



Public Record Office Standard

PROS 05/09

Authority

Retention & Disposal Authority for Records of the Department of Sustainability & Environment

Version 2017

Incorporating Variations 1 & 2

05/09

Variation 1

Variation 2

Issue Date: 27/01/2006

Issue Date: 23/12/2013

Issue Date: 03/02/2017

Expiry Date: 27/01/2016

Expiry Date: 31/12/2016

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 Sustainability & Environment

Public Record Office Standard (PROS) 05/09

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Retention and Disposal Authority for Records of the Department of Sustainability & Environment, issued as Public Record Office Standard (PROS) 05/09 on 27/01/2006, 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 Sustainability & Environment

Public Record Office Standard (PROS) 05/09

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Retention and Disposal Authority for Records of the Department of Sustainability & Environment, issued as Public Record Office Standard (PROS) 05/09 on 27/01/2006, 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. 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: Phillip Reed

Position: Acting Secretary

Signature: [Signed]

Date: 12/1/2006

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 Sustainability & Environment.

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 Heazlewood
Keeper of Public Records

Date of Issue: 27/1/2006

4 Acknowledgments

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

Astrid D'Silva

5 Further Information

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

Public Record Office Victoria

 (03) 9348 5600

e-mail: agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

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7 Retention & Disposal Authority

