

# TAHO

Tasmanian Archive + Heritage Office

## **Disposal Schedule for Functional Records of Parks & Cultural Heritage (Department of Primary Industries, Parks, Water & Environment)**

Disposal Authorisation No: 2487

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# Functional Records of Parks & Cultural Heritage (Department of Primary Industries, Parks, Water & Environment)

Retention & Disposal Schedule number: 2487

## INTRODUCTION

### Overview

#### 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 custody of their creating agency, or their transfer to the Tasmanian Archive and 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 and 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 Archives 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

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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 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.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive and Heritage Office, 91 Murray Street Hobart, by email, or by phoning 03 6165 5581.

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## Authorisation

### 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

<b>Version</b>	<b>Date</b>	<b>Reason</b>	<b>Sections</b>
1.0	11-01-2018	Initial release	All
2.0	21-05-2019	Added surveillance footage	Added 10.1.3 and 10.2.3 (Investigation and Enforcement)

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## Interpretation

### Definitions

**Permanent records** are those that will be transferred to the Tasmanian Archive and 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, 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 Parks and Cultural Heritage (Department of Primary Industries, 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 and 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 Archive and Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive and Heritage Office for earlier transfer of particular groups of records, and the Tasmanian Archive and 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 and 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

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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.

### **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.

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### **Registration of Destruction**

Central to the accountability 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.

