	<p><b>LIAISON (MARINE RESOURCES)</b></p> <p>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See 06.05.00 or 06.24.00 for liaison through committees or meetings.</i>  <i>See 06.20.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i></p>	
06.22.01	Records documenting Marine Resources liaison activities including exchange of information, collaboration of projects and all the activities involving the agency as a member of an organisation. These may include Women in Seafood.	TEMPORARY Destroy 2 years after action completed

<b>06.23.00</b>	<b>LICENSING (MARINE RESOURCES)</b> The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.  <i>See 06.21.00 when granting a lease.</i> <i>See 06.25.00 when granting short-term permission.</i>	
06.23.01	Registers of licences issued by the agency (eg records held on the Licensing Management Module and the Pisces and Prime databases).	PERMANENT
06.23.02	Records documenting the licensing process for successful applications. Includes: <ul style="list-style-type: none"> <li>• Commercial Fishers/Processors/Handlers</li> <li>• Land Based Marine Farming</li> <li>• Marine Farmers</li> </ul>	PERMANENT
06.23.03	Records documenting the licensing process (for licences described in 06.23.02) where the applications are not successful.	TEMPORARY Destroy 7 years after expiry of licence.
06.23.04	Records documenting licence applications (and related records) for Recreational Fishers.	TEMPORARY Destroy 2 years after expiry of licence.
<b>06.24.00</b>	<b>MEETINGS (MARINE RESOURCES)</b> The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of the agency. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.  <i>See 06.05.00 for the meetings of committees and task forces.</i> <i>See 06.06.00 for meetings at conferences.</i> <i>See 06.22.00 for general contact between individuals or groups.</i>	
06.24.01	Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the function of Marine Resources. These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT
06.24.02	Records of internal meetings, and external meetings where the agency has the administrative role, that are not described in 06.24.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed.

06.24.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
06.24.04	Records documenting the conduct and administration of meetings.	TEMPORARY Destroy when reference ceases.
<b>06.25.00</b>	<b>PERMITTING (MARINE RESOURCES)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 06.23.00 when granting long-term permission.</i>	
06.25.01	Registers of permits issued by the Agency (eg records held on the Licensing Management Module and Pisces and Prime databases).	PERMANENT
06.25.02	Records documenting the permitting process for successful applications. These may include: <ul style="list-style-type: none"> <li>• Marine Farming</li> <li>• Rock Lobster Aquaculture Trials</li> <li>• Wild Fisheries</li> <li>• Wild Mussels</li> </ul>	PERMANENT
06.25.03	Records documenting the permitting process for applications that are not successful.	TEMPORARY Destroy 7 years after action completed.
<b>06.26.00</b>	<b>PEST CONTROL (MARINE RESOURCES)</b> The activities involved in identifying and controlling a marine pest.  <i>See 06.09.00 for the activities involved in the implementation of control mechanisms. See 06.10.00 for the identification and control of a disease.</i>	
06.26.01	Reports of investigations of pest outbreaks, unusual occurrences and significant health and production problems.	PERMANENT
06.26.02	Records documenting the identification of pests (eg records held on the Pest and Disease Survey database).	PERMANENT
06.26.03	Records documenting the monitoring of physical, biological and chemical methods for control of pests (eg records held on the Pest and Disease Survey database).	PERMANENT
06.26.04	Records documenting results of pest eradication programs. These may include: <ul style="list-style-type: none"> <li>• Seastars</li> <li>• Pfiesteria</li> </ul>	PERMANENT

<b>06.27.00</b>	<b>PLANNING (MARINE RESOURCES)</b> The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
06.27.01	Records documenting the development and revision of plans relating to the Marine Resources function which establish precedents, including final version of plans. These may include: <ul style="list-style-type: none"> <li>• Industry Plans</li> <li>• Fishery Management Plans</li> <li>• Marine Farming Development Plans</li> <li>• Marine Farm Plans</li> </ul> <p><i>See 06.27.02 for plans that do <u>not</u> establish precedents.</i></p>	PERMANENT
06.27.02	Marine farm plans which do <u>not</u> establish precedents and records documenting the provision of routine assistance in the development of farms.  <i>See 06.27.01 for plans that establish precedents.</i>	TEMPORARY Destroy 7 years after action completed.
06.27.03	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after reference ceases.
<b>06.28.00</b>	<b>POLICY (MARINE RESOURCES)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	
06.28.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Marine Resources function.	PERMANENT
<b>06.29.00</b>	<b>PROCEDURES (MARINE RESOURCES)</b> Standard methods of operating laid down by an agency according to formulated policy.	
06.29.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Marine Resources function.	TEMPORARY Destroy 7 years after superseded.
06.29.02	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures, instructions or notification of significant events.  <i>See 06.28.01 and 06.29.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>06.30.00</b>	<b>QUALITY ASSURANCE (MARINE RESOURCES)</b> The process involved in assuring Tasmanian produce meets industry market standards.  <i>See 06.33.00 for services and processes that enhance the quality and efficiency of the organisation.</i>	
06.30.01	Records documenting the development, implementation and monitoring of the Tasmanian Shellfish Quality Assurance Program.	PERMANENT
06.30.02	Reports on the quality of Tasmania's marine industries.	PERMANENT