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>Natural Resource Information The compilation and maintenance of collections of information and datasets relating to natural resources.</p> <p>Includes, information collected by the department, and information from external sources that is lodged with the department under legislation.</p>		
1.1.0	<p>Master Inventory Master copies of natural resource information or data in any format, including, maps, photographs, registers, datasets, statistics, and analytical results.</p> <p>Records include flora and fauna data surveys, state water inventory, water quality database, Energy Data Management (EDaM) database, state water accounts, index of stream condition, groundwater management/bore database, Victorian flood database, Victorian map (Vicmap) database, topographical maps, aerial photographs, datasets, registers, land use maps, air photo interpretation, state-wide forest resource inventory, and remote sensing data.</p>	<p>Permanent Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.0.0	<p>Licensing</p> <p>The licensing of activities that fall under legislation and regulations for which the Department is responsible.</p> <p>Includes licence issue, renewals, and unsuccessful applications.</p>		
2.1.0	<p>Licensing (Allocation of Commercial Access to Resources)</p> <p>Allocation of licences for the Commercial use of Crown Land and/or Resources</p> <p>Includes Commercial Wildlife licences and Forest Produce licencing (sawlog, pulpwood, sand removal, seed collection, salt harvesting etc.).</p>		
2.1.1	<p>Licence Registration – Commercial Access to Resources</p> <p>The registration of successful licence applicants for commercial use of Crown Land and/or resources.</p> <p>Includes licence registers.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
2.1.2	<p>Unsuccessful Applications – Commercial Access to Resources</p> <p>Submissions received from applicants which are not successful in receiving a licence. Includes application forms, supporting documentation and assessment documentation.</p>	<p>Temporary</p> <p>Agency to destroy 2 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.1.3	<p>Licence Administration/Renewal (Commercial Access to Resources)</p> <p>The maintenance of documentation received in support of licence applications, licence details and conditions.</p> <p>Includes change of licensee details, correspondence with licensees, and assessment documentation (successful applicants).</p>	<p>Temporary</p> <p>Agency to destroy 20 years after date of licence expiry/ cancellation.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.2.0	<p>Licensing (Activity-Based)</p> <p>Allocation of licences for activities relating to Crown Resources that are not commercially based.</p> <p>Includes Forest Operator licences and allocation orders (under the Sustainable Forests (Timber) Act 2004), Game licences, Private Wildlife licences, registration of Scent-trailing Hounds, Import-Export permits and wildlife destruction permits.</p> <p>This category also covers notifications and mandatory testing carried out as part of regulating activities relating to Crown resources.</p>		
2.2.1	<p>Licence Registration – Activity-Based</p> <p>The registration of successful licence applicants for activities relating to Crown Resources that are not commercially based.</p> <p>Includes licence registers.</p>	<p>Temporary</p> <p>Agency to destroy 25 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
2.2.2	<p>Unsuccessful Applications – Activity-based</p> <p>Submissions received from applicants which are not successful in receiving a licence.</p> <p>Includes application forms, supporting documentation and assessment documentation.</p>	<p>Temporary</p> <p>Agency to destroy 6 months after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.2.3	<p>Licence Administration/Renewal</p> <p>The maintenance of documentation received in support of licence applications, licence details and conditions.</p> <p>Includes change of licensee details, correspondence with licensees, and assessment documentation (successful applicants).</p>	<p>Temporary</p> <p>Agency to destroy 12 months after date of licence expiry/ cancellation.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
2.2.4	<p>Notifications and Tests</p> <p>Includes Waterfowl Identification Tests, Hound Hunting Tests, Wildlife (Bird) Sale Returns, Acquisition or Disposal of Wildlife (Schedule 4) notifications and Returns for Wildlife.</p>	<p>Temporary</p> <p>Agency to destroy 12 months after date of test/receipt.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.0.0	<p>Compliance Regulation</p> <p>The regulation of activities (licensed or otherwise) that fall under legislation and regulations for which the Department is responsible.</p> <p>Includes compliance monitoring, incident investigation and the application of the penalty process for non-compliance.</p>		
3.1.0	<p>Compliance Monitoring</p> <p>The assessment/audit of industry operators for adherence to the conditions, standards, regulations and legislation for which the Department has responsibility.</p> <p>Includes investigation documentation and compliance reports.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.2.0	<p>Incident Investigation</p> <p>The investigation of incidents or accidents reported under legislation by operators within an industry.</p>		
3.2.1	<p>Incident Notification</p> <p>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>Includes incident reports and injury reports.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
3.2.2	<p>Investigation</p> <p>The investigation of a reported incident to determine whether a breach of regulations has occurred.</p> <p>Includes investigation documentation.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.2.3	<p>Incident Investigation Reporting</p> <p>The reporting of investigation outcomes, and recommendations for further action.</p> <p>Includes investigation reports.</p>	<p>Temporary</p> <p>Agency to destroy 30 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.2.4	<p>Authorisation/Delegation to be an Investigator/Powers of Arrest.</p> <p>The authorisation of relevant DSE staff to investigate, issue penalties to and/or arrest non-compliant licence holders, trespassers, and/or other transgressors.</p> <p>Includes the register of delegations and authorities.</p>	<p>Temporary</p> <p>Agency to destroy 30 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
3.3.0	<p>Issue of Penalties/ Remedial Actions</p> <p>The issue of penalties or instruction for remedial actions to be undertaken in response to a breach of regulations. This Includes 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>Temporary</p> <p>Agency to destroy 7 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
4.0.0	<p>Statutory Reporting and Planning</p> <p>Reports, plans, information and/or data required by legislation to be lodged under the following Acts:</p> <ul style="list-style-type: none"> • Survey Coordination Act 1958 • Water Act 1989 <p>Includes annual reports, water plans, dam safety and infrastructure risk reports, and Vicmap digital mapping datasets.</p>		
4.1.0	<p>Lodgement of Statutory Reports/Plans</p> <p>Delivery of statutory reports and/or plans to the Department by reporting authorities, agencies and other parties defined by legislation.</p>	<p>Permanent.</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
4.2.0	<p>Instructions for Statutory Reports/Plans</p> <p>Instructions issued by DSE to relevant authorities/bodies for the preparation (format, content, timeframe etc.) of statutory reports/plans to be lodged with the Department.</p> <p>Includes correspondence, templates/pro formas, and review/feedback provided by DSE.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
5.0.0	Geographic Naming Process of determining and gazetting names to localities, places and geographic areas.		
5.1.0	Geographic Naming Includes place name registers, geographic name register and place name files.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded. Electronic records are to be transferred in VEO format.