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1	<b>ACQUISITION</b>	<p>The activities associated with the facilitation of acquiring cultural heritage objects, or items of importance to parks and reserves for the purpose of conservation and protection.</p> <p>Includes records associated with the direction of objects into custody and their management.</p> <p>Excludes the repatriation of aboriginal cultural objects which is undertaken by the Tasmanian Museum and Art Gallery.</p> <p>See <b>NEW RESERVE PROPOSALS - Acquisition of land or property</b> for records relating to the acquisition of reserved land</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage assessment</b> for records relating to the assessment of places, sites or objects of cultural heritage value to Tasmania</p>		
1.1		<p>Records relating to the acquisition of sites, buildings, or objects which are considered to be of significance to the State by the Heritage Council of Tasmania or which are listed on the Tasmanian Heritage Register.</p> <p>Includes the recovery of Aboriginal cultural objects and the negotiation and vesting of responsibility or custody.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ACQUISITION</i>				
1.2		Records relating to the acquisition of private objects and private records significant to the history of national parks, state parks, historic sites and reserves.	Permanent	Retain as State Archives
2	<b>ADVICE</b>	<p>The activities associated with offering advice by or to the organisation as to an action or judgement. Advice can be given to or received from international bodies, the minister, the executive, the public, managing authorities, committees, and other government agencies.</p> <p>Includes advice relating to World Heritage Areas, the management of parks and reserves, cultural heritage, aboriginal heritage, specialist technical advice, and legal advice on natural values conservation.</p> <p>See <b>AGREEMENTS</b> for the development, maintenance and review of agreements such as management plans</p> <p>See <b>LIAISON</b> for records relating to regular contact between the agency and related agencies, government departments or organisations</p> <p>See <i>DS 2297 Disposal Schedule for Department of Primary Industry, Parks, Water and Environment</i>  <b>LAND MANAGEMENT - Advice</b> for advice relating to land management.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>ADVICE</i>				
2.1		<p>Records relating to the provision or receipt of advice about significant policy developments, controversial issues (e.g. mining), or innovative practices.</p> <p>Includes ministerial and executive briefings, legal advice sought and received, and the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.</p>	Permanent	Retain as State Archives
2.2		<p>Records relating to advice provided to local government authorities and private property owners relating to the identification, management and listing of cultural heritage sites.</p> <p>Includes sites that are, and are not, registered on the Tasmanian Heritage Register.</p>	Permanent	Retain as State Archives
2.3		Records relating to the provision of advice and recommendations made to the Tasmanian Heritage Council.	Permanent	Retain as State Archives
2.4		Records relating to the provision of routine advice or ad hoc progress reports provided to management or other parts of the Department.	Temporary	Destroy 10 years after action completed.
2.5		Records relating to advice to private land owners on the implementation of management plans for private reserved land.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>AGREEMENTS</i>				
3	<b>AGREEMENTS</b>	<p>The activities associated with the establishment, interpretation, negotiation, maintenance, and review of agreements.</p> <p>Examples of agreements include:</p> <ul style="list-style-type: none"> <li>• Fire Management agreements</li> <li>• Land management plans</li> <li>• Certificates of exemption</li> <li>• Heritage agreements</li> <li>• Memorandums of understanding</li> </ul> <p>See <b>ADVICE</b> for advice from the agency regarding established agreements</p> <p>See <b>LIAISON</b> for records relating to regular contact between the agency and related agencies, government departments or organisations</p> <p>See <b>PARKS MANAGEMENT - Parks registers</b> for records relating to the registration and categorisation of parks and reserves places, sites, or objects and the placement of covenants.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>AGREEMENTS</i>				
3.1		<p>Records relating to the development, negotiation, establishment, maintenance, review, and interpretation of formal national and international agreements regarding the management of cultural heritage sites, objects, and natural features including their use, protection, and conservation.</p> <p>Includes renewals, changes, surrenders, cancellations and terminations of agreements.</p>	Permanent	Retain as State Archives
3.2		<p>Records relating to the development, negotiation, establishment, maintenance, review, and interpretation of agreements with private land owners regarding the management of their land for conservation purposes.</p> <p>Includes renewals, changes, surrenders, cancellations and terminations of agreements. Provisions for land management may be outlined in a management plan.</p>	Permanent	Retain as State Archives
3.3		<p>Records relating to the formation of agreements, memorandums of understanding and co-management arrangements relating to Aboriginal cultural heritage sites and objects.</p> <p>Includes advice provided to the Minister, and consultation with the Aboriginal Land Council of Tasmania and Aboriginal land owners.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>AGREEMENTS</i>				
3.4		<p>Records relating to the development, negotiation, establishment, maintenance, review, and interpretation of fire management agreements. Includes:</p> <ul style="list-style-type: none"> <li>• Inter-agency fire management protocol</li> <li>• Fire weather and hazard service agreements</li> </ul>	Temporary	Destroy 7 years after expiry or termination of agreement.
4	<b>APPEALS</b>	<p>The activities involved in the process of appeals against decisions by application to a higher authority.</p> <p>Includes decisions made regarding reserved land, management plans, and places registered in the Tasmanian Heritage Register.</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage registers</b> for appeals against decisions made regarding cultural heritage registers</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Nomination for recognition of heritage on national or international protection registers</b> for records relating to appeals regarding recognition of Tasmanian heritage on national or international protection registers</p> <p>See <b>PARKS MANAGEMENT - Planning for management of parks and reserves</b> for records regarding parks or reserves Management Plans.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>APPEALS</i>				
4.1		Records documenting appeals made against parks or cultural heritage agencies or committees by the land owner on the declaration of park or reserve, the introduction of a management plan, or the entry of a place in the Tasmanian Heritage Register.	Permanent	Retain as State Archives
4.2		Records documenting appeals made against parks or cultural heritage agencies or committees by land owners in relation to valuation of land for compensation purposes.	Temporary	Destroy 10 years after action completed.
5	<b>COMMITTEES &amp; MEETINGS</b>	<p>The process of managing committees and conducting meetings of groups (not considered a committee) relating to the management of parks and reserves and cultural heritage. Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas. Committees include:</p> <ul style="list-style-type: none"> <li>• committees and sub-committees constituted to exercise a delegated authority</li> <li>• task forces</li> <li>• managing authorities associated with the management of parks and reserves and cultural heritage</li> </ul>		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMITTEES &amp; MEETINGS</i>				
		<p>Examples of committees and managing authorities and their successors include but are not limited to:</p> <ul style="list-style-type: none"> <li>• National Parks and Wildlife Advisory Council</li> <li>• Tasmanian Heritage Council</li> <li>• Aboriginal Heritage Council</li> <li>• State Fire Management Council</li> <li>• Fire Management Area Committees</li> </ul> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>STRATEGIC MANAGEMENT - Meetings</b> for activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole.</p>		
5.1		<p>Records relating to managing authorities where the agency is the secretariat and administration body. Includes:</p> <ul style="list-style-type: none"> <li>• establishment and appointment of members</li> <li>• terms of reference</li> <li>• proceedings</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMITTEES &amp; MEETINGS</i>				
		<p>Records may include:</p> <ul style="list-style-type: none"> <li>• minutes</li> <li>• reports</li> <li>• agendas</li> <li>• recommendations</li> </ul> <p>Examples of managing authorities and their successors include but are not limited to:</p> <ul style="list-style-type: none"> <li>• National Parks and Wildlife Advisory Council</li> <li>• Tasmanian Heritage Council</li> <li>• Aboriginal Heritage Council</li> </ul>		
5.2		<p>Records relating to committees where the agency is the secretariat and administration body. Includes:</p> <ul style="list-style-type: none"> <li>• establishment and appointment of members.</li> <li>• terms of reference</li> <li>• proceedings</li> </ul>	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMITTEES &amp; MEETINGS</i>				
		<p>Records may include:</p> <ul style="list-style-type: none"> <li>• minutes</li> <li>• reports</li> <li>• agendas</li> <li>• recommendations</li> </ul> <p>Examples of committees include:</p> <ul style="list-style-type: none"> <li>• Fire Management Area Committees</li> </ul>		
5.3		<p>Records relating to participation on committees relevant to parks and reserves management, or cultural heritage, where the organisation is not the administrator.</p> <p>Includes:</p> <p>Agency committees including:</p> <ul style="list-style-type: none"> <li>• Fire Management Area Committees</li> </ul> <p>Managing Authorities and committees including:</p> <ul style="list-style-type: none"> <li>• The National Trust</li> <li>• State Fire Management Council</li> </ul>	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMITTEES &amp; MEETINGS</i>				
5.4		<p>Records relating to the administration of committees and their conduct.</p> <p>Includes records relating to attendance and declarations of pecuniary interests.</p>	Temporary	Destroy 5 years after action completed.
5.5		<p>Records of ad-hoc meetings that are not considered committees. Includes:</p> <ul style="list-style-type: none"> <li>• minutes</li> <li>• agendas</li> <li>• supporting documentation</li> </ul>	Temporary	Destroy 2 years after action completed.
6	<b>COMMUNITY ENGAGEMENT</b>	<p>The activities associated with the outreach, involvement and engagement of the community regarding the development, management and experience of parks land and cultural heritage sites or objects. Includes:</p> <ul style="list-style-type: none"> <li>• the dissemination of knowledge (through means such as workshops, presentations, and signage)</li> <li>• the management of visitors (through visitor surveys, statistics, and reporting on accidents or incidents)</li> </ul> <p>See <b>LIAISON</b> for regular liaison with community groups</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Community education</i>				
		<p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for records relating to the handling of requests for information about the agency and its services by the general public or another</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Public Reaction</b> for records relating to reactions or feedback from the public</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>PUBLICATION - Procedures</b> for the production of publications</p> <p>See <b>PERMITS, LICENCES and LEASES - Parks permissions</b> for issuing permits, licences or leases for conducting activities within parks and reserves</p>		
6.1	<b>Community education</b>	<p>The activities associated with the development, assessment, review and delivery of education, training and information to members of the community (including volunteers, community groups and trainees) regarding conditions, standards, regulations and legislation for which the Department has responsibility.</p> <p>Includes activities related to cultural heritage such as places registered in the Tasmanian Heritage Register.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Community education</i>				
		<p>Examples include:</p> <ul style="list-style-type: none"> <li>• advice</li> <li>• correspondence</li> <li>• training materials</li> </ul> <p>See <b>FIRE MANAGEMENT - Fire training</b> for fire safety training</p>		
6.1.1		Records documenting the management of volunteers working on projects and programs and the management of relations with local community groups.	Temporary	Destroy 7 years after action completed.
6.1.2		Records relating to the planning, development, assessment and review of training and information delivery.	Temporary	Destroy 5 years after action completed.
6.1.3		Records relating to the administration of education and information programmes.	Temporary	Destroy 2 years after action completed.
6.1.4		<p>Final versions of training materials used in community education.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• hand-outs</li> <li>• power point presentations</li> <li>• slides</li> </ul>	Temporary	Destroy after superseded.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Visitor administration</i>				
6.2	<b>Visitor administration</b>	<p>The activities associated with community involvement in the understanding, visiting, maintaining the condition, and interpretation of parks and cultural heritage objects, sites and places.</p> <p>See <b>PARKS MANAGEMENT - Parks research</b> for records related to research that investigates a subject or area of interest specific to parks and reserves</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage research</b> for records related to research that investigates a subject or area of interest specific to cultural heritage</p> <p>See <b>PERMITS, LICENCES AND LEASES</b> for records relating to the issuing of formal permissions (permits, licences or leases) authorising people to conduct activities regarding cultural heritage or parks and reserves</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> for notifiable incidents involving agency staff or visitors to workplaces within parks and cultural heritage sites.</p>		
6.2.1		Records relating to the planning and development of interpretive signs, plaques or memorials, maps, exhibitions, and interpretive guides for the purposes of educating visitors on natural features, cultural and historical information, and safety guidelines within a park.	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Visitor administration</i>				
6.2.2		Records relating to the summary statistics maintained on visitor numbers to specific parks or sites.	Permanent	Retain as State Archives
6.2.3		Records relating to visitor accident or incident reports involving serious injury or loss of life.	Permanent	Retain as State Archives
6.2.4		<p>Final reports of visitor surveys conducted by or for the agency.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• visitors to parks and reserves</li> <li>• walkers on tracks</li> </ul>	Permanent	Retain as State Archives
6.2.5		<p>Logbooks or journals that document visitor or walker comments relating to parks, reserves or recreational activities including walks. Information contained in journals can include short notes, poems, essays and sketches relating to the recreational activity.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• visitor logbooks</li> <li>• walker journals</li> <li>• hut logbooks</li> </ul>	Permanent	Retain as State Archives
6.2.6		Records relating to visitor accident or incident reports of a nature not involving serious injury or loss of life.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Visitor administration</i>				
6.2.7		<p>Logbooks that record visitor and walker details e.g. relating to parks, reserves or recreational activities including walks.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• visitor logbooks</li> <li>• day and overnight walker logbooks</li> <li>• hut logbooks</li> </ul>	Temporary	Destroy 7 years after action completed.
6.2.8		<p>Records relating to the short-term administrative operations of parks, reserves, and cultural heritage.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• park pass and renewal forms</li> <li>• access and entry fees arrangements</li> <li>• refund requests</li> <li>• Education Exemption forms</li> <li>• info pack sales</li> </ul>	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY ENGAGEMENT - Visitor administration</i>				
6.2.9		<p>Records relating to the administration of visitor surveys undertaken by the agency or external parties.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• visitors to parks and reserves</li> <li>• walkers on tracks</li> </ul>	Temporary	Destroy 2 years after action completed.
7	<b>CONTRACTING-OUT</b>	<p>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.</p> <p>Sometimes referred to as Outsourcing.</p> <p>See <b>PARKS MANAGEMENT</b> for records regarding the operations and maintenance on parks land by the agency</p> <p>See <b>PERMITS, LICENCES AND LEASES</b> for the commercial management, or the management by local government of parks land</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>COMMUNITY RELATIONS - Contracting-Out</b> for records relating to the arrangement of contracted dealings such as surveys and research and their administration.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING-OUT</i>				
7.1		<p>Establishment and management of contracts for significant ongoing Government commitments, such as transfer of ownership, sale of utilities or large scale government infrastructure projects. Information may include:</p> <ul style="list-style-type: none"> <li>• determination of need of service</li> <li>• specification and conditions of engagement</li> <li>• correspondence and negotiation documentation</li> <li>• final approved contract</li> <li>• variations of agreement</li> </ul>	Temporary	Destroy 10 years after replacement or upgrade of asset.
7.2		<p>Signed contracts and supporting documentation. Examples of contracts include:</p> <ul style="list-style-type: none"> <li>• maintenance and operation of parks and reserves</li> <li>• road maintenance</li> <li>• fencing installation</li> </ul>	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CONTRACTING-OUT</i>				
7.3		<p>Records documenting the management of contractors and consultants including:</p> <ul style="list-style-type: none"> <li>• parameters of service</li> <li>• terms and conditions</li> <li>• performance monitoring</li> </ul>	Temporary	Destroy 7 years after action completed.
8	<b>CULTURAL HERITAGE MANAGEMENT</b>	<p>The activities associated with the evaluation, conservation, protection, care and management of objects, places and sites of cultural heritage value (including Aboriginal cultural heritage value).</p> <p>Includes the identification and declaration of objects, buildings, places or sites to be a part of Tasmania's cultural heritage, the management and issuing of heritage grants, and the nominations of sites, parks or reserves for heritage listing at State, Federal or international level.</p> <p>See <b>PERMITS, LICENCES AND LEASES</b> for the issuing of permits allowing activities to take place against objects, places or sites of Aboriginal and cultural heritage value.</p> <p>See <b>PARKS MANAGEMENT - Heritage works management</b> for records relating to heritage works within parks and reserves</p> <p>See <b>APPEALS</b> for records relating to appeals against decisions made regarding the Tasmanian Heritage Register or management plans.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Cultural heritage assessment</i>				
		<p>See <b>INVESTIGATION AND ENFORCEMENT - Infringements</b> for records relating to investigations of incidents involving cultural heritage breaches and offences.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for general enquiries relating to Cultural Heritage Management.</p> <p>See DA 2297 <b>07.00.00</b> for Natural and Cultural Heritage Management</p>		
8.1	<b>Cultural heritage assessment</b>	<p>The activities associated with investigating and evaluating objects, buildings, places or sites to determine the suitability for their declaration as protected assets as a part of Tasmania's cultural heritage.</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage monitoring, evaluation, and reporting</b> for records relating to the management of places, sites or objects of cultural significance to Tasmania</p> <p>See <b>ACQUISITION</b> for records relating to the acquisition of cultural heritage objects and the negotiation and vesting of responsibility or custody</p>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Cultural heritage assessment</i>				
8.1.1		<p>Reports and associated documentation relating to the investigation and evaluations of investigating objects, buildings, places or sites to determine the suitability for their declaration as protected assets as a part of Tasmania's cultural heritage.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Aboriginal heritage assessment reports relating to field survey and research into Aboriginal heritage sites.</li> <li>• those located on private property or on Crown land.</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• surveys</li> <li>• correspondence</li> </ul>	Permanent	Retain as State Archives
8.2	<b>Heritage grant funding</b>	<p>The activities associated with the application for and receipt of grants, for conservation works for objects, buildings, places and sites of cultural heritage significance including:</p> <ul style="list-style-type: none"> <li>• funding for places entered on the Tasmanian Heritage Register</li> <li>• Aboriginal historical places</li> </ul>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
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*CULTURAL HERITAGE MANAGEMENT - Heritage grant funding*