06.30.03	Working papers for reports.	TEMPORARY Destroy 2 years after report or registration completed.
<b>06.31.00</b>	<b>REPORTING (MARINE RESOURCES)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
06.31.01	Final versions of reports relating to significant Marine Resources issues Including investigations of disease outbreaks, unusual occurrences and significant health and production problems.	PERMANENT
06.31.02	Final versions of reports relating to Marine Resources issues that are not described in class 06.31.01.	TEMPORARY Destroy 7 years after action completed
06.31.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>06.32.00</b>	<b>RESEARCH (MARINE RESOURCES)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Includes following up enquiries relating to Marine Resources programs, projects, working papers, literature searches etc.  <i>See 06.28.00 for research into the formulation of policy.</i>	
06.32.01	Master copy of project reports.	PERMANENT
06.32.02	Records documenting detailed research carried out under the Marine Resources function which is considered necessary to substantiate project report findings or important for future projects.	PERMANENT
06.32.03	Records documenting routine research carried out under the Marine Resources function which is <u>not</u> considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
06.32.04	Records documenting results of trial programs and related records.	PERMANENT
06.32.05	Working papers <u>not</u> considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.
06.32.06	Projects management records (eg project scheduling and tracking records).	TEMPORARY Destroy when reference ceases.
<b>06.33.00</b>	<b>STANDARDS (MARINE RESOURCES)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.  <i>See 06.30.00 for market standards of Tasmanian produce.</i>	
06.33.01	Records documenting the development of standards relating to the Marine Resources function. These may include Codes of Practice.	PERMANENT

06.33.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>06.34.00</b>	<b>SUBMISSIONS (MARINE RESOURCES)</b> The preparation and submission of a formal statement (eg. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support. Includes submissions made to the agency by the public.  <i>See DA No. 2157 for Cabinet submissions.</i>	
06.34.01	Final versions of agency submissions made by the agency.	TEMPORARY Destroy 5 years after action completed.
06.34.02	Records documenting the preparation of agency submissions.	TEMPORARY Destroy 2 years after action completed
06.34.03	Public submissions relating to Marine Resources.	TEMPORARY Destroy 1 year after submissions superseded.
<b>06.35.00</b>	<b>TENDERING (MARINE RESOURCES)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 06.08.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
06.35.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
06.35.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
06.35.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
<b>07.00.00</b>	<b>NATURAL HERITAGE</b> The function of sustainable development of Tasmania's natural values (biodiversity). Includes conservation of forest and non-forest vegetation, conservation and management of flora and fauna and geological and geomorphological sites and management of wildlife and game species. Also includes the provision of funding by the Natural Heritage Trust Unit (or the equivalent Commonwealth body).	

<b>07.01.00</b>	<b>ADVICE (NATURAL HERITAGE)</b> The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising and customer specific technical enquiries.  <i>See 07.10.00 for the provision of professional services to the public or other organisations. See 07.14.00 for general requests for information about the organisation and its services. See DA No. 2157 where the organisation is responding to the Government's request for advice or comments.</i>	
07.01.01	Records documenting the provision of customer specific technical advice relating to Natural Heritage issues.	TEMPORARY Destroy 7 years after action completed.
<b>07.02.00</b>	<b>AGREEMENTS (NATURAL HERITAGE)</b> The processes associated with the establishment, maintenance, review and negotiation of agreements.  <i>See 07.20.00 for agreements relating to joint ventures.</i>	
07.02.01	Records documenting formal agreements which involve major obligations or liabilities related to this function. Includes working papers needed to document the development of the agreement.	PERMANENT
07.02.02	Records documenting the establishment, maintenance and review of agreements <u>not</u> described in 07.02.01 including final versions of agreements.	TEMPORARY Destroy 7 years after expiry or completion of agreement.
07.02.03	Working papers not needed to document the development of the agreement.	TEMPORARY Destroy 7 years after action completed.
<b>07.03.00</b>	<b>APPEALS (NATURAL HERITAGE)</b> The activities involved in the process of appeals against decisions by application to a higher authority.  <i>See DA 2157 for appeals relating to Freedom of Information (FOI) applications or compensation claims and payments where the case needs to be handled on the same file for legislative or operational reasons.</i>	
07.03.01	Records documenting appeals made against Natural Heritage decisions that establish precedents.	PERMANENT
07.03.02	Records documenting appeals made against Natural Heritage decisions that do <u>not</u> establish precedents.	TEMPORARY Destroy 7 years after action completed.
<b>07.04.00</b>	<b>AUTHORISATION (NATURAL HERITAGE)</b> The process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under an Act.	
07.04.01	Records documenting notifications of, and conditions of, delegations of power granted to agency personnel and non-agency personnel to undertake duties under an Act which relates to the Natural Heritage function. These may include Delegations (Authority).	TEMPORARY Destroy 15 years after superseded or revoked.
07.04.02	Authorities from property owners to lay 1080 fox bait on properties.  <i>See 07.15.01 for research data and effectiveness of eradication program.</i>	TEMPORARY Destroy 7 years after expiry of authority.