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
6.0.0	<p>Valuer-General</p> <p>The process of administering the Valuation of Land Act 1960, including the valuation of government assets and resources, and to superintend the valuation of land by Municipalities.</p>		
6.1.0	<p>Government Property History</p> <p>The valuation of government land and buildings for the purposes of sales, insurance and annual reporting.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
6.2.0	<p>Government Resource Valuation</p> <p>The valuation of government resources including forests, for the purposes of insurance, royalties and annual reporting.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
6.3.0	<p>Regulation of Municipal Valuations</p> <p>Includes, monitoring valuation practices, determining valuation standards and mediation of municipal valuation disputes.</p> <p>Record examples include but are not limited to correspondence with municipal councils.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.0.0	<p>Land and Water Regulation</p> <p>Regulation of Land and Water under the following Acts:</p> <ul style="list-style-type: none"> • Catchment and Land Protection Act 1994 • Forests Act 1958 • National Parks Act 1975 • Land Act 1958 • Crown Land (Reserves) Act 1978 • Alpine Resorts (Management) Act 1997 • Coastal Management Act 1995 • Water Act 1989 <p>Safety on Public Land Act 2004.</p>		
7.1.0	<p>Policy, Planning and Strategy</p> <p>Those higher level functions that relate to monitoring, conserving, or improving Land and Water resources. Includes management plans, action plans, port management, alpine safety, land use/status, reservation of land, revocation of reservations, sustainable water strategies, environmental water reserves, catchment management (including boundaries of districts), hardwood log allocation, wood utilisation plans, dredging, authorisations, land disposal, land transfer (Crown Land), and land acquisition.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.2.0	<p>Timber Harvesting</p> <p>Includes harvesting files, wood utilisation procedures, and records of log grading, log cartage and log dumps.</p>	<p>Temporary</p> <p>Agency to destroy 50 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.3.0	<p>Public Safety Zones</p> <p>Declarations of public safety zones for timber harvesting operations.</p> <p>Includes public safety zone files, and preparation for Government Gazette notices.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
7.4.0	<p>Land Occupation, Management & Disposal</p> <p>Includes the disposal, transfer and acquisition of land, land assessments and inspections.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.5.0	<p>Water Entitlements Registration</p> <p>The allocation of water rights and entitlements under the Water Act 1989.</p> <p>Includes registers for bulk water entitlements and other water permits allocated by the Department.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.6.0	<p>Water Allocation Management</p> <p>The management of the allocation of water rights and entitlements under the Water Act 1989 to water authorities and catchment management authorities.</p> <p>Includes memorandums of understanding, water transfer documentation and contracts.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
7.7.0	<p>District and Boundary Management</p> <p>The allocation and variation of districts or boundaries for DSE authorities eg. catchment management authorities and water and sewerage management districts.</p> <p>Includes ministerial orders, Government Gazettal's, and associated formal maps.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.8.0	<p>Delegations of Ministerial Authority</p> <p>Instruments by which power is delegated by the Minister to an officer to act on the Minister's behalf where such delegation is defined by legislation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
7.9.0	<p>Native Title Claims</p> <p>An application for Crown Land to be returned to the traditional owners.</p> <p>Includes claim files and claim resolution documentation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
8.0.0	<p>Surveying</p> <p>The duties of the Surveyor General as established by the Survey Coordination Act 1948.</p> <p>This does not include surveys which take the form of questionnaires.</p>		
8.1.0	<p>Registration of Surveyors</p> <p>The summary record of all surveyors registered in Victoria.</p> <p>Includes the Register of Surveyors.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
8.2.0	<p>Applications for Registration</p> <p>Includes correspondence between the Surveyor General and surveyors/applicants.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.0.0	<p>Resource Protection, Conservation and Utilisation.</p> <p>For Natural Resource Information see 1.0 For Program Development see 19.0. For Policy affecting the management of natural resources see General RDA for Common Administrative Records – Policy.</p>		
9.1.0	<p>Strategy and Planning</p> <p>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>Includes resource management plans, silvicultural systems, regional management plans, regional catchment strategies, drought management and response plans, flood plans and warning systems, regional river health plans, fire preparedness plans, groundwater, streamflow and floodplain management plans.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.,</p>
9.2.0	<p>Biodiversity</p> <p>Includes, 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>Records include correspondence on problem wildlife and ecosystem management, threatened species records and ecological burn records.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.3.0	<p>Biosecurity</p> <p>Activities that assist the Department in avoiding or reducing the impact of disease, infestation or pathogen attack.</p> <p>This includes pests, weeds and fungal infestations.</p> <p>Records include biosecurity files, action plans, reports, noxious weed and vermin correspondence.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