		Includes huts, tracks, sites and interpretation works and annual funding of historic shipwrecks.		
8.2.1		Final reports from projects funded by grants.	Permanent	Retain as State Archives
8.2.2		Records documenting the summary of applications for grants and the amounts of money allocated to each project. May be in the form of a register.	Permanent	Retain as State Archives
8.2.3		Records relating to the successful application for, receipt, and administration of grant funding.	Temporary	Destroy 10 years after action completed.
8.2.4		Records relating to the unsuccessful application for grant funding.	Temporary	Destroy 2 years after action completed.
8.3	<b>Heritage monitoring, evaluation and reporting</b>	<p>The activities involved in monitoring, reviewing, evaluating and reporting on the suitability and progress of plans, strategies and processes unique to the agency.</p> <p>See <b>PARKS MANAGEMENT - Heritage works management</b> for records relating to heritage works</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Cultural heritage assessment</b> for records relating to the assessment of places, sites or objects of cultural heritage value to Tasmania</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Planning for cultural heritage protection</b> for records relating to the development and establishment of cultural heritage plans</p>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage monitoring, evaluation and reporting</i>				
8.3.1		<p>Records relating to the monitoring, evaluation and reporting of significant cultural heritage programs or projects. These include programs and projects which:</p> <ul style="list-style-type: none"> <li>• involve substantial public debate or controversy</li> <li>• generate wide community interest</li> <li>• set precedent</li> <li>• result in changes to high level policy</li> </ul> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>• reviews, audits and reports of cultural heritage programs and projects</li> <li>• community consultation</li> <li>• consultation with other government bodies</li> <li>• benchmarks</li> <li>• recommendations to change practices or policies.</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage monitoring, evaluation and reporting</i>				
		<p>Examples of programs include:</p> <ul style="list-style-type: none"> <li>• conservation</li> <li>• tourism, recreation and other park uses</li> <li>• community engagement and support</li> <li>• public and political advocacy and support</li> </ul>		
8.3.2		<p>Records relating to the management of places, sites and objects of cultural heritage significance to Tasmania. Places may be managed under a Conservation Management Plan (CMP).</p> <p>Includes supporting documentation.</p>	Permanent	Retain as State Archives
8.3.3		<p>Records relating to the monitoring, evaluation and reporting of cultural heritage programs or projects which do not:</p> <ul style="list-style-type: none"> <li>• involve substantial public debate or controversy</li> <li>• generate wide community interest</li> <li>• set precedent</li> <li>• result in changes to high level policy</li> </ul>	Temporary	Destroy 10 years after action completed.