07.04.03	Records documenting exemptions under the <i>Firearms Act 1996</i> authorising qualified agency personnel to: <ul style="list-style-type: none"> <li>• Discharge a firearm in a public place</li> <li>• Possess and/or use a crossbow.</li> </ul>	TEMPORARY Destroy 7 years after expiry date of exemption.
07.04.04	Records documenting notifications of, and conditions of, authority granted to agency personnel to: <ul style="list-style-type: none"> <li>• Possess and sell ammunition</li> <li>• Possess, buy and sell firearms.</li> </ul>	TEMPORARY Destroy 7 years after authority withdrawn.
07.04.05	Certificates of registration for agency personnel to possess firearms.  <i>See 07.22.05 for the licence to operate firearms.</i>	TEMPORARY Retain in agency until firearm is sold when certificate is attached to firearm.
07.04.06	Warrants to Enter and Search issued under the <i>Nature Conservation Act 2002</i> authorising agency personnel to search for evidence relating to unlawful trade in wildlife or other wildlife matters.  <i>See DA2157 for breaches that do result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>07.05.00</b>	<b>CARCASS DISPOSAL (NATURAL HERITAGE)</b> The process of disposing of marine or land animal carcasses. Includes acquisition and maintenance of burial pits.	
07.05.01	Records documenting the acquisition and maintenance of burial pits used for marine or land animal carcasses.	TEMPORARY Destroy 15 years after action completed.
<b>07.06.00</b>	<b>CLAIMS (NATURAL HERITAGE)</b> The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage to, or destruction of, property. Includes disputes over rights and ownership and recompense sought for stolen or lost property.	
07.06.01	Records documenting the activities involved in the administration and management of compensation claims made relating to Natural Heritage issues. Includes advice, procedures, guidelines, assessments and reports. These may include Karst (underground cave network) Management.	PERMANENT
<b>07.07.00</b>	<b>COMMITTEES (NATURAL HERITAGE)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.) Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.  <i>See 07.21.00 for general contact between individuals or groups.</i> <i>See 07.23.00 for forums and the meetings of individuals and groups that are not considered committees. See DA No. 2157 for Senior Management Committees, Steering Committees and Audit Committees.</i>	
07.07.01	Records documenting high-level committees with responsibility for making major decisions in the functional area of Natural Heritage. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT

07.07.02	<p>Records of internal committees and external committees not described in 07.07.01 where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
07.07.03	<p>Records of external committees where the agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
07.07.04	<p>Records documenting the conduct and administration of committees.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
07.08.00	<p><b>CONFERENCES (NATURAL HERITAGE)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants.</p> <p><i>See 07.07.00 for working parties etc. arising from the conference.</i></p> <p><i>See DA No. 2157 for Inter-Government Relations eg. Council of Australian Governments, the printing and publication of agency conference proceedings and reports and records of staff training and development.</i></p>	
07.08.01	<p>Records documenting conferences where the agency acts as secretariat or convener including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Published papers</li> <li>• Reports</li> <li>• Submissions</li> <li>• Briefings</li> </ul>	<p>PERMANENT</p>
07.08.02	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Promotional material</li> <li>• Invitations</li> <li>• Registrations</li> <li>• Travel and accommodation arrangements</li> <li>• Venue and facilities hire</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>

07.08.03	<p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Summaries of proceedings</li> <li>• Agenda papers</li> <li>• Reports</li> <li>• Promotional material</li> <li>• Notices</li> <li>• Programs</li> <li>• Invitations</li> </ul> <p><i>See 07.08.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p>	TEMPORARY Destroy when reference ceases.
07.08.04	<p>Records presented by the agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• Submissions</li> <li>• Papers</li> <li>• Briefings</li> </ul>	PERMANENT
07.09.00	<p><b>CONSERVATION (NATURAL HERITAGE)</b></p> <p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties including buildings and land, and information resources and artefacts. Includes the management of flora and fauna, marine resources and public reserves to conserve and protect the existing biological and scientific values. Also includes the insect reference and tissue culture collections.</p> <p><i>See 02.00.00 for the conservation of insect and tissue culture collections. See 04.00.00 for the conservation of public reserves. See 06.00.00 for the conservation of marine resources</i></p>	
07.09.01	Records documenting the activities involved in the preservation, protection and maintenance of Tasmania's native flora and fauna including monitoring reports and assessments.	PERMANENT
07.09.02	Working papers used in the preparation of assessments.	TEMPORARY Destroy when summaries are completed and reference ceases.
07.09.03	Records documenting the issue and monitoring of Interim Protection Orders and Covenants.	PERMANENT
07.10.00	<p><b>CONSULTANCY SERVICES (NATURAL HERITAGE)</b></p> <p>The activities involved in providing professional services to the public or other organisations for a set fee.</p> <p><i>See 07.01.00 for customer specific technical enquiries. See 07.11.00 for the procurement of services by an external contractor or consultant. See 07.14.00 for general requests for information about the organisation and its services.</i></p>	
07.10.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the engagement of agency staff as consultants including determinations of parameters, conditions of employment, deed of consultancy, contract of employment etc.	PERMANENT