9.4.0	<p>Roads and Facilities</p> <p>The construction and maintenance of roads and facilities for the use of the public and by Departmental staff.</p> <p>For Facility construction files see General RDA for Common Administrative Records.</p>		
9.4.1	<p>Construction Projects – Environmental Impact Statements</p> <p>Investigations into potential impact on the environment due to road and facility construction projects.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
9.4.2	<p>Road Design and Engineering</p> <p>The design and construction of roads for the use of the public and by Departmental staff</p> <p>Includes fire and access roads.</p> <p>For topographical maps see 1.1.0.</p>	<p>Temporary</p> <p>Destroy 50 years after project has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.4.3	<p>Road Maintenance</p> <p>The ongoing maintenance and repair of roads and facilities.</p> <p>Includes road and facility maintenance files.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
9.5.0	<p>Fire Preparedness</p> <p>Activities that assist the Department in avoiding or reducing the impact of fire</p> <p>This Includes Fuel Reduction Burning.</p> <p>Records include preparedness files, prescribed burning files and action plans.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
9.6.0	<p>Incident Response</p> <p>The process of responding to an incident that represents a threat to Departmental controlled resources and/or areas of responsibility.</p> <p>Includes, fire, disease, infestation and pathogens. For Fire Action Plans, see Management Plans 11.1.0.</p>		
9.6.1	<p>Fire Control Operations</p> <p>The personnel, equipment and tactics used for containment and suppression of fire outbreaks that occur on crown land.</p> <p>Includes operational records and reports, and radio logs.</p>	<p>Temporary</p> <p>Agency to destroy 50 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
9.6.2	<p>Fire Control Analysis and Reports that Result in Change.</p> <p>Where changes are made to Department policy, procedures and/or plans as a result of incident response analysis and reporting. Includes post incident analysis and reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer to PROV when administrative use has concluded.</p>
9.6.3	<p>Fire Control Analysis and Reports – Routine</p> <p>Where no changes are required to be made to Department policy, procedures and/or plans as a result of incident response analysis and reporting. Includes post incident analysis and reports.</p>	<p>Temporary</p> <p>Agency to destroy 50 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
9.6.4	<p>Disease, Infestation and Pathogen Response</p> <p>Planning and response for the infection of natural resources by contagions, pests or blights.</p> <p>Includes incident notifications, action plans, implementation planning records and incident response reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
9.7.0	<p>Recovery/Rehabilitation</p> <p>The process of assisting in the recovery or rehabilitation of Departmental controlled resources following an incident.</p> <p>Includes, tree regeneration, reforestation, tree thinning and land regeneration.</p> <p>Records include action plans, implementation records, monitoring of recovery, and recovery/rehabilitation reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.0.0	<p>Research.</p> <p>A systematic program of examination and analysis to further knowledge and current understanding.</p> <p>For studies relating to heritage sites, see section 16.0.</p> <p>For research papers regarding historic place management, see section 17.0.</p>		
10.1.0	<p>Registration of Research Program</p> <p>The summary record of research projects. Includes research registers.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>
10.2.0	<p>Funding</p> <p>The receipt of external grant funding and internal discretionary distribution of funds to DSE research projects or programs.</p> <p>For Financial records see General RDA for Common Administrative Records - Finance Management. Includes applications (successful and unsuccessful), funding grant submissions, and working papers for fund distribution.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after date of project completion.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
10.3.0	<p>Administration of Research Program</p> <p>The approval of research projects, management and interim reporting on research progress. Includes the formulation of applications for ethical clearance.</p> <p>Includes project approval applications, project resource allocation, correspondence with other research groups, partners and stakeholders, annual project progress reports, and applications for ethical clearance.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after date of last access.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.4.0	<p>Collection and Analysis of Data</p> <p>The observation, recording and analysis of research results.</p> <p>For Lodgement of Statutory Reports see 4.1.0.</p>		
10.4.1	<p>Forestry Research Data</p> <p>Research data and results relating to forestry research projects.</p> <p>Includes photographs, datasets, observations, and field notes.</p>	<p>Temporary</p> <p>Agency to destroy 50 years after date of research program completion.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
10.4.2	<p>Other (Non-Forestry) Research Data</p> <p>Research data and results for all research projects except forestry research projects.</p> <p>Includes experimental results/readings, photographs and other recordings of experimental outcomes, datasets, observations, field notes, diagrams, graphs, conclusions and laboratory note books.</p>	<p>Temporary</p> <p>Agency to destroy 20 years after the date of research program completion.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
10.5.0	<p>Research Outcomes</p> <p>Publication or final presentation of results of research projects.</p>		