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage registers</i>				
		<p>Includes records relating to reviews, audits and reports of cultural heritage programs and projects.</p> <p>Examples of programs include:</p> <ul style="list-style-type: none"> <li>• conservation</li> <li>• tourism, recreation and other park uses</li> <li>• community engagement and support</li> <li>• public and political advocacy and support</li> </ul>		
8.4	<b>Heritage registers</b>	<p>The activities associated with receiving, processing, granting and refusing applications for the registration of objects, places and sites in registers for particular purposes as required by the agency and Tasmanian legislation.</p> <p>Includes the establishment and maintenance of registers, purposes of process control, unique identification and public search requirements.</p> <p>Examples of registers include:</p> <ul style="list-style-type: none"> <li>• Aboriginal Heritage Register</li> <li>• Tasmanian Heritage Register</li> <li>• Historic Shipwrecks Database</li> </ul> <p>See <b>APPEALS</b> for appeals made against decisions regarding cultural heritage registers</p>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
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*CULTURAL HERITAGE MANAGEMENT - Heritage registers*

		<p>See <b>CULTURAL HERITAGE MANAGEMENT - Nomination for recognition of heritage on national or international protection registers</b> for records relating to the recognition of sites, parks or reserves for heritage listing on national or international protection registers</p> <p>See <b>PARKS MANAGEMENT - Parks registers</b> for records relating to the registration and categorisation of parks and reserves and the placement of covenants</p>		
8.4.1		<p>Records relating to applications for registration as Aboriginal, protected or cultural heritage sites.</p> <p>Includes successful applications, referrals, amendments, rejections, provisional registration, removals from registers and appeals. Examples include:</p> <ul style="list-style-type: none"> <li>• Aboriginal Heritage Item Registration form</li> <li>• supporting records (such as valuations, public submissions and consultations)</li> <li>• records in the form of site records, images and sketches</li> <li>• appeal records</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage registers</i>				
8.4.2		<p>Records regarding the conditions prohibiting or restricting disclosure of information provided as to a site and its location.</p> <p>Includes</p> <ul style="list-style-type: none"> <li>• security protocols and plans.</li> </ul> <p>Does not include</p> <ul style="list-style-type: none"> <li>• records describing the restricted access site.</li> </ul> <p>Examples of sites with restricted access include:</p> <ul style="list-style-type: none"> <li>• shipwrecks</li> <li>• Aboriginal sites</li> </ul>	Permanent	Retain in Agency
8.4.3		<p>Records of queries made to determine if property or land is on a heritage register. Includes:</p> <ul style="list-style-type: none"> <li>• queries to the online Aboriginal Heritage register</li> <li>• Aboriginal Heritage Certificates</li> <li>• Tasmanian Heritage Register</li> </ul>	Temporary	Destroy 6 months after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage research</i>				
8.5	<b>Heritage research</b>	<p>The activities involved in investigating or enquiring into a subject or area of interest specific to cultural heritage in order to discover facts, principles, or precedents. Research may be conducted with academic or interdisciplinary project teams involving staff external to the organisation.</p> <p>Includes enquiries and surveys relating to programs, projects, working papers, and literature searches.</p> <p>See <b>COMMUNITY ENGAGEMENT - Visitor administration</b> for visitor surveys</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for records relating to the handling of requests for information about the agency and its services by the general public or another organisation</p>		
8.5.1		Final reports or papers of original research and surveys conducted into aboriginal and cultural heritage issues including land management, tenure history and investigations.	Permanent	Retain as State Archives
8.5.2		Working papers, literature searches, drafts, project reporting and research management correspondence.	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Heritage nominations</i>				
8.6	<b>Heritage nominations</b>	<p>The activities associated with applying for recognition of sites, parks or reserves for heritage listing on national or international protection registers. Includes the assessment, proposal, public consultation and appeals made by the agency.</p> <p>Examples of registers or lists include:</p> <ul style="list-style-type: none"> <li>• The National Heritage List</li> <li>• World Heritage List of UNESCO</li> </ul> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage registers</b> for records relating to the recognition of sites of cultural heritage recognition at a state level</p>		
8.6.1		<p>Records relating to the development of nominations proposing that Tasmanian sites, parks or reserves receive state, national or international recognition.</p> <p>Includes both successful and unsuccessful formal nominations, those vetoed by the Minister, and records relating to any appeals against nomination.</p>	Permanent	Retain as State Archives
8.6.2		<p>Records relating to nomination proposals for national or international listing where preliminary assessments were not conducted, or it was concluded that no nomination should be pursued.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>CULTURAL HERITAGE MANAGEMENT - Planning for cultural heritage protection</i>				
8.7	<b>Planning for cultural heritage protection</b>	<p>The activities associated with the development and approval of cultural heritage plans in accordance with the Historical Cultural Heritage Act 1995 including places registered on the Tasmanian Heritage Register.</p> <p>Includes determination of services, needs, and solutions to those needs.</p> <p>Examples of plans include:</p> <ul style="list-style-type: none"> <li>• Site Plans</li> <li>• Conservation Management Plans (CMP)</li> </ul> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage monitoring, evaluation, and reporting</b> for records relating to the monitoring and management of places, sites or objects of cultural significance to Tasmania</p>		
8.7.1		<p>Records relating to the establishment of final Conservation Management Plans for places, sites and objects in national parks, state parks, historic sites and reserves.</p> <p>Includes the conservation planning for objects, buildings, gardens, monuments and shipwrecks.</p>	Permanent	Retain as State Archives
8.7.2		Records relating to public consultation and submissions on Conservation Management Plans (CMP).	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FIRE MANAGEMENT</i>				
9	<b>FIRE MANAGEMENT</b>	<p>The activities associated with the management and protection of parks and reserves prone to bushfire, as well as the activities associated with the use of fire to achieve parks management objectives.</p> <p>Includes the control and suppression of fires on parks land, historic sites and reserves.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>STRATEGIC MANAGEMENT - Procedures</b> for records relating to procedures</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for general enquiries relating to fire management.</p>		
9.1	<b>Fire Equipment</b>	<p>The activities associated with the design and manufacture of specialised fire equipment.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for communication network systems.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions for the acquisition, maintenance and disposal of fire equipment and vehicles.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>FIRE MANAGEMENT - Fire Equipment</i>				
9.1.1		<p>Records documenting the design and manufacture of specialised fire equipment. Includes:</p> <ul style="list-style-type: none"> <li>• master copies of specifications</li> <li>• final plans</li> <li>• final drawings</li> </ul>	Temporary	Destroy 7 years after disposal of equipment.
9.2	<b>Fire Incidents</b>	<p>Activities relating to the control and response to specific fire incidents.</p> <p>Includes measures for control and response to fires, and the establishment of support teams for controllers.</p> <p>Incidents include:</p> <ul style="list-style-type: none"> <li>• Level 1 small size, simple, single tenure</li> <li>• Level 2 medium size and moderate complexity and risk. May be single tenure or multi-agency</li> </ul> <p>NOTE: Level 3 complex, multi-agency incidents are held by the Tasmanian Fire Service.</p>		
9.2.1		<p>Records of fire history of each park and reserve.</p> <p>Records may be managed in a database or GIS system.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>FIRE MANAGEMENT - Fire Incidents</i>				
9.2.2		Records relating to major or significant fire incidents.	Permanent	Retain as State Archives
9.2.3		Records relating to minor fires, hazard reduction or controlled burns.	Temporary	Destroy 25 years after action completed.
9.3	<b>Fire Plans</b>	<p>The activities associated with the development and implementation of fire plans or codes of practice for parks and reserves that the agency is responsible for under the Crown Lands Act 1976 and the Nature Conservation Act 2002.</p> <p>Includes consultations where land covers more than one tenure or is adjacent to another tenure.</p>		
9.3.1		<p>Records relating to preparations for bushfire management disaster response.</p> <p>Includes rosters, contacts, bushfire controllers and duty officer appointments.</p>	Temporary	Destroy 10 years after superseded.
9.3.2		<p>Records relating to the development of fire management plans for individual parks and reserves including copies of final plans. Includes:</p> <ul style="list-style-type: none"> <li>• Fire Action Plans</li> </ul>	Temporary	Destroy 10 years after superseded.
9.4	<b>Fire Reports</b>	<p>The activities associated with analysis and reporting on individual bushfires.</p> <p>Includes results of bushfires affecting parks and reserves, detailing of burnt areas, measures taken to combat the fire, and future recommendations.</p>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>FIRE MANAGEMENT - Fire Reports</i>				
9.4.1		Fire reports where fires created significant community or environmental damage, loss of life, coronial enquiries and where recommendations on changing practice were made. Includes Fire Management Plans.	Permanent	Retain as State Archives
9.4.2		Fire reports where fires were contained, involving no substantial damage to habitat, community, individual property or loss of life.	Temporary	Destroy 50 years after action completed.
9.5	<b>Fire Training</b>	<p>The activities associated with the development, assessment, review and delivery of education, training and information for agency volunteers and employees to attend relevant courses.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>PERSONNEL - Employment Conditions</b> for individual personnel records documenting agency staff training</p> <p>See <b>COMMUNITY ENGAGEMENT - Community Education</b> for records relating to the delivery of education, training and information to members of the community</p>		
9.5.1		<p>Records documenting the development and delivery of firefighting preparedness training.</p> <p>Includes equipment training, skills training, fitness training, and assessments.</p>	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATION AND ENFORCEMENT</i>				
10	<b>INVESTIGATION AND ENFORCEMENT</b>	<p>The activities associated with the monitoring, investigation into, and enforcement of compliance with policies, standards and legislation on parks and reserves, or cultural heritage.</p> <p>Includes the agency's internal compliance, and the activities associated with handling infringements by the public on parks and reserves land. Also covered are activities involving objects or sites of Aboriginal and cultural heritage value.</p> <p><i>See DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>LEGAL SERVICES - Litigation</b> for infringements that result in litigation</p> <p>See <b>PERMITS, LICENCES AND LEASES</b> for records relating to the issuing of formal permissions (permits, licences or leases) authorising people to conduct activities regarding cultural heritage or parks and reserves</p>		
10.1	<b>Compliance</b>	<p>The activities associated with the compliance, inspection, and/or investigation by the agency to ensure that the conditions that the agency sets, or is subject to, are being met.</p> <p>Includes compliance with policies, legislation, and with national and international standards that may require the agency to exercise mandatory powers such as the seizure of objects.</p>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATION AND ENFORCEMENT - Compliance</i>				
		<p>See <b>PARKS MANAGEMENT - Parks monitoring, evaluation, reporting</b> for records relating to the monitoring, review and evaluation of the suitability and progress of plans, strategies, and processes unique to the agency</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>STRATEGIC MANAGEMENT - Compliance</b> for records relating to agency compliance with broad standards and statutory requirements</p>		
10.1.1		<p>Records relating to the monitoring of compliance with conditions of agreements, permits, licences, or leases (excludes surveillance footage).</p> <p>Includes returns and reports supplied by permit, licence or leaseholders as specified.</p>	Temporary	Destroy 7 years after action completed.
10.1.2		<p>Records relating to the assessment and/or audit of industry operators for adherence to the conditions, standards, regulations, and legislation for which the agency has responsibility.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• commercial operators on campsites</li> </ul>	Temporary	Destroy 7 years after action completed.
10.1.3		Surveillance footage including body camera video images that are not required for criminal investigations.	Temporary	Destroy 6 months after created.

