



Public Record Office Standard

PROS 04/01

# Authority

## Retention & Disposal Authority for Records of the Department of Primary Industries

Version 2017

Incorporating Variations 1 and 2

04/01	Issue Date: 25/10/2004	Expiry Date: 25/10/2014
Variation 1	Issue Date: 23/12/1013	Expiry Date: 31/12/2016
Variation 2	Issue Date: 03/02/2017	Expiry Date: 31/12/2019

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## Public Records Act 1973

(Section 12)

### **Retention and Disposal Authority for Records of the Department of Primary Industries**

Public Record Office Standard (PROS) 04/01

#### **Variation 1:**

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Primary Industries, issued as Public Record Office Standard (PROS) 04/01 on 25/10/2004, as follows:

#### **Extension of the application of this Standard until 31/12/2016**

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 23/12/2013

**Director and Keeper of Public Records**

# Public Records Act 1973

(Section 12)

## Retention and Disposal Authority for Records of the Department of Primary Industries

Public Record Office Standard (PROS) 04/01

### Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Department of Primary Industries, issued as Public Record Office Standard (PROS) 04/01 on 25/10/2004, as follows:

### Extension of the application of this Standard until 31/12/2019

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date: 03/02/2017

**Director and Keeper of Public Records**

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Under section 12 of the *Public Records Act* 1973, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

# 1 Introduction

## 1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

## 1.2 Context of this Authority

### 1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

### 1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### 1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

### 1.2.4 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

## 1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

## 1.4 Explanation of Authority Headings

### **CLASS NUMBER**

The class number or entry reference number provides citation and ease of reference.

### **DESCRIPTION**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

### **STATUS**

This entry provides the archival status of each class - either permanent or temporary.

### **CUSTODY**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

## 2 Concurrence of Public Office

This Authority has the concurrence of:

Name: Peter Harris Date: 14/9/2004

Signature: [Signed] Position: Secretary

## 3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Department of Primary Industries.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

**Justine Heazelwood**  
**Keeper of Public Records**

Date of Issue: 25/10/2004

## 4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Tim Weston

## 5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agencies records manager or the Public Records Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

Fax (03) 9348 5656

e-mail: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)

web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

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\* (Where retention or classification varies from or is not included in the General Retention & Disposal Authority for Records of Common Administrative Functions.)