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.5.1	<p>Research Outcomes - High Public Interest</p> <p>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.</p> <p>Also, those outcomes that result in legislative change.</p> <p>Includes drafts for publication in external publications, final research reports and associated documentation (eg videos, sound recordings etc.) and legislative action plans.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
10.5.2	<p>Research Outcomes - Paradigm Shifting</p> <p>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.</p> <p>Includes drafts for publication in external publications, and final research reports and associated documentation (eg videos, sound recordings etc.)</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
10.5.3	<p>Research Outcomes - Other</p> <p>Research outcomes that do not fall under 14.5.1 and 14.5.2.</p> <p>Includes drafts for publication in external publications and final research reports and associated documentation (eg videos, sound recordings etc.)</p>	<p>Temporary</p> <p>Agency to destroy 15 years from date of issue.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

NATURAL RESOURCE MANAGEMENT			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
10.6.0	<p>Intellectual Property Registration of Research Outcomes</p> <p>The identification, registration and use of intellectual assets resulting from research programs.</p> <p>Includes patent applications and documentation, and copyright registration and documentation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded.</p> <p>Electronic records are to be transferred in VEO format.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.0.0	<p>Statutory & Strategic Planning and Policy</p> <p>Strategic Planning and Policy establishes standards and codes of practice that identify, levels of performance and appropriate methods.</p> <p>These include:</p> <ul style="list-style-type: none"> • Codes of Practice • Design Guides • Research and data collection for strategic planning • Victoria's Planning Provisions • Building Policy • Issue papers. 		
11.1.0	<p>Strategic Planning Policy</p> <p>Developing a vision and strategic directions regarding existing and future land use within a Local Government Authority (LGA).</p> <p>Includes Planning Reform and State Planning Agenda.</p> <p>Includes original copies of LGA/other strategic statement, strategy plans and issue papers.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
11.2.0	<p>Standards & Codes of Practice.</p> <p>Includes master copies of the minutes of working parties, codes of practice and code of practice subject files.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
11.3.0	<p>Standards & Codes of Practice Facilitation</p> <p>Documentation supporting the development, management and distribution of Standards and Codes of Practice.</p> <p>Includes minor drafts and reference material.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
11.4.0	<p>Local Structure Plans – Master Plans for inclusion in Planning Schemes.</p> <p>Specification of local provisions to be included in planning schemes issued under the Planning & Environment Act 1987.</p> <p>Includes master plan and urban design framework documents, strategic statements and specifications.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
11.5.0	<p>Design Advice</p> <p>Provided to DSE funded local structure plans and master plans.</p> <p>Includes correspondence, minutes, reviews, reports, guidelines, and planning practices notes.</p>	<p>Temporary</p> <p>Agency to destroy 10 years from the date of project implementation.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.0.0	<p>Planning Scheme Management</p> <p>The Planning Scheme sets out policies, regulations and controls for the use, designation, development and protection of land.</p> <p>It consists of maps and ordinances.</p> <p>It can remove, vary or create conditions for property.</p>		
12.1.0	<p>Establishment and Amendment</p> <p>The establishment of planning scheme controls and the provisions by which they may be amended or exemptions may be identified</p> <p>Includes master copies or originals of the following: Ministerial directions, planning scheme ordinance, development plans, interim development orders, Section 173 Agreements, exhibition and adopted copy, planning authority (Council) explanatory reports, planning scheme maps, existing condition maps, review panel reports, planning panel and advisory committee reports, certificates of compliance, planning scheme amendments authorisation, approval and certification.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
12.2.0	<p>Planning Permit Management - Minister as responsible authority</p> <p>Regulating the planned use of land or buildings through the issue of permits, including Central City development permits.</p> <p>Includes approval/permit files, applications and supporting documentation, objections, appeals, infringement notices and enforcement orders.</p>	<p>Temporary</p> <p>Agency to destroy 75 years after issue of permit or 15 years after land use discontinued, whichever is later.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
12.3.0	<p>Planning Schemes and Planning Permits – Registration and Control</p> <p>Summary record of planning schemes and planning register management.</p> <p>Includes registers/indexes of certificates, applications and approvals of permits.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
12.4.0	<p>Planning Certificates</p> <p>A certificate detailing the effect of the relevant planning scheme zone and overlay requirements on the land at the date of issue.</p> <p>Includes planning certificates and applications.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after certificate issue.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
13.0.0	Planning Panels Planning Panels provide an opportunity for applicants and appellants to be heard in an independent forum.		
13.1.0	Planning Panel Decision Report Independent advice to the planning authority and Minister for Planning about decisions, amendments, and submissions prepared and submitted by the panel under section 96E of the Planning and Environment (Planning Schemes) Act 1996.		
13.1.1	Summary Planning Panel Records Summary record of Planning Panel Decision Reports. Includes the Register of Planning Panel Decision Reports, and Priority Development Panel records.	Permanent Retain as State Archives.	Transfer hard copy or electronic copy to PROV when administrative use is concluded Electronic records are to be transferred in VEO format
13.1.2	Master Copy – Decision Reports Includes decision reports prepared and submitted by the planning panel to the minister and supporting documentation.	Permanent Retain as State Archives	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
13.1.3	Reference Set – Decision Reports Includes working copies of decision reports.	Temporary Destroy 15 years after decision was made.	Hold in agency or APROSS pending destruction. Electronic records should be maintained in readable format pending destruction.