07.10.02	Records relating to the engagement of agency staff as consultants including parameters of consultancy, terms and conditions and associated correspondence.	TEMPORARY Destroy 7 years after action completed.
<b>07.11.00</b>	<b>CONTRACTING OUT (NATURAL HERITAGE)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the brokering of survey services from the private sector on behalf of the Crown. Sometimes referred to as outsourcing.  <i>See 07.10.00 for the provision of agency services to the public or other organisations. See 07.37.00 for the process of receiving and assessing tenders.</i>	
07.11.01	Contract registers.	PERMANENT
07.11.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Private forest Reserve Program (PFRP) – Negotiators.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
07.11.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>07.12.00</b>	<b>CONTROL(NATURAL HERITAGE)</b> The activities associated with creating, maintaining and evaluating control mechanism.  <i>See 07.27.00 for the identification and controlling of fauna, insects or related pests.</i>	
07.12.01	Records documenting the development and implementation of control mechanisms for the protection of an area and/or flora and fauna from erosion or destruction. Includes habitats of threatened species. These may include: <ul style="list-style-type: none"> <li>• Feral animals (cats, dogs, goats, pigs)</li> <li>• Vegetation</li> </ul>	PERMANENT
07.12.02	Working papers used in the preparation of Natural Heritage control mechanisms.	TEMPORARY Destroy when summaries are completed and reference ceases.
07.12.03	The register of seized hunting equipment used in the unlawful taking of wildlife.	TEMPORARY Destroy 7 years after disposal of equipment.
<b>07.13.00</b>	<b>DONATIONS (NATURAL HERITAGE)</b> The activities associated with managing money, items, artefacts or property donated to the agency or by the agency and its staff to charities, etc.;. Includes managing unsolicited donations.  <i>See DA 2157 donations of promotional material</i>	
07.13.01	Records documenting donations made to the agency or the state that are of natural heritage significance. These may include: <ul style="list-style-type: none"> <li>• Bequests of land</li> <li>• Wildlife preservation funds</li> </ul>	PERMANENT

<b>07.14.00</b>	<b>ENQUIRIES (NATURAL HERITAGE)</b> The activities associated with the handling of requests for information about the agency and its services by the general public or other organisation.  <i>See 07.01.00 for customer specific technical enquiries. See 07.10.00 for the provision of professional services to the public or other organisations. See DA 2157 where all aspects of a Freedom of Information (FOI) application need to be handled on one file, for legislative or operational reasons.</i>	
07.14.01	Records documenting enquiries requesting general information about Natural Heritage activities, programs, products and services.  <i>See DA 2158 for requests for information that is readily available to the public including publications and promotional material.</i>	TEMPORARY Destroy 2 years after action completed.
<b>07.15.00</b>	<b>ERADICATION (NATURAL HERITAGE)</b> The activities involved in removing or destroying pests.	
07.15.01	Records documenting the implementation of programs to remove or destroy non-native animals including summaries of monthly reports and assessments. These may include: • Foxes • Feral Cats • Feral Goats • Feral Pigs  <i>See 07.04.02 for authorities from property owners to lay 1080 fox bait on properties.</i>	PERMANENT
07.15.02	Working papers including monitoring reports and assessments used in the preparation of summaries.	TEMPORARY Destroy when summaries are completed and reference ceases.
07.15.03	Records documenting the administration of eradication programs.	TEMPORARY Destroy 2 years after action completed.
<b>07.16.00</b>	<b>EVALUATION (NATURAL HERITAGE)</b> The process of determining the suitability of potential or existing programs, items or equipment, systems or services in relation to meeting the needs of the given situation. Includes process involved in checking, observing and assessing activities unique to the agency, without interfering with the operation. Also includes ongoing monitoring.	
07.16.01	Records documenting the monitoring and evaluation of ongoing Natural Heritage programs and sites. These may include: • Fauna Programs • Flora Programs • Fossil Sites • Geological Sites • Seal Program • Threatened Species Programs • Vegetation Programs	PERMANENT