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No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATION AND ENFORCEMENT - Infringements</i>				
		For surveillance footage that <b>is required</b> for criminal investigations use <i>10.02.03</i> (INVESTIGATION AND ENFORCEMENT - Infringements).		
10.2	<b>Infringements</b>	<p>The activities associated with handling breaches of parks or cultural heritage regulations that result in the issue of a notice or fine, and do not proceed to litigation.</p> <p>Includes breaches of permits, licences or leases. Also covered are activities involving objects or sites of Aboriginal and cultural heritage value.</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT</b> for records relating to the management and protection of cultural heritage</p> <p>See <b>PARKS MANAGEMENT</b> for records relating to the management of parks and reserves</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>LEGAL SERVICES - Infringements</b> for records relating to infringements of the agency's intellectual property</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>FLEET MANAGEMENT - Infringements</b> for records relating to driving or traffic infringements involving official vehicles</p>		
10.2.1		Records relating to investigations of incidents involving cultural heritage breaches and offences (excludes surveillance footage).	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATION AND ENFORCEMENT - Infringements</i>				
		<p>Examples of infringements include:</p> <ul style="list-style-type: none"> <li>• interference with protected objects (i.e. destroy, damage, disfigure, conceal, uncover, expose, excavate or remove)</li> <li>• interference with natural and erected structures</li> <li>• disturbing objects of architectural, historical or scientific interest</li> <li>• possession of restricted objects</li> </ul>		
10.2.2		<p>Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• infringement notices issued by Wardens or Honorary Wardens for offences committed against statutory requirements</li> <li>• copies of infringement notices</li> </ul>	Temporary	Destroy 7 years after date of issue.
10.2.3		<p>Surveillance footage including body camera video images that are required for criminal investigations.</p> <p>For surveillance footage that is <b>not required</b> for criminal investigations use <i>10.01.03</i> (INVESTIGATION AND ENFORCEMENT - Compliance).</p>	Temporary	Destroy 7 years after reference use ceases.