## 7 The Retention and Disposal Authority

### ADMINISTRATION

	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>1.0.0</b>	<b>Planning and Reporting.</b> Planning and reporting processes concerning the administration of the organisation or any of its divisions or entities, including development, summaries/statistics and reports. For staff statistics & reports see Human Resources, GDS - Common Administrative Records. For financial statements see Financial Reporting, - GDS Common Administrative Records.		
<b>1.1.0</b>	<b>High-Level</b> Plans and reports that result in a significant change within the organisation, to its services, structure, programs or activities	<b>Permanent</b> Transfer to PROV once administrative use is concluded	<ul style="list-style-type: none"> <li>• Strategic plans</li> <li>• Corporate plans</li> <li>• Annual reports</li> <li>• Program evaluation</li> <li>• Auditor-General reports and correspondence</li> <li>• Project achievements</li> <li>• Organisational reviews and change projects</li> <li>• Output performance reports and support documents</li> </ul>
<b>1.2.0</b>	<b>Routine</b> Routine reports and reviews	<b>Temporary</b> Destroy once administrative use is concluded	<ul style="list-style-type: none"> <li>• Business area plans</li> <li>• Routine surveys</li> <li>• Internal audit reports</li> <li>• Compiled statistics</li> <li>• Program and project performance reviews</li> <li>• OHS reports/reviews</li> <li>• Safety reviews</li> <li>• Travel reports</li> </ul>
<b>1.3.0</b>	<b>Inputs to Planning and Reporting</b> Activities that support the preparation of corporate reports and plans. Includes but is not limited to Subsidiary reports and briefs Information and reference material	<b>Temporary</b> Destroy once administrative use is concluded.	<ul style="list-style-type: none"> <li>• Compiled statistics</li> <li>• Routine surveys/questionnaires</li> <li>• Program and project performance material</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>2.0.0 Process Improvement</b> Activities relating to identifying improvements to the efficiency and/or effectiveness of internal procedures and performance. For the process of implementing improvements, see 2.2.0 Project Management (Non-Contracted), 96/13 Version 2000 General Disposal Schedule – Common Administrative Records.		
<b>2.1.0 Standards</b> The implementation of standards to meet legislative or regulatory obligations, or the voluntary application of industry standards.		
<b>2.1.1 Review and Analysis of Current Practice</b> Comparison of current processes, system parameters, procedures and/or performance etc. against a standard or standards	<b>Temporary</b> Destroy 5 years after last access	<ul style="list-style-type: none"> <li>• Performance audit documentation</li> <li>• Process reviews and change projects</li> </ul>
<b>2.1.2 Standards Management</b> The process of reporting to external bodies with regard to meeting a standard or standards	<b>Temporary</b> Destroy 5 years after last access	<ul style="list-style-type: none"> <li>• Correspondence with external regulatory bodies or standards administrators</li> </ul>
<b>2.2.0 Benchmarking</b> The comparison of internal services and processes against other organisations, in order to achieve best practice. Includes but is not limited to the review and analysis of current practice, reporting, administration, and establishing and maintaining contact with external organisations.	<b>Temporary</b> Destroy 10 years after last access	<ul style="list-style-type: none"> <li>• Performance audit documentation</li> <li>• Benchmarking data</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>3.0.0</b>	<b>Risk Management and Insurance.</b>	
<b>3.1.0</b>	<b>Risk Management</b> The identification of risks and implementation of appropriate mitigation strategies.	<b>Temporary</b> Destroy 10 years after date of creation of the record.
		<ul style="list-style-type: none"> <li>• Reports</li> <li>• Risk investigations</li> <li>• Surveys</li> <li>• Risk assessments</li> <li>• Risk plans</li> <li>• Business continuity plans</li> <li>• Disaster recovery plans</li> </ul>
<b>3.2.0</b>	<b>Insurance</b> The process of taking out policies to cover customers and staff against injury or death, or to cover loss or damage to property or premises, and any claims made against such policies. Includes Public Liability and Professional Indemnity.	
<b>3.2.1</b>	<b>Insurance Registers</b>	<b>Temporary</b> Destroy 50 years after the date of the last entry.
		<ul style="list-style-type: none"> <li>• Register of indemnities</li> <li>• Claims register</li> </ul>
<b>3.2.2</b>	<b>Insurance Policies</b>	<b>Temporary</b> <b>Destroy 7 years after the policy has expired.</b>
		<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Insurance policies</li> <li>• Policy quotes</li> <li>• Renewal advice</li> </ul>
<b>3.2.3</b>	<b>Insurance Claims</b>	<b>Temporary</b> Destroy 7 years after all obligations or entitlements have concluded provided, in the case of a natural person, the claimant has reached 25 years of age.
		<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Claim documentation</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>4.0.0</b>	<b>Information Management.</b>	
<b>4.1.0</b>	<b>Control</b>	
	The process of setting and maintaining system/collection parameters that define how a system/collection is maintained, accessed and disposed of, by whom and under what circumstances.	
<b>4.1.1</b>	<b>Acquisition, Distribution and Disposal.</b>	
	The governance of the purchase or obtaining of information, its dissemination and direction to the relevant recipients, and its deletion or transfer to secondary storage when no longer active.	
	<b>Permanent</b>	
	Transfer to the PROV when administrative use has concluded	<ul style="list-style-type: none"> <li>• Disposal schedules</li> <li>• Collection policies and programs</li> <li>• Record creation and maintenance policy and procedures</li> <li>• Gifts and donations policy and procedures</li> <li>• Acquisition of library materials policy and procedures</li> <li>• Library loan policy and procedures</li> <li>• Mail and courier services policy and procedures</li> </ul>
<b>4.1.2</b>	<b>Conservation</b>	
	The process of maintaining a collection or an item within a collection in good condition and working order. This may include work undertaken by a trained conservator.	
	<b>Permanent</b>	
	Transfer to the PROV when administrative use is concluded	<ul style="list-style-type: none"> <li>• Preservation assessment surveys</li> <li>• Conservation works files</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>4.1.3 Intellectual Property</b> The ownership and use of information and knowledge within the possession of the Department. This includes but is not limited to information that is subject to a patent or to copyright.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use had concluded</p>	<ul style="list-style-type: none"> <li>• Intellectual property use policies and procedures</li> <li>• Patent/Copyright documentation</li> </ul>
<p><b>4.1.4 Security</b> The determination and management of access rights and responsibilities regarding information held by the Department</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Security/Access policies and procedures</li> </ul>
<p><b>4.1.5 Inventory</b> The identification and listing of information held within the Department or within Departmental sources.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Records register</li> <li>• Library collection register</li> <li>• Knowledge survey</li> <li>• Skills audit</li> </ul>
<p><b>4.1.6 Data Administration</b> Routine checking and maintenance of data held within databases to ensure continuing integrity.</p>	<p><b>Temporary</b> Destroy when administrative use ceases</p>	<ul style="list-style-type: none"> <li>• Activity logs</li> <li>• Data integrity tests</li> <li>• Data regeneration documentation</li> </ul>
<p><b>4.1.7 Data Capture</b> Policy, procedures and guides that set out what data should be captured, when and who by. This may include metadata and language controls.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Information capture policy and procedures</li> <li>• User manuals (in house developed systems only)</li> <li>• Data capture system specifications (in house developed systems only)</li> <li>• Thesaurus</li> <li>• Data dictionary</li> </ul>
<p><b>4.2.0 Communication</b> The development of communication capacity and capability, and the support of change management processes within the Department.</p>	<p><b>Temporary</b> Destroy when administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Internal memos</li> <li>• Project / staff newsletters</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>5.0.0 Technology and Telecommunications.</b> The management and implementation of Information Technology and/or Telecommunications services, process and projects. For Information Management see 4.0.0.		
<b>5.1.0 Reporting</b> The collection, analysis and presentation of statistics relating to information technology and/or telecommunications services, processes and projects.	<b>Temporary</b> Destroy 5 years after administrative use is concluded.	<ul style="list-style-type: none"> <li>• System downtime statistics</li> <li>• Network downtime statistics</li> <li>• Help desk statistics</li> </ul>
<b>5.2.0 Operations</b> The provision of IT and telecommunications operational services. Includes, but is not limited to, Help Desk, Back Office management, network services, Database administration, telecommunication services, maintenance agreements and software licence management.	<b>Temporary</b> Destroy 7 years after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Maintenance agreements</li> <li>• Software licence files</li> <li>• Help desk call logs</li> <li>• 'Back Office' documentation</li> <li>• Network documentation</li> <li>• Database documentation</li> <li>• Database 'Health Check' reports</li> </ul>
<b>5.3.0 System Design, Development and Delivery</b> The management of routine and ad hoc internal IT and telecommunications projects.	<b>Temporary</b> Destroy 10 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Software/ hardware upgrade project files</li> <li>• Software/ hardware review and evaluation files</li> <li>• Project documentation</li> <li>• Implementation plans</li> <li>• Project communication and change management files</li> <li>• Technical specifications</li> <li>• Functional specification</li> <li>• Project requests.</li> </ul>