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
14.0.0	<p>Land Monitoring</p> <p>Land Monitoring ensures that the purchase, compulsory acquisition and sale of land by all government agencies is undertaken in accordance with Government policy.</p>		
14.1.0	<p>Monitoring and Decision Evidence</p> <p>Critical evidence of the monitoring and subsequent decision regarding the purchase, compulsory acquisition and sale of government property.</p> <p>Includes Government Land Monitoring Unit submission forms, internal reports and recommendations, consultants reports, assessment records, determination notifications, valuation conference records and monthly/quarterly reports.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
14.2.0	<p>Private Treaty Sales Register</p> <p>Information concerning property transactions of Crown Land pursuant to the Land Act. (includes s99A of Land Act sales).</p> <p>Includes the database of registrations and transactions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
15.0.0	<p>Analysis, Review, Forecasting and Market Information</p> <p>Research undertaken to support planning and other functions.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Production of demographic information to help understand urban and regional change • Market trends and changes information • Research to support land use strategies <p>For Program development, implementation and operation see 19.0.0.</p>		
15.1.0	<p>Results, Findings and Recommendations</p> <p>Includes information and data sourced externally to the Department (ie collected by other Government bodies) that has been collected and substantially developed for Departmental use and cannot be recovered from primary sources.</p> <p>This includes information relating to:</p> <ul style="list-style-type: none"> • Urban centres and rural locations • Towns in Time • Employment • Historical population statistics. <p>Includes research, project and statistical files, project reports, minutes of the Strategy Group, decision papers, Legislative Action plans, regulation amendments and Land Use publications.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

PLANNING, LAND USE AND MONITORING			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
15.2.0	<p>Results, Findings and Recommendations - Inputs</p> <p>Information used in the development of results and findings.</p> <p>Includes checklists, superseded summaries, drafts and ABS data.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use is concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.0.0	<p>Heritage</p> <p>This function includes:</p> <ul style="list-style-type: none"> • the assessment and decision making for protection of places, objects • advice to and liaison with government • initiation and the undertaking of programs of research • promotion of public understanding and development of community education programs. <p>Heritage functions are derived from various acts and regulations which include the following:</p> <ul style="list-style-type: none"> • Heritage Act 1995 • Heritage (General) Regulations 1996 • Heritage (Historic Shipwrecks) (General) Regulations 1996 • Land Acquisition and Compensation Act 1986 • Planning and Environment Act 1987 • Historic Shipwrecks Act 1976 (C'th) • Environment Protection and Biodiversity Conservation Act 1999 (C'th). 		
16.1.0	<p>Registration</p> <p>The process to achieve acceptance of an assessed place, object, archaeological place and relics, historic shipwrecks, relics, and protected zones.</p> <p>Registration is achieved when established criteria are met for the nominated place or object.</p>		