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No	Function/Activity	Description	Status	Disposal Action
<i>LIAISON</i>				
11	<b>LIAISON</b>	<p>The activities associated with maintaining regular general contact between the agency and related agencies, local government, professional associations, professionals in related fields, other private sector organisations and community groups.</p> <p>Includes discussions, information sharing and collaboration on projects that are not joint ventures.</p> <p>See <b>ADVICE</b> for records relating to advice offered by or to the agency</p> <p>See <b>AGREEMENTS</b> for records relating to the establishment and interpretation of agreements</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>COMMUNITY RELATIONS - Public Reaction</b> for records relating to reactions or feedback from the public</p> <p>See <i>DA 2157 Disposal Schedule for Common Administrative Functions</i> <b>COMMUNITY RELATIONS - Public Reaction</b> for records relating to reactions or feedback from the public</p>		
11.1		Records relating to the liaison with community or statutory bodies on issues of identification, management and preservation of cultural heritage sites or objects.	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>LIAISON</i>				
11.2		Records relating to the liaison with agencies and councils regarding requests pertaining to proposed development projects, extensions of existing physical infrastructure, or land excavation arrangements.	Permanent	Retain as State Archives
11.3		Records relating to liaison with organisations, professional associations and community groups. Includes: <ul style="list-style-type: none"> <li>• the exchange of information and collaboration on projects</li> <li>• notifications of routine works performed in parks and reserves (e.g. mines, Telstra)</li> </ul>	Temporary	Destroy 2 years after action completed.
12	<b>NEW RESERVE PROPOSALS</b>	The activities associated with the investigation, establishment, and revocation of areas proposed for addition as national parks and reserves. The area under investigation may be acquired by purchase, donation or by transfer from another government department.  Includes private conservation reserves and world heritage extensions but excludes land set aside for Future Potential Production Forestry Lands (FPPFL).  <i>See DA 2297 Disposal Schedule for Department of Primary Industries, Parks, Water and Environment</i> <b>LAND MANAGEMENT</b> for records relating to non-reserved public land and Future Potential Production Forestry Land (FPPFL)		

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No	Function/Activity	Description	Status	Disposal Action
<i>NEW RESERVE PROPOSALS - Acquisition of land or property</i>				
12.1	<b>Acquisition of land or property</b>	<p>The activities associated with the acquisition of land or property which is considered to be of significance to the state such as negotiations (including boundary determination), gazettal, and management of the acquired lands.</p> <p>Includes the extension of land to existing parks and reserves.</p> <p>See <b>ACQUISITION</b> for records relating to the acquisition of cultural heritage objects, or objects of significance to parks and reserves</p>		
12.1.1		<p>Records relating to the acquisition of land, sites, or buildings which are considered to be of significance to the State.</p> <p>Includes the investigation and evaluation of acquisition proposals, negotiations with landowners and recommendations.</p> <p>Examples of acquisitions include:</p> <ul style="list-style-type: none"> <li>• the acquisition of land for new national parks and reserves</li> <li>• additions of land or adjoining properties to existing national parks, state parks, historical sites or wildlife reserves</li> </ul>	Permanent	Retain as State Archives
12.1.2		Records relating to proposals for acquisitions which were not proceeded with.	Temporary	Destroy 20 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>NEW RESERVE PROPOSALS - Disposal of land or property</i>				
12.2	<b>Disposal of land or property</b>	<p>The activities associated with the disposal of land or property that is owned by the agency such as administering the disposal by sale, transfer or termination of lease of lands no longer required.</p> <p>Includes individual sites where revocation removes land from the ongoing management responsibilities of the agency.</p>		
12.2.1		Records relating to individual sites where revocation removes land from the ongoing management responsibilities of the various bodies administering national parks, state parks and historic sites.	Permanent	Retain as State Archives
12.2.2		Records relating to negotiations and disposal of lands through sale or transfer of ownership. Includes the termination of lease of lands no longer required.	Temporary	Destroy 10 years after action completed.
13	<b>PARKS MANAGEMENT</b>	<p>The activities associated with ensuring the effective operation of places and sites on reserved land so that management plan outcomes are met.</p> <p>Examples of activities include:</p> <ul style="list-style-type: none"> <li>• development and establishment of management plans</li> <li>• maintenance</li> <li>• construction</li> </ul>		