## ADMINISTRATION

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>6.0.0</b>	<b>Legal Services</b>	
<b>6.1.0</b> <b>Litigation</b> The process of taking or defending actions within a court of law. Includes but is not limited to prosecution, defence and mediation.	<b>Temporary</b> Destroy 7 years after administrative use has concluded.	<ul style="list-style-type: none"> <li>• Consultation and discussion transcripts</li> <li>• Explanatory notes</li> <li>• Submissions and supporting documentation</li> <li>• Instructions to counsel</li> <li>• Drafts prepared by counsel</li> <li>• External legal advice (eg VGSO)</li> </ul>
<b>6.2.0</b> <b>Legal Documents</b> Preparation of legal documents. Includes proformas (eg standard contracts, agreements and schedules for attachment) and bespoke documents..	<b>Permanent</b> Transfer to PROV when administrative use is concluded.	<ul style="list-style-type: none"> <li>• Master copies of legal proformas (eg standard contracts, agreements and schedules for attachment)</li> <li>• Master copies of bespoke legal documents.</li> </ul>
<b>6.3.0</b> <b>Legal Advice</b> Provision of legal advice in relation to legislation and regulations or other agency matters.	<b>Permanent</b> Transfer to PROV when administrative use is concluded.	<ul style="list-style-type: none"> <li>• Internal legal advice</li> <li>• External legal advice provided (eg VGSO, external provider)</li> </ul>