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.1.1	<p>Nominations - Successful</p> <p>The process of nomination can be instigated by a person, body or Heritage Victoria.</p> <p>Includes nomination forms and supporting documentation, recommendations and interim protection orders obtained during the nomination process.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
16.1.2	<p>Nominations - Unsuccessful</p> <p>The process of nomination can be instigated by a person, body or Heritage Victoria.</p> <p>Includes unsuccessful nomination forms and supporting documentation, recommendations and interim protection orders obtained during the nomination process.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after date of nomination.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.1.3	<p>Assessment and Registration</p> <p>The process of assessing the nomination against the assessment criteria published by the Heritage Council.</p> <p>This results in either:</p> <ul style="list-style-type: none"> • Registration in the Historic Register • Referral • Rejection. <p>Includes the Victorian Heritage register, assessment reports, title details, assessment hearings, Heritage inventory, Heritage Management Electronic System (HERMES) database, and site records and sketches.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.1.4	<p>Notices of Registration</p> <p>Notices of registration, heritage copy.</p> <p>Includes notices of registration and statements to the nominator or owner.</p> <p>(Copies of Notification of registration are also provided to:</p> <ul style="list-style-type: none"> • Owners • Local government • Registrar of Titles.) 	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
16.2.0	<p>Permits and Covenants – Granting and Appeals</p> <p>As a result of registration, permits for alterations or archaeological survey are granted that allow prescribed actions to be undertaken that do not require notification to Heritage Victoria.</p> <p>Covenants establish requirements for the development, use and conservation of the place, buildings and objects.</p> <p>The Heritage Council determines appeals against the requirements of a permit. Release of covenant provisions are determined by the Governor in Council.</p> <p>Includes covenants, consents, permits, variations, agreements, releases, appeals, reviews, hearings, determinations and submissions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.3.0	<p>Property</p> <p>The acquisition and disposal of land or real property for the purpose of public heritage, by lease purchase, exchange or compulsory acquisition</p> <p>Acquisition of land requires the consent of the Minister and follows the process and requires documentation necessary to satisfy the requirements of the <i>Land Acquisition and Compensation Act 1986</i>.</p> <p>There are statutory requirements that must be documented for the lease, rental and disposal of real property including income/return rates.</p> <p>Includes evaluations, title details, agreements, contracts, compensation payments and rates of return against Treasury directions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
16.4.0	<p>Enforcement and Legal Proceedings</p> <p>Enforcement and legal proceedings carried out under the Heritage Act 1995, including:</p> <ul style="list-style-type: none"> • Repair orders • Infringement notices • Prosecutions. 		
16.4.1	<p>Summary and Registration</p> <p>Actions that result in the unique identification, control and summary of investigations and prosecutions.</p> <p>Includes registers of prosecutions and investigations, investigation summaries and published recent prosecutions.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.4.2	<p>Investigation and Prosecution</p> <p>Includes case files.</p>	<p>Temporary</p> <p>Destroy 7 years after conclusion of investigation and/or prosecution.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.4.3	<p>Investigation & Prosecution Tracking</p> <p>Actions that allow investigation and prosecutions to be managed and performed according to timetables and appropriate methods.</p> <p>Includes case monitoring records, investigation case schedules and prosecution case schedules.</p>	<p>Temporary</p> <p>Destroy 7 years after conclusion of investigation and/or prosecution.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.5.0	<p>Works and Conservation</p> <p>Conservation includes the retention of the cultural heritage significance of a place or object, and any maintenance, preservation, restoration, reconstruction or sustainable use of a place or object.</p> <p>The owner of a registered place or registered object must not allow that place or object to fall into disrepair; or fail to maintain that place or object to the extent that its conservation is threatened.</p>		
16.5.1	<p>Studies – Conservation and Heritage</p> <p>Reference and guides that assist in the identification, preservation and conservation of heritage places and objects.</p> <p>Includes typological study files, supporting records (eg biographical architect files, photographs, maps and plans), and consultation advice documents.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.5.2	<p>Works</p> <p>Record of works proposed, planned and undertaken for heritage locations and property</p> <p>Works are defined in the Heritage Act 1995 as being:</p> <ul style="list-style-type: none"> • any physical intervention, excavation or action that may result in a change to the nature, appearance or physical nature of a place; and • any change to the natural or existing condition or topography of land; and • any removal or destruction of trees; and • any removal of vegetation or topsoil. <p>Includes public heritage unit property files, private property files and repair orders.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
16.5.3	<p>Job Management</p> <p>Includes job tracking records and files for routine maintenance carried out on Heritage sites or buildings.</p> <p>Does not include any activities defined under the Heritage Act 1995 as ‘works’.</p>	<p>Temporary</p> <p>Destroy 10 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.6.0	<p>Education and Community Information</p> <p>Under the Heritage Act 1995 the Heritage Council has an obligation to promote public understanding of Victoria’s cultural heritage and develop and conduct community information and education programs.</p>		