07.16.02	Working papers used in the preparation of summaries of Natural Heritage evaluation activities.	TEMPORARY Destroy when summaries are completed and reference ceases.
07.16.03	Records documenting the process of assessing successful property proposals submitted to the Private Forest Reserves Program. These may include: <ul style="list-style-type: none"> <li>• Covenant Presentation</li> <li>• Negotiations</li> <li>• Registration</li> </ul>	PERMANENT
07.16.04	Records documenting unsuccessful property proposals relating to the Private Forest Reserves Program.	TEMPORARY Destroy 5 years after action completed.
07.16.05	Records documenting reports, diagrams, maps and associated data relating to the evaluation of applications submitted to the Private Forest Reserves Program.	TEMPORARY Destroy 7 years after action completed.
<b>07.17.00</b>	<b>GRANT FUNDING (NATURAL HERITAGE)</b> The activities associated with the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public. Includes funding provided through the Natural Heritage Trust Unit (or the equivalent Commonwealth body).  <i>See DA No. 2157 for managing corporate strategies for seeking grant funding.</i>	
07.17.01	Successful applications for funding of projects by groups that receive funding from the Natural Heritage Trust Unit (or the equivalent Commonwealth body), project plans, final outcome reports and source data considered necessary to substantiate report findings.	PERMANENT
07.17.02	Project groups that receive funding from the Natural Heritage Trust Unit (or the equivalent Commonwealth body), source data not considered necessary to substantiate report findings.	TEMPORARY Destroy 2 years after submission of final report.
07.17.03	Unsuccessful applications made by project groups to the Natural Heritage Trust Unit (or equivalent Commonwealth funding body) including comments by internal assessment panels.	TEMPORARY Destroy 2 years after action completed.
07.17.04	Records documenting successful applications made by or to the agency relating to the Natural Heritage function for grant funding and the administration of funds.  <i>See 07.17.01 for applications made to the Natural Heritage Trust Unit (or equivalent Commonwealth body).</i>	TEMPORARY Destroy 7 years after action completed.
07.17.05	Records documenting applications that are not successful made by or to agency relating to the Natural Heritage function for grant funding.	TEMPORARY Destroy 2 years after action completed.
<b>07.18.00</b>	<b>IMPLEMENTATION (NATURAL HERITAGE)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
07.18.01	Records documenting the implementation of plans, policies and procedures developed to support the Natural Heritage function.	TEMPORARY Destroy 5 years after action completed.

<b>07.19.00</b>	<b>INFRINGEMENTS (NATURAL HERITAGE)</b> The activities associated with handling breaches of rules.  <i>See DA 2157 for breaches that result in litigation.</i>	
07.19.01	Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do <u>not</u> proceed to litigation.  <i>See DA 2157 for breaches that <u>do</u> result in formal investigations or prosecutions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>07.20.00</b>	<b>JOINT VENTURES (NATURAL HERITAGE)</b> The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.  <i>See 07.02.00 for agreements that are not related to joint ventures.</i> <i>See 07.21.00 for other collaboration between organisations that are not considered joint ventures.</i>	
07.20.01	Master copy of final reports. Includes records considered necessary to substantiate project report findings or important for future projects.	PERMANENT
07.20.02	Records not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
07.20.03	Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.
<b>07.21.00</b>	<b>LIAISON (NATURAL HERITAGE)</b> The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 07.07.00 or 07.23.00 for liaison through committees or meetings.</i> <i>See 07.20.00 for collaboration between organisations that involve contracts, joint contributions of time and/or funding.</i>	
07.21.01	Records documenting Natural Heritage liaison activities including exchange of information, collaboration on projects, and all the activities involving the agency as a member of an organisation. These may include groups or organisations involved with the conservation and protection of: <ul style="list-style-type: none"> <li>• Fauna</li> <li>• Flora</li> <li>• Threatened Species</li> <li>• Vulnerable Species</li> </ul>	TEMPORARY Destroy 2 years after action completed.

<b>07.22.00</b>	<b>LICENSING (NATURAL HERITAGE)</b> The activities involved in granting authoritative permission or licence, which can be renewable, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the licence.  <i>See 07.26.00 when granting short-term permission.</i>	
<b>07.22.01</b>	Records documenting the licensing process for successful applications to operate wildlife businesses and accompanying reports. Includes: <ul style="list-style-type: none"> <li>• Fauna Dealers (skin)</li> <li>• Private Wildlife Parks</li> <li>• Wildlife Exhibitions</li> </ul>	PERMANENT
<b>07.22.02</b>	Records documenting the processing of unsuccessful applications for licences described in 07.22.01.	TEMPORARY Destroy 7 years after action completed.
<b>07.22.03</b>	Records documenting the licensing process for successful applications for the hunting of game. Includes: <ul style="list-style-type: none"> <li>• Deer</li> <li>• Duck</li> <li>• Mutton Bird</li> <li>• Quail</li> <li>• Pheasant</li> <li>• Wallaby</li> </ul>	TEMPORARY Destroy 5 years after expiry of licence.
<b>07.22.04</b>	Records documenting the licensing process for applications for hunting licenses (as described in 07.22.03) that are not successful.	TEMPORARY Destroy 2 years after action completed.
<b>07.22.05</b>	Records documenting the licensing process of agency personnel to operate a firearm and to possess and handle explosive devices.  <i>See 07.04.05 for certificate to possess firearms.</i>	TEMPORARY Destroy 2 years after expiry of licence.
<b>07.23.00</b>	<b>MEETINGS (NATURAL HERITAGE)</b> The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of Natural Heritage. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.  <i>See 07.07.00 for the meetings of committees and task forces. See 07.08.00 for meetings at conferences.</i>  <i>See 07.21.00 for general contact between individuals or groups.</i>	
<b>07.23.01</b>	Records documenting internal meetings, and external meetings where the agency has the administrative role, at which major decisions are made in relation to the function of Natural Heritage. These may include: <ul style="list-style-type: none"> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting:</li> <li>• Submissions presented at the meeting</li> </ul>	PERMANENT