## CUSTOMER AND COMMUNITY

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>7.0.0 Customer and Community Relations</b> For Enquiries and Advice see Enquiries - General Disposal Schedule - Common Administrative Records. For Exhibitions, Publicity, Displays and Publications see Publicity, Exhibitions and Publications – General Disposal Schedule - Common Administrative Records		
<b>7.1.0 Education &amp; Community Information</b> The delivery of education, training and information to members of any community or organisation regarding conditions, standards, regulations and legislation for which the Department has responsibility. For development, assessment or review of the education, training and/or information see 12.0.0 - Program Development.	<b>Temporary</b> Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Field diaries</li> <li>• Advice</li> <li>• Correspondence</li> <li>• Training materials</li> </ul>
<b>7.2.0 Community Capacity Building</b> The administration of volunteers, friends and community groups.	<b>Temporary</b> Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Community group files</li> <li>• Volunteer files</li> </ul>
<b>7.3.0 Donations</b> The receipt of goods, services or funding donated to the Department. Includes but is not limited to gifts and corporate sponsorship.	<b>Permanent</b> Transfer to the PROV when administrative use has concluded.	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Donation Files</li> </ul>
<b>7.4.0 Events</b> The planning and delivery of events held by the Department, including, but not limited to, celebrations, ceremonies, social functions , VIP visits and field days.	<b>Temporary</b> Destroy 5 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Event Files</li> <li>• Correspondence</li> </ul>

## CUSTOMER AND COMMUNITY

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>7.5.0 Public Reaction</b> Monitoring, tracking, responding and reporting on public reaction to Departmental programs, initiatives and decisions, or to incidents that fall within the Departments jurisdiction. For press cuttings see Publicity, Exhibitions and Publications – General Disposal Schedule – Common Administrative Records. For Enquiries see Enquiries Management – General Disposal Schedule – Common Administrative Records.</p>		
<p><b>7.5.1 Public Reaction resulting in Change</b> Reaction or feedback from the public arena that results in a change to Departmental policy, programs, initiatives and decisions that fall within the Department’s jurisdiction,</p>	<p><b>Permanent</b> Transfer to PROV when administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Petitions</li> <li>• Complaints</li> <li>• Comments or suggestions</li> <li>• Issue files</li> <li>• Reports</li> </ul>
<p><b>7.5.2 Public Reaction - Detailed</b> The management of detailed responses on, but not limited to, agency actions, policy and/or procedures.</p>	<p><b>Temporary</b> Destroy 5 years after administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Petitions</li> <li>• Complaints</li> <li>• Comments or suggestions</li> <li>• Issue files</li> <li>• Reports</li> </ul>
<p><b>7.5.3 Public Reaction - Routine</b> The management of pro forma or routine responses on, but not limited to, agency actions, policy and/or procedures.</p>	<p><b>Temporary</b> Destroy 2 years after administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Petitions</li> <li>• Complaints</li> <li>• Comments or suggestions</li> <li>• Issue files</li> <li>• Reports</li> </ul>