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
16.6.1	<p>Training and Education - Course Material</p> <p>Training and course material prepared by the Authority.</p> <p>Includes training/seminar guides and outlines, and course notes.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
16.6.2	<p>Training and Education - Assessment and Review</p> <p>Includes the development, assessment and review of course content.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after date of final action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.6.3	<p>Training and Education - Course Arrangements and Administration</p> <p>Includes arrangements for attendance by participants.</p>	<p>Temporary</p> <p>Destroy 10 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
16.6.4	<p>Training and Education - Course Assessment</p> <p>Includes course reports and assessments by participants.</p>	<p>Temporary</p> <p>Agency to destroy 10 years after date of final action.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
17.0.0	<p>Historic Places.</p> <p>The identification and management of sites of historical significance on Crown Land.</p> <p>This Includes historical structures, monuments and localities.</p> <p>This does not include pre-contact sites of value/significance to indigenous cultures and/or heritage.</p> <p>For Heritage Victoria see 16.0.0.</p>		
17.1.0	<p>Historical Place Management</p> <p>Includes heritage assessments, conservation management plans, studies, research papers, grant applications, heritage listing documentation, permits, acquisition/de-acquisition forms, photographs, plans, recordings, maintenance/development/restoration documentation.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>
17.2.0	<p>Historic Place Issue Management</p> <p>The management of issues relating to Historic Places.</p> <p>These issues are not site specific, but cover either all, or a category of, Historic Places.</p> <p>Includes policies, strategies, committee papers, surveys of building types/themes, and conservation guidelines.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
18.0.0	<p>Customer and Community Relations</p> <p>For Enquiries and Advice see General RDA for Common Administrative Records - Enquiries.</p> <p>For Exhibitions, Publicity, Displays and Publications see General RDA for Common Administrative Records - Publicity, Exhibitions and Publications.</p>		
18.1.0	<p>Education & Community Information</p> <p>The delivery of education, training and information to members of the community regarding conditions, standards, regulations and legislation for which the Department has responsibility.</p> <p>For development, assessment or review of the education, training and/or information see 19.0.0 - Program Development.</p> <p>Includes but is limited to field diaries, advice, correspondence and training materials.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
18.2.0	<p>Community Engagement</p> <p>The administration of volunteers, friends and community groups.</p> <p>Includes correspondence, community group files and volunteer files.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
19.0.0	<p>Program Development.</p> <p>Development and implementation of initiatives and programs.</p> <p>Includes industry and community development, heritage and cultural programs, conservation and environmental policy initiatives, joint ventures and service development.</p> <p>For Finance see General RDA for Common Administrative Records - Financial Management.</p> <p>For Marketing and Communication see General RDA for Common Administrative Records Publicity, Exhibitions and Publications.</p>		
19.1.0	<p>Program Establishment and Review</p> <p>Development and implementation of initiatives and programs.</p> <p>Includes scoping, consultation and marketing phases of program establishment.</p>		
19.1.1	<p>Minister Approved Programs</p> <p>Includes project files, program documentation, implementation files, allocation of funding, reports, surveys/feedback, seminar development files and program performance reports.</p> <p>For example Pride of Place, Transit Cities, Melbourne 2030, and Creating Better Places.</p>	<p>Permanent</p> <p>Retain as State Archives.</p>	<p>Transfer hard copy or electronic copy to PROV when administrative use is concluded</p> <p>Electronic records are to be transferred in VEO format.</p>

CULTURE AND COMMUNITY			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
19.1.2	<p>Programs not requiring Ministerial approval</p> <p>Includes project files, program documentation, implementation files, allocation of funding, reports, surveys/feedback, seminar development files and program performance reports.</p>	<p>Temporary</p> <p>Agency to destroy 7 years after administrative has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
19.2.0	<p>Program Administration</p> <p>Routine administration of programs</p> <p>Includes correspondence, routine surveys/feedback, expenditure monitoring and compiled statistics.</p>	<p>Temporary</p> <p>Destroy 7 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>
19.3.0	<p>Unestablished Programs & Projects</p> <p>Programs & Projects that do not proceed beyond the proposal phase</p> <p>Includes proposals and supporting documentation.</p>	<p>Temporary</p> <p>Agency to destroy 5 years after administrative use has concluded.</p>	<p>Hold in agency or APROSS pending destruction.</p> <p>Electronic records should be maintained in readable format pending destruction.</p>

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