07.23.02	Records of internal meetings, and external meetings where the agency has the administrative role that are not described in 07.23.01. These may include: <ul style="list-style-type: none"> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented at the meeting</li> <li>• Submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 7 years after action completed.
07.23.03	Records of external meetings where the agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented at the meeting</li> <li>• Copies of submissions presented at the meeting</li> </ul>	TEMPORARY Destroy 2 years after action completed.
07.23.04	Records documenting the conduct and administration of meetings.	TEMPORARY Destroy when reference ceases.
<b>07.24.00</b>	<b>NOMINATIONS (NATURAL HERITAGE)</b> The activities involved in the nominating of land, sites or wildlife, including flora and fauna, for protection and conservation. Includes the listing and de-listing of flora and fauna under the <i>Threatened Species Protection Act</i> .	
07.24.01	Records documenting the activities involved in the nominating of threatened or endangered flora and fauna for conservation purposes. This includes land areas or sites which are classified as their natural habitat. Includes minutes, reports, nominations, orders, ministerial decisions and gazettal. These may include: <ul style="list-style-type: none"> <li>• <i>Threatened Species Protection Act</i> listing</li> <li>• Scientific Advisory Committee Recommendations</li> </ul>	PERMANENT
<b>07.25.00</b>	<b>OPERATIONS (NATURAL HERITAGE)</b> The activities associated with routine processes, and keeping programs and systems in effective operation on a daily basis.	
07.25.01	Records documenting the activities involved in the daily operations of Natural Heritage issues such as mailing lists and routine correspondence. These may include: <ul style="list-style-type: none"> <li>• Fauna Program</li> <li>• Flora Programs</li> <li>• Marine Flora Programs</li> <li>• Threatened Species Programs</li> </ul>	TEMPORARY Destroy 10 years after action completed.
07.25.02	Records documenting the activities involved in the daily operations of the Private Forest Reserves Program such as mailing lists and routine correspondence.	TEMPORARY Destroy 10 years after Private Forests Reserve Program has been completed.
<b>07.26.00</b>	<b>PERMITTING (NATURAL HERITAGE)</b> The activities involved in granting authoritative permission, either short term or temporary, to do something in accordance with an Act. Includes the processes associated with granting, transferring or suspension of the permit.  <i>See 07.22.00 when granting long-term permission.</i>	

07.26.01	<p>Records documenting the permitting process for successful scientific applications and accompanying reports. These may include:</p> <ul style="list-style-type: none"> <li>• Brush Possum Operation</li> <li>• Protected Fauna</li> <li>• Protected Flora</li> <li>• Geological Sites</li> <li>• Geomorphological Sites</li> <li>• Macquarie Island Study Applications</li> </ul>	PERMANENT
07.26.02	<p>Records documenting the issuing of permits to shoot game and/or vermin on specified Reserved Land.</p>	TEMPORARY Destroy 5 years after expiry of permit
07.26.03	<p>Records documenting the permitting process for commercial purposes. Includes:</p> <ul style="list-style-type: none"> <li>• Bird &amp; bat banding</li> <li>• Export Overseas (Wildlife)</li> <li>• Import Overseas (Wildlife)</li> <li>• Meat Processors (Possum, Mutton Bird &amp; Wallaby)</li> <li>• Road kills</li> <li>• Sell wildlife products</li> <li>• Skin dealers</li> </ul> <p><i>See 07.22.01 for the licensing of wildlife businesses.</i></p>	TEMPORARY Destroy 5 years after expiry of permit
07.26.04	<p>Records documenting the permitting process to take Mutton Birds in accordance with Aboriginal cultural practices.</p>	TEMPORARY Destroy 5 years after expiry of permit.
07.26.05	<p>Records documenting the permitting process to possess wildlife for display, exhibition or rehabilitation purposes. Includes:</p> <ul style="list-style-type: none"> <li>• Aquatic</li> <li>• Cape Barren Geese</li> <li>• Captive raptors</li> <li>• Herpetology (snakes, lizards etc.)</li> <li>• Mounted deer heads</li> </ul>	TEMPORARY Destroy 5 years after expiry of permit.
07.26.06	<p>Records documenting the permitting process for the selected control or disposal of wildlife. Includes:</p> <ul style="list-style-type: none"> <li>• Birds (airports)</li> <li>• Crop protection</li> <li>• Organised shoots</li> <li>• Seal shoots (protection of fish farms)</li> </ul>	TEMPORARY Destroy 5 years after expiry of permit.
07.26.07	<p>Records documenting the permitting process to remove deer tags and/or remove deer heads and sever the body.</p>	TEMPORARY Destroy 5 years after expiry of permit.
07.26.08	<p>Records documenting the permitting process to relocate seals.</p>	TEMPORARY Destroy 5 years after expiry of permit.