## NATURAL RESOURCE MANAGEMENT

	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>8.0.0</b>	<p><b>Regulation</b> The regulation of activities that fall under legislation and regulations for which the Department is responsible. Includes but is not limited to licensing, compliance monitoring, incident investigation and the application of the penalty process for non-compliance. For Prosecutions see Legal.</p>		
<b>8.1.0</b>	<p><b>Licence Registration</b> The registration of successful licence applicants. (For Compliance see 8.4.0)</p>	<p><b>Permanent</b> Transfer to PROV when administrative use ceases</p>	<ul style="list-style-type: none"> <li>• Licence register</li> </ul>
<b>8.2.0</b>	<p><b>Licensing (Allocation of Commercial Access to Resources)</b> Allocation of licences for the Commercial use of Crown Land and/or Resources. Includes but is not limited to Extractive, Minerals and Petroleum Exploration and Production Licences.</p>		
<b>8.2.1</b>	<p><b>Unsuccessful Applications</b> Submissions received from applicants which are not successful in receiving a licence.</p>		
<b>8.2.1.1</b>	<p><b>Extractive, Mineral and Petroleum Exploration and Production Licences</b> Licences sought under the Extractive, Minerals and Petroleum Acts.</p>	<p><b>Temporary</b> Destroy 20 years after last access</p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting documentation</li> <li>• Assessment documentation</li> </ul>
<b>8.2.1.2</b>	<p><b>Timber Licences</b> Licences sought under the Forests Act 1958.</p>	<p><b>Temporary</b> Destroy 5 years after last access</p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting documentation</li> <li>• Assessment documentation</li> </ul>
<b>8.2.1.3</b>	<p><b>Other Licences (Commercial Access to Resources)</b> Licences sought to gain commercial access to Crown resources.</p>	<p><b>Temporary</b> Destroy 2 years after last access</p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting documentation</li> <li>• Assessment documentation</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>8.2.2 Licence Administration/Renewal</b> The maintenance of documentation received in support of licence applications, licence details and conditions.</p>		<ul style="list-style-type: none"> <li>• Change of licensee details notification</li> <li>• Correspondence to licence holders</li> <li>• Assessment documentation (successful applications)</li> </ul>
<p><b>8.2.2.1 Mining and Mineral Exploration</b> Licences issued under the Mineral Development Resources Act 1990.</p>	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Change of licensee details notification</li> <li>• Correspondence to licence holders</li> <li>• Assessment documentation (successful applications)</li> </ul>
<p><b>8.2.2.2 Other Licences (Commercial Access to Resources)</b> Licences granting commercial access to Crown resources.</p>	<b>Temporary</b> Destroy 20 years following expiry of licence.	<ul style="list-style-type: none"> <li>• Change of licensee details notification</li> <li>• Correspondence to licence holders</li> <li>• Assessment documentation (successful applications)</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>8.3.0 Licensing (Activity-Based)</b> Allocation of licences for activities relating to Crown Resources. Includes but is not limited to Miners Rights and Recreational Fishing Licences.</p>		
<p><b>8.3.1 Fishing Licences</b> Licences issued under the Fisheries Act 1995.</p>	<p><b>Temporary</b> Destroy 5 years following expiry of licence</p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting documentation</li> <li>• Assessment documentation</li> <li>• Change of licensee details notification</li> <li>• Correspondence</li> <li>• Licence files.</li> </ul>
<p><b>8.3.2 Other Licences (Activity-Based)</b> Allocation of licences for activities relating to Crown Resources.</p>	<p><b>Temporary</b> Destroy 12 months following expiry of the licence.</p>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting documentation</li> <li>• Assessment documentation</li> <li>• Change of licensee details notification</li> <li>• Correspondence</li> <li>• Licence files.</li> </ul>
<p><b>8.4.0 Compliance Monitoring</b> The assessing of industry operators for adherence to the conditions, standards, regulations and legislation for which the Department has responsibility.</p>	<p><b>Temporary</b> Destroy 7 years after last access</p>	<ul style="list-style-type: none"> <li>• Investigation documentation</li> <li>• Compliance Reports</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>8.5.0 Incident Investigation</b> The investigation of incidents or accidents reported under legislation by operators within an industry.</p>		
<p><b>8.5.1 Incident Notification</b> The reporting of an incident by an industry operator or a member of the public which relates to a possible breach of regulations</p>	<p><b>Temporary</b> Destroy 7 years after date of last access</p>	<ul style="list-style-type: none"> <li>• Incident reports</li> <li>• Injury reports</li> <li>• Correspondence</li> </ul>
<p><b>8.5.2 Investigation</b> The investigation of a reported incident to determine whether a breach of regulations has occurred.</p>	<p><b>Temporary</b> Destroy 7 years after date of last access</p>	<ul style="list-style-type: none"> <li>• Investigation documentation</li> </ul>
<p><b>8.5.3 Incident Investigation Reporting</b> The reporting of investigation outcomes, and recommendations for further action.</p>	<p><b>Temporary</b> Destroy 30 years after date of last access</p>	<ul style="list-style-type: none"> <li>• Investigation reports</li> </ul>
<p><b>8.6.0 Issue of Penalties/ Remedial Actions</b> The issue of penalties or instruction for remedial actions to be undertaken in response to a breach of regulations. This includes, but is not limited to the awarding of fines, placing of restrictions on operations, removal of licence or permit, decontamination or cleaning of a licensed site, pest or weed eradication, or the repair or construction of facilities or fences.</p>	<p><b>Temporary</b> Destroy 7 years after date of last access</p>	<ul style="list-style-type: none"> <li>• Notices issued to licence/permit holder</li> <li>• Penalty register</li> <li>• Penalty correspondence</li> <li>• Remedial action correspondence</li> <li>• Remedial action inspection reports</li> </ul>
<p><b>8.7.0 Lodgement of Statutory Reports</b> Reports, information and/or data required by legislation to be lodged under the following Acts: Mineral Resources Development 1990 Extractive Industries Development 1995 Petroleum Act 1998 Petroleum (Submerged Lands) Acts 1967 (Cwth) and 1982 (Victoria).</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use is concluded and legislative obligations are discharged.</p>	<ul style="list-style-type: none"> <li>• Mineral and petroleum exploration reports</li> <li>• Well logs</li> <li>• Acromagnetic datasets</li> <li>• Seismic datasets.</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>9.0.0 Resource Protection, Conservation and Utilisation.</b> For Marketing see 13.00, for Program Development see 12.0.0. For Policy affecting the management of natural resources see General Authority Common Administrative Records – Policy.</p>		
<p><b>9.1.0 Management Plans</b> The management and implementation of strategies or programs that protect resources, prepare for incidents and/or known risks, or set standards regarding resource use.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Resource management plans</li> <li>• Regional management plans</li> <li>• Regional catchment strategies</li> <li>• Correspondence</li> </ul>
<p><b>9.2.0 Biodiversity</b> Includes, but is not limited to, nature conservation on private land, habitat management and/or ecological burning, non-threatened species, threatened species, problem wildlife, and terrestrial, marine and freshwater ecosystems.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Problem wildlife correspondence</li> <li>• Ecosystem management correspondence.</li> <li>• Threatened species records</li> <li>• Ecological burn records</li> </ul>
<p><b>9.3.0 Biosecurity</b> Activities that assist the Department in avoiding or reducing the impact of disease, infestation or pathogen attack. This includes but is not limited to pests, weeds and fungal infestations.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Biosecurity files</li> <li>• Correspondence</li> <li>• Reports</li> <li>• Action plans</li> <li>• Noxious weed and vermin documentation</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>10.0.0 Natural Resource Information</b> The compilation and maintenance of collections of information and datasets relating to natural resources. Includes, but is not limited to, information collected by the department, and information from external sources that is lodged with the department under legislation. For Information Management see 4.0.0.</p>	<p><b>Permanent</b> Transfer to the PROV when administrative is concluded</p>	<ul style="list-style-type: none"> <li>• Topographical maps</li> <li>• Aerial photographs</li> <li>• Datasets</li> <li>• Registers</li> <li>• Land use maps</li> <li>• Air photo interpretation</li> <li>• Statewide forest resource inventory</li> <li>• Remote sensing data</li> <li>• Oil &amp; gas production statistics</li> <li>• Petroleum reserves assessment</li> </ul>
<p><b>10.1.0 Inventory</b> Master copies of natural resource information or data in any format, including, but not limited to, maps, photographs, registers, datasets, statistics, and analytical results.</p>		