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Animal and vegetation management</i>				
		<p>See <b>CONTRACTING-OUT</b> for the provision of services by an external contractor or consultant who is engaged by the agency</p> <p>See <b>INVESTIGATION AND ENFORCEMENT - Infractions</b> for incident records relating to parks and reserves such as traffic infractions</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for general enquiries relating to parks and reserves</p>		
13.1	<b>Animal and vegetation management</b>	<p>The activities associated with the development and implementation of control mechanisms for the protection of an area and/or flora and fauna from erosion or destruction.</p> <p>Includes habitats of threatened species.</p>		
13.1.1		<p>Records documenting the outcomes and results of pest eradication programs. Includes records documenting the identification of pests and master copies of project reports.</p> <p>Examples of pests include:</p> <ul style="list-style-type: none"> <li>• feral animals (cats, dogs, goats, pigs)</li> <li>• vegetation</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Animal and vegetation management</i>				
13.1.2		<p>Records relating to the strategic management of native animal habitats and native plant species.</p> <p>Includes the management of programs and projects, and actions taken to assist in the preservation, restoration, rehabilitation or regeneration of native animals and vegetation.</p>	Permanent	Retain as State Archives
13.1.3		<p>Records relating to regular planned pest control actions such as the destruction of feral animals, the systematic eradication of invasive vegetation, removal of weeds, and fire management necessary to ensure the preservation of habitats or wildlife in parks or reserves.</p>	Temporary	Destroy 20 years after action completed.
13.2	<b>Construction</b>	<p>The activities associated with the building, construction, redevelopment and alterations of sites, places, and infrastructure on parks land.</p> <p>Includes design, siting plans and project management records. Examples of assets include:</p> <ul style="list-style-type: none"> <li>• roads</li> <li>• buildings</li> <li>• fences</li> <li>• tracks</li> <li>• trails</li> <li>• barbeque facilities</li> </ul>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Construction</i>				
		See <b>PARKS MANAGEMENT - Heritage works management</b> the preservation, protection, maintenance, restoration and enhancement of historic and aboriginal sites.		
13.2.1		<p>Records relating to the design and construction of assets in parks or reserves which:</p> <ul style="list-style-type: none"> <li>• have state or national significance</li> <li>• generate wide community interest</li> <li>• involve substantial public debate or controversy</li> <li>• receive architectural or design awards.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• plans</li> <li>• project management records</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Construction</i>				
13.2.2		<p>Records relating to the design and construction of assets in a park or reserve which do not:</p> <ul style="list-style-type: none"> <li>• have state or national significance</li> <li>• generate wide community interest</li> <li>• involve substantial public debate or controversy</li> <li>• receive architectural or design awards.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• plans</li> <li>• project management records</li> </ul>	Temporary	Destroy 10 years after decommissioning of asset.
13.2.3		Records relating to the design for construction of assets in a park or reserve that do not proceed.	Temporary	Destroy 7 years after action completed.
13.3	<b>Heritage works management</b>	<p>The activities associated with the preservation, protection, maintenance, restoration and enhancement of historic and aboriginal sites within parks and reserves.</p> <p>Includes buildings, land, information resources, and objects that the agency is responsible for administering the provisions under the Historical Cultural Heritage Act 1995 and the Land Use Planning and Approvals Act 1993.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Heritage works management</i>				
		<p>See <b>CULTURAL HERITAGE MANAGEMENT</b> for records relating to the management and protection of cultural heritage not within parks and reserves</p> <p>See <b>PARKS MANAGEMENT - Construction</b> the building, construction, redevelopment and alterations of sites, places, and infrastructure on parks land.</p> <p>See <b>PARKS MANAGEMENT - Site maintenance</b> the maintenance of assets and equipment located on parks and reserves.</p>		
13.3.1		<p>Records documenting works relating to the protection, conservation, and monitoring of buildings, structures and sites.</p> <p>Includes sites that are recognised as being of significance in state, national, or international registers, or gazetted for conservation where the work affects the fabric or structure of the building.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• records of usage by Aboriginal people of specific sites,</li> <li>• masters of photographic images</li> <li>• specifications and drawings</li> <li>• conservation reports and studies</li> <li>• conservation logs</li> </ul>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Heritage works management</i>				
		<ul style="list-style-type: none"> <li>• soil and land surveys</li> <li>• appeals</li> <li>• Notices of Decision</li> <li>• Certificates of Exemption</li> </ul>		
13.3.2		Records documenting routine maintenance work to heritage sites and objects. Includes: <ul style="list-style-type: none"> <li>• grounds maintenance</li> <li>• routine cleaning arrangements</li> <li>• waste removal</li> </ul>	Temporary	Destroy 15 years after action completed.
13.4	<b>Parks monitoring, evaluation, reporting</b>	The activities involved in monitoring, reviewing and evaluating the suitability and progress of plans, strategies, and processes unique to the agency.  Includes the resulting reports containing recommendations and advice based on the performance of parks and reserves management.  See <b>INVESTIGATION AND ENFORCEMENT - Compliance</b> for records relating to compliance with parks procedures and regulations		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Parks monitoring, evaluation, reporting</i>				
		See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Public Reaction</b> for records relating to community consultation on land management programs and projects		
13.4.1		<p>Records relating to monitoring and evaluation of parks and reserves programs, projects or sites which:</p> <ul style="list-style-type: none"> <li>• have state or national significance</li> <li>• involve substantial public debate or controversy</li> <li>• generate wide community interest</li> <li>• set precedent</li> <li>• result in changes to high level policy</li> </ul> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>• reviews and audits</li> <li>• reports</li> <li>• community consultation</li> <li>• consultation with other government bodies</li> <li>• benchmarks</li> </ul>	Permanent	Retain as State Archives

**Retention & Disposal Schedule number: 2487**

No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Parks monitoring, evaluation, reporting</i>				
		<ul style="list-style-type: none"> <li>• recommendations to change practices or policies</li> </ul> <p>Examples of programs include:</p> <ul style="list-style-type: none"> <li>• conservation and rehabilitation</li> <li>• protection against threats, risks and impacts</li> <li>• tourism, recreation and other park uses</li> <li>• community engagement and support</li> <li>• public and political advocacy and support</li> <li>• parks management context and arrangements</li> <li>• parks management systems, processes and tools</li> </ul>		
13.4.2		<p>Records relating to monitoring and evaluation of parks and reserves programs, projects or sites which do not:</p> <ul style="list-style-type: none"> <li>• have state or national significance</li> <li>• involve substantial public debate or controversy</li> <li>• generate wide community interest</li> <li>• set precedent</li> </ul>	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Park registers</i>				
		<ul style="list-style-type: none"> <li>• result in changes to high level policy</li> </ul> <p>Includes records relating to:</p> <ul style="list-style-type: none"> <li>• reviews, audits and reports</li> </ul> <p>Examples of programs include:</p> <ul style="list-style-type: none"> <li>• conservation and rehabilitation</li> <li>• protection against threats, risks and impacts</li> <li>• tourism, recreation and other park uses</li> <li>• community engagement and support</li> <li>• public and political advocacy and support</li> <li>• parks management context and arrangements</li> <li>• parks management systems, processes and tools</li> </ul>		
13.5	<b>Park registers</b>	<p>The activities associated with receiving, processing, granting, and refusing applications for the registration and categorisation of parks and reserves as required by the agency and legislation.</p> <p>Includes the establishment and maintenance of registers, purposes of process control, unique identification and public search requirements.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Park registers</i>				
		<p>See <b>AGREEMENTS</b> for records relating to the development and establishment of agreements</p> <p>See <b>CULTURAL HERITAGE MANAGEMENT - Heritage registers</b> for decisions made regarding cultural heritage registers</p>		
13.5.1		Registers and/or databases detailing approved plans of management, management programs, areas of essential habitat, classifications of wildlife and feral animal control areas.	Permanent	Retain as State Archives
13.5.2		<p>Records relating to the placement of covenants or categorisation on land titles.</p> <p>Includes supporting documentation.</p>	Permanent	Retain as State Archives
13.6	<b>Parks research</b>	<p>The activities involved in investigating or enquiring into a subject or area of interest specific to parks and reserves in order to discover facts, principles, or precedents.</p> <p>Research may be conducted with academic or interdisciplinary project teams involving staff external to the organisation.</p> <p>Includes enquiries and surveys relating to programs, projects, working papers, and literature searches.</p> <p>See <b>COMMUNITY ENGAGEMENT - Visitor administration</b> for visitor surveys</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Parks research</i>				
		See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for records relating to the handling of requests for information about the agency and its services by the general public or another organisation		
13.6.1		Final reports or papers of original research conducted into parks and reserves.  Includes land management issues, tenure history, and scientific and technical investigations.	Permanent	Retain as State Archives
13.6.2		Research data where original scientific data cannot be replaced or replicated.	Permanent	Retain as State Archives
13.6.3		Records of land, flora, and fauna surveys and other data collection activities relating to surveys.  Includes longitudinal surveys and geospatial surveys.	Permanent	Retain as State Archives
13.6.4		Records relating to collaboration on research projects conducted by universities, schools or other agencies.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Parks research</i>				
13.6.5		<p>Records associated with the development of research into parks and reserves.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• working papers</li> <li>• literature searches</li> <li>• drafts</li> <li>• project reporting</li> <li>• research management correspondence</li> </ul>	Temporary	Destroy 5 years after action completed.
13.7	<b>Planning for management of parks and reserves</b>	<p>The activities associated with the development and approval of parks and reserves plans in accordance with the National Parks and Reserves Management Act 2002.</p> <p>Includes determination of services, needs, and solutions to those needs.</p> <p>Examples of plans include:</p> <ul style="list-style-type: none"> <li>• Management Plans</li> <li>• Site Plans</li> </ul> <p>See <b>APPEALS</b> for appeals made against Management Plans.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Planning for management of parks and reserves</i>				
13.7.1		Final copies of Management Plans for parks or reserves.  Includes: <ul style="list-style-type: none"> <li>• amendments</li> <li>• revocations</li> </ul>	Permanent	Retain as State Archives
13.7.2		Records relating to site plans for sites in parks and reserves.  Includes significant design and landscaping of visitor areas including reconstruction.  Examples of plans include: <ul style="list-style-type: none"> <li>• campground and day use layout</li> <li>• restoration of areas within forests, parks, reserves and public places</li> </ul>	Permanent	Retain as State Archives
13.7.3		Records relating to public consultation on management plans for parks. Includes submissions and representations.	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PARKS MANAGEMENT - Planning for management of parks and reserves</i>				
13.7.4		<p>Records used in the development of final management plans for parks or reserves. Includes:</p> <ul style="list-style-type: none"> <li>• working papers</li> <li>• draft plans</li> <li>• copies of reports</li> <li>• notices relating to consultation</li> </ul>	Temporary	Destroy 5 years after action completed.
13.8	<b>Site maintenance</b>	<p>The activities associated with the maintenance of assets and equipment located on parks and reserves.</p> <p>Examples of assets or equipment include:</p> <ul style="list-style-type: none"> <li>• fences</li> <li>• signs</li> <li>• tracks and trails</li> </ul> <p>See <b>PARKS MANAGEMENT - Heritage works management</b> the preservation, protection, maintenance, restoration and enhancement of historic and aboriginal sites.</p>		
13.8.1		Records relating to routine maintenance of assets and equipment including fences, signs, tracks and trails within a park or reserve.	Temporary	Destroy 5 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
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*PARKS MANAGEMENT - Site maintenance*