07.26.09	Records documenting the permitting process (for applications for any type of permit in 07.26.00) that are not successful.	TEMPORARY Destroy 2 years after action completed.
07.26.10	Records documenting applications and associated papers relating to permits for interstate fauna movement.	TEMPORARY Destroy 1 year after expiry of permit.
<b>07.27.00</b>	<b>PEST CONTROL (NATURAL HERITAGE)</b> The activities involved in identifying and controlling a pest where a pest is an insect or related organism. Includes vertebrate and invertebrate pests.  <i>See 07.12.00 for the activities involved in the implementation of control mechanisms.</i>	
07.27.01	Reports of major investigations of pest outbreaks, unusual occurrences and significant health and production problems. These may include: <ul style="list-style-type: none"> <li>• Birds</li> <li>• Hares and Rabbits</li> <li>• Kangaroos</li> <li>• Possums</li> <li>• Wallabies</li> </ul>	PERMANENT
07.27.02	Reports of investigations of pest outbreaks, health and production problems that are not described in 07.27.01.	TEMPORARY Destroy 10 years after last action completed.
07.27.03	Records documenting the identification of pests.	PERMANENT
07.27.04	Records documenting the monitoring of physical, biological, and chemical methods for control of pests.	PERMANENT
07.27.05	Records documenting results of pest eradication programs.	PERMANENT
<b>07.28.00</b>	<b>PLANNING (NATURAL HERITAGE)</b> The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solutions to those needs.	
07.28.01	Records documenting the development and revision of plans relating to the Natural Heritage function, including final version of plans. These may include: <ul style="list-style-type: none"> <li>• Development Plans</li> <li>• Plans of Management</li> <li>• Recovery Plan</li> <li>• Site Plans</li> </ul>	PERMANENT
07.28.02	Records documenting the administration of the planning process.	TEMPORARY Destroy 5 years after action completed.
<b>07.29.00</b>	<b>POLICY (NATURAL HERITAGE)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.	

07.29.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Natural Heritage function.	PERMANENT
<b>07.30.00</b>	<b>PROCEDURES (NATURAL HERITAGE)</b> Standard methods of operating laid down by an agency according to formulated policy.	
07.30.01	Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Natural Heritage function.	TEMPORARY Destroy 7 years after superseded.
07.30.02	Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.  <i>See 07.29.01 and 07.30.01 for final versions of policies, procedures and instructions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>07.31.00</b>	<b>REHABILITATION (LAND) (NATURAL HERITAGE)</b> The activities involved in stabilising and revegetating degraded land, which is unsightly or subject to erosion. Includes the conversion of disturbed land to an alternative future land use (eg. converting a former quarry into a wetland or car park).  <i>See 07.32.00 for injured and orphaned wildlife.</i>	
07.31.01	Records documenting the activities involved in the stabilising and revegetating of disturbed areas including project proposals, rehabilitation plans, monitoring data, final reports and assessments. Also includes works done by contractors and associated correspondence. These may include: <ul style="list-style-type: none"> <li>• Caves</li> <li>• Land stripped of vegetation (ie quarries)</li> </ul>	PERMANENT
07.31.02	Working papers used in the preparation of reports and summaries.	TEMPORARY Destroy when reports and summaries are completed and reference ceases.
<b>07.32.00</b>	<b>REHABILITATION (WILDLIFE) (NATURAL HERITAGE)</b> The activities associated with the training and coordinating of a carer network for placement of injured and orphaned wildlife with community volunteers across the state. Also includes advice given to and received from veterinarians and pathologists regarding animal health and human health issues.  <i>See 07.31.00 for the stabilisation and revegetation of degraded land.</i>	
07.32.01	Final reports documenting performance of rehabilitation projects, techniques and results. Includes working papers considered necessary to substantiate report findings.	PERMANENT
07.32.02	Records documenting the activities involved in the coordinating and training of a state-wide wildlife rehabilitation care network. Includes summaries of monthly or quarterly reports.	TEMPORARY Destroy 10 years after final report has been compiled.
07.32.03	Working papers, including monthly or quarterly reports, not considered necessary to substantiate final reports.	TEMPORARY Destroy when reference ceases.

<b>07.33.00</b>	<b>REPORTING (NATURAL HERITAGE)</b> 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 examinations or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
07.33.01	Final versions of reports relating to significant Natural Heritage issues.	PERMANENT
07.33.02	Final versions of reports relating to Natural Heritage issues that are not described in class 07.33.01.	TEMPORARY Destroy 7 years after action completed.
07.33.03	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>07.34.00</b>	<b>RESEARCH (NATURAL HERITAGE)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Includes following up enquiries relating to Natural Heritage programs, projects, working papers, literature searches etc.  <i>See 07.29.00 for research into the formulation of policy.</i>	
07.34.01	Master copy of project reports.	PERMANENT
07.34.02	Records documenting detailed research carried out under the Natural Heritage function which is considered necessary to substantiate report findings or important for future projects.	PERMANENT
07.34.03	Records documenting routine research carried out under the Natural Heritage which is not considered necessary to substantiate project report findings or important for future projects.	TEMPORARY Destroy when reference ceases.
07.34.04	Records documenting results of trial programs and related records.	PERMANENT
07.34.05	Working papers not considered necessary to substantiate trial program results.	TEMPORARY Destroy when reference ceases.
07.34.06	Projects management records (eg project scheduling and tracking records).	TEMPORARY Destroy when reference ceases.
<b>07.35.00</b>	<b>REVIEWING (NATURAL HERITAGE)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
07.35.01	Records documenting reviews of significant Natural Heritage strategic management programs and operations including final reports.	PERMANENT
07.35.02	Records documenting reviews of Natural Heritage strategic management programs and operations which are not described in 07.35.01.	TEMPORARY Destroy when reference ceases.