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>11.0.0 Research</b> A systematic program of examination and analysis to further knowledge and current understanding.		
<b>11.1.0 Registration of Research Program</b> The recording of research projects undertaken by an organisation	<b>Permanent</b> Transfer to PROV when administrative use is concluded	<ul style="list-style-type: none"> <li>• Research register</li> </ul>
<b>11.2.0 Fund Management</b> The allocation of discretionary funds to research projects or programs. For Financial records see Finance and Accounting, GDS – Common Administrative Records	<b>Temporary</b> Destroy 10 years following completion of project	<ul style="list-style-type: none"> <li>• Applications (unsuccessful and successful)</li> <li>• Funding/grant submissions</li> <li>• Working papers for fund distribution</li> </ul>
<b>11.3.0 Administration of Research Program</b> The approval of research projects, management and interim reporting on research progress. Includes the formulation of applications for ethical clearance	<b>Temporary</b> Destroy 10 years from date of last access	<ul style="list-style-type: none"> <li>• Project approval applications</li> <li>• Project resource allocation</li> <li>• Correspondence with other research groups, research partners and stakeholders</li> <li>• Annual project progress reports</li> <li>• Applications for ethical clearance</li> <li>• Reports to research partners and co-investors</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>11.4.0 Collection and Analysis of Data</b> The observation, recording and analysis of research results. For Lodgement of Statutory Reports see 10.7.0.</p>	<p><b>Temporary</b> Destroy 20 years from date of completion of research program</p>	<ul style="list-style-type: none"> <li>• Experimental results/readings</li> <li>• Photographs and other recordings of experimental outcomes</li> <li>• Datasets</li> <li>• Observations</li> <li>• Field notes</li> <li>• Diagrams</li> <li>• Graphs</li> <li>• Conclusions</li> <li>• Laboratory note books</li> </ul>
<p><b>11.4.1 Other Data</b> Research data and results for all research projects.</p>		