13.8.2		Records relating to actions taken to display traffic signs in parks and on reserves for the purpose of regulating speed, parking, or prohibiting traffic on designated roads.	Temporary	Destroy 5 years after action completed.
14	<b>PERMITS, LICENCES AND LEASES</b>	<p>The activities associated with the issuing of formal permission (permits, licences or leases) to authorise people to conduct activities (commercial or recreational) including:</p> <ul style="list-style-type: none"> <li>• activities on reserved land or national parks</li> <li>• activities that may affect objects or specimens of cultural significance</li> <li>• archaeological investigation on a site under the Aboriginal Relics Act (sect 14).</li> </ul> <p>Examples of permissions include:</p> <ul style="list-style-type: none"> <li>• national park passes</li> <li>• visitor research permits</li> <li>• commercial filming applications</li> <li>• licences or leases for commercial activities conducted on reserved land</li> </ul>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERMITS, LICENCES AND LEASES - Heritage permissions</i>				
		<p>Note: Leases authorise the exclusive occupation of land for fixed term and specific purpose, licences are agreements that authorise the use or occupation of reserved land for example, sale or hiring out of equipment, providing services such as guided tours.</p> <p>See <b>INVESTIGATIONS AND ENFORCEMENT</b> for inspections relating to permits.</p> <p>See <b>COMMUNITY ENGAGEMENT - Visitor administration</b> for records relating to visitor park passes and access arrangements.</p> <p>See <b>CONTRACTING-OUT</b> for the provision of services by an external contractor or consultant who is engaged by the agency.</p> <p>See DA 2157 Disposal Schedule for Common Administrative Functions <b>COMMUNITY RELATIONS - Enquiries</b> for general enquiries relating to Permits, Licences and Leases.</p> <p>See DS 2297 Disposal Schedule for Department of Primary Industry, Parks, Water &amp; Environment <b>LAND MANAGEMENT</b> for leasing-out Crown Land to another organisation or person for a specified period including shack sites.</p>		
14.1	<b>Heritage permissions</b>	Records relating to issuing permits, licences or leases to conduct activities that affect objects or places of cultural heritage value that are located within parks and reserves. Includes:		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERMITS, LICENCES AND LEASES - Heritage permissions</i>				
		<ul style="list-style-type: none"> <li>• archaeological investigation on a site under the Aboriginal Relics Act (sect 14)</li> </ul> <p>See <b>CULTURAL HERITAGE MANAGEMENT</b> the evaluation, conservation, protection, care and management of objects, places and sites of cultural heritage value (including Aboriginal cultural heritage value).</p> <p>See <b>PERMITS, LICENCES AND LEASES - Parks permissions</b> for issuing permits, licences, or leases to buildings, sites, facilities, or to conduct activities within parks and reserves.</p>		
14.1.1		<p>Records relating to issuing permits, licences or leases that authorise the holder to disturb land or objects.</p> <p>Includes records relating to permits issued relating to the excavation and investigation of non-Aboriginal sites.</p> <p>Examples of activities include:</p> <ul style="list-style-type: none"> <li>• use of sites</li> <li>• collection, removal, destruction, salvage and recording of rock art</li> </ul>	Permanent	Retain as State Archives
14.1.2		<p>Records relating to approvals to enter protected zones, and the issue of permits for the exploration of shipwrecks, and the disposal or recovery of objects.</p> <p>Includes conditions and restrictions on actions.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERMITS, LICENCES AND LEASES - Heritage permissions</i>				
14.1.3		Unsuccessful applications for permits, licences or leases.	Temporary	Destroy 10 years after action completed.
14.2	<b>Parks permissions</b>	<p>Records relating to issuing permits, licences, or leases to buildings, sites, facilities, or to conduct activities within parks and reserves.</p> <p>See <b>PERMITS, LICENCES AND LEASES - Heritage permissions</b> for issuing permits, licences or leases to conduct activities that affect objects or places of cultural heritage value that are located within parks and reserves.</p>		
14.2.1		<p>Records relating to the issue, transfer, or cancellation of permits, licences or leases longer than 50 years duration to another organisation or person for a specified period and agreed price.</p> <p>Includes permits, licences or leases relating to:</p> <ul style="list-style-type: none"> <li>• buildings, sites and facilities</li> <li>• conduct of activities within parks and reserves</li> </ul> <p>Includes the formal documentation setting out conditions, rights, and responsibilities of both parties.</p>	Permanent	Retain as State Archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERMITS, LICENCES AND LEASES - Parks permissions</i>				
14.2.2		Records relating to applications for licences to carry out scheduled works or activities involving: <ul style="list-style-type: none"> <li>• organisations who are significant creators of pollution within the local area</li> <li>• activities of major public interest or controversy</li> <li>• activities that are precedent setting or result in changes to the Department's policies or procedure</li> </ul>	Permanent	Retain as State Archives
14.2.3		Unsuccessful applications for permits, licences or leases.	Temporary	Destroy 10 years after action completed.
14.2.4		Records relating to routine permissions for temporary and routine activities.  Examples of activities include: <ul style="list-style-type: none"> <li>• camping</li> <li>• recreational uses of parks</li> <li>• temporary events</li> <li>• equipment hire</li> </ul>	Temporary	Destroy 2 years after action completed.