<b>07.36.00</b>	<b>STANDARDS (NATURAL HERITAGE)</b> The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency. Includes the development of standards.	
07.36.01	Records documenting the development of standards relating to the Natural Heritage function. These may include Codes of Practice.	PERMANENT
07.36.02	Records documenting the implementation of industry, government and agency standards.	TEMPORARY Destroy 7 years after action completed.
<b>07.37.00</b>	<b>TENDERING (NATURAL HERITAGE)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 07.11.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
07.37.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
07.37.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
07.37.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
<b>08.00.00</b>	<b>BOARD ADMINISTRATION</b> The function of supporting the activities and fundamental duties of the Boards of Management and Commissions administered by the Department of Primary Industries, Water and environment, including arranging and recording meetings, reporting and Secretarial activities.	
<b>08.01.00</b>	<b>ADVICE (BOARD ADMINISTRATION)</b> The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.	
08.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant environmental issues.	PERMANENT
08.01.02	Records documenting the provision of advice to the Minister or other Government agencies on environmental issues not described in 01.01.01.	TEMPORARY Destroy 7 years after action completed.

08.01.03	Source data that is <u>not</u> considered necessary to substantiate advice.	TEMPORARY Destroy when reference ceases.
<b>08.02.00</b>	<b>APPOINTMENTS (BOARD ADMINISTRATION)</b> The activities associated with appointment members to the Board.  <i>See DA 2157 for activities associated with the salaries of all personnel, including Board members.</i>	
08.02.01	Register of Board members.	PERMANENT
08.02.02	Records relating to the nomination, appointment to, and the resignation from the Board.	PERMANENT
08.02.03	Records documenting the administration of the appointment process.	TEMPORARY Destroy 2 years after action completed.
<b>08.03.00</b>	<b>AUDIT (BOARD ADMINISTRATION)</b> The activities associated with the board's records and processes being formally checked by internal or external investigators.  <i>See Da 2157 for activities involved with financial auditing.</i>	
08.03.01	Records documenting audits of Board functions and activities resulting in changes to policy or procedures.	PERMANENT
08.03.02	Records documenting audits of Board functions and activities which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed.
<b>08.04.00</b>	<b>BOARD MEETINGS (BOARD ADMINISTRATION)</b> The activities associated with the arrangement, agenda preparation and recording of minutes of Board meetings.	
08.04.01	Master set of minutes, agendas and business papers of Board meetings.	PERMANENT
08.04.02	Routine organisational matters relating to Board meetings.	TEMPORARY Destroy 2 years after action completed.
<b>08.05.00</b>	<b>PLANNING (BOARD ADMINISTRATION)</b> The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of the agency. Includes short-term and long-range planning and business development.	
08.05.01	Master set of approved plans for major initiatives of the Board.	PERMANENT
08.05.02	Master set of approved plans relating to minor initiatives.	TEMPORARY Destroy 7 years after date superseded.
08.05.03	Records relating to the development of approved plans, including routine administrative records and correspondence.	TEMPORARY Destroy 7 years after action completed.
08.05.04	Records relating to plans that were not approved, or did not proceed to approval.	TEMPORARY Destroy 2 years after action completed.

<b>08.06.00</b>	<b>POLICY (BOARD ADMINISTRATION)</b> The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisations operating procedures are determined.  <i>See 01.08.00 for records relating to risk management.</i>	
08.06.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>08.07.00</b>	<b>PROCEDURES (BOARD ADMINISTRATION)</b> Standard methods of operating laid down by the agency according to formulated policy.	
08.07.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> <li>• Master sets of instructions</li> <li>• Communications</li> <li>• Review of Procedures</li> <li>• Manuals</li> <li>• Guidelines</li> <li>• Handbooks</li> </ul>	TEMPORARY Destroy 7 years after date superseded.
<b>08.08.00</b>	<b>REPORTING (BOARD ADMINISTRATION)</b> The provision of a formal response on any matter, from or to the Board, on which definite information is required, made by a person or body instructed or required to do so.  <i>See 01.03.00 for agenda papers in relation to reports submitted to the Board. See DA 2157 for activities involved with the publication of annual reports.</i>	
08.08.01	Reports prepared by or for the Board regarding corporate or strategic management issues.	PERMANENT
08.08.02	Internal and external reports that do not contain significant information or findings including performance reports.	TEMPORARY Destroy 7 years after action completed.
08.08.03	Working papers used in the compilation of reports.	TEMPORARY Destroy when reference ceases.
<b>08.09.00</b>	<b>RISK MANAGEMENT (BOARD ADMINISTRATION)</b> The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them.  <i>See 01.05.00 for activities involved in the formulation of policy.</i>	
08.09.01	Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.	TEMPORARY Destroy 7 years after next risk assessment.
<b>08.10.00</b>	<b>STAKEHOLDER RELATIONS (BOARD ADMINISTRATION)</b> The activities involved with developing and maintaining good relations between the Board and its stakeholders.	
08.10.01	Records relating to the management of the Board's relationship with its stakeholders.	TEMPORARY Destroy 7 years after action completed.