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>11.5.0 Research Outcomes</b> Publication or final presentation of results of research projects		
<b>11.5.1 High Public Interest</b> Those outcomes that become of high-interest, or the subject of widespread debate and/or contention in the public arena, usually, but not limited to, through the daily media. Also, those outcomes that result in legislative change.	<b>Permanent</b> Transfer to the PROV when administrative use is concluded	<ul style="list-style-type: none"> <li>• Drafts for publication in external publications</li> <li>• Final research reports and associated documentation (e.g. videos, sound recordings etc.)</li> <li>• Legislative action plans.</li> </ul>
<b>11.5.2 Paradigm Shifting</b> Those outcomes which change the commonly held view or approach, alter or vary the typical example, representative case or epitome for a subject, irrespective of the field in which the research is conducted.	<b>Permanent</b> Transfer to the PROV when administrative use is concluded	<ul style="list-style-type: none"> <li>• Drafts for publication in external publications</li> <li>• Final research reports and associated documentation (e.g. videos, sound recordings etc.)</li> </ul>
<b>11.5.3 Other</b>	<b>Temporary</b> Destroy 15 years from date of issue	<ul style="list-style-type: none"> <li>• Drafts for publication in external publications ('Copy')</li> <li>• Final research reports and associated documentation (e.g. videos, sound recordings etc.)</li> </ul>
<b>11.6.0 Intellectual Property</b> The identification, registration and use of intellectual assets resulting from research programs. For the management of Intellectual Property, see (4.1.3)	<b>Permanent</b> Transfer to PROV when administrative use is concluded	<ul style="list-style-type: none"> <li>• Patent applications and documentation</li> <li>• Copyright registration and documentation</li> </ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<p><b>12.0.0 Program Development</b> Development and implementation of initiatives and programs. Includes but is not limited to industry and community development, heritage and cultural programs, conservation and environmental policy initiatives, joint ventures and service development. For Finance see Finance and Accounting – General Disposal Schedule Common Administrative Records. For Marketing and Communication see Publicity, Exhibitions and Publications – General Disposal Schedule - Common Administrative Records</p>		
<p><b>12.1.0 Program Establishment and Review</b> Development and implementation of initiatives and programs. Includes scoping, consultation and marketing phases of program establishment.</p>		
<p><b>12.1.1 Minister Approved</b></p>	<p><b>Permanent</b> Transfer to PROV once administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Project files</li> <li>• Program documentation</li> <li>• Correspondence</li> <li>• Implementation files</li> <li>• Reports</li> <li>• Surveys/feedback</li> <li>• Seminar development files</li> <li>• Program performance reports</li> </ul>
<p><b>12.1.2 Minor</b></p>	<p><b>Temporary</b> Destroy 7 years after administrative use is concluded.</p>	<ul style="list-style-type: none"> <li>• Project files</li> <li>• Program documentation</li> <li>• Correspondence</li> <li>• Implementation files</li> <li>• Reports</li> <li>• Surveys/feedback</li> <li>• Seminar development files</li> <li>• Program performance reports</li> </ul>

## NATURAL RESOURCE MANAGEMENT

	DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
12.2.0	<b>Program Administration</b> Routine administration of programs	<b>Temporary</b> Destroy when administrative use is concluded	<ul style="list-style-type: none"><li>• Correspondence</li><li>• Routine surveys/ feedback</li><li>• Compiled statistics</li></ul>
12.3.0	<b>Non-established Projects</b> Projects that do not proceed beyond the proposal phase	<b>Temporary</b> Destroy 7 years after final reference	<ul style="list-style-type: none"><li>• Proposals</li><li>• Supporting documentation</li></ul>

## NATURAL RESOURCE MANAGEMENT

DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS Include
<b>13.0.0 Marketing</b> The promotion and sale of products derived from natural resources. Includes but is not limited to the marketing of agricultural and fisheries produce, minerals and energy, and timber products and their derivatives.	<b>Temporary</b> Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Market research</li> <li>• Forecasting documentation</li> <li>• Promotional material</li> <li>• Product evaluation</li> <li>• Pricing</li> </ul>
<b>13.1.0 Marketing</b> Includes but is not limited to market research, market forecasts, product pricing, product evaluation and promotion.		

**END OF DOCUMENT**