

Australian Capital Territory

Territory Records (Records Disposal Schedule – Waste Management Records) Approval 2004 (No 1)

Notifiable instrument NI2004—336

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

I approve the Records Disposal Schedule – Waste Management Records.

David Wardle
Director of Territory Records
1 September 2004



*Records Disposal Schedule
Waste Management Records*

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INTRODUCTION

The *Records Disposal Schedule – Waste Management Records* is the official authority for the disposal of records relating to Waste Management Records.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Waste Management Records created or maintained by ACT Government agencies.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The Schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.**

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The *Records Disposal Schedule – Waste Management Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Waste Management Records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that documents functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The *Records Disposal Schedule – Waste Management Records*:

- is intended to cover most Waste Management records common to all ACT Government agencies;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. The functions and activity disposal sets show the following details:

Function This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity ‘Policy’ is linked to all of the functions. However, each function and activity set represents a unique unit.

Entry No. This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database or a special archives database); on magnetic media; on optical disks or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Territory Records Act 2002
Freedom of Information Act 1989
Occupational Health and Safety Act 1989
Occupational Health and Safety Regulations 1991
Administrative Decisions (Judicial Review) Act 1989
Bushfire Act 1936
Bushfire Regulations 1938
Civil Law (Wrongs) Act 2002
Civil Law (Wrongs) Regulations 2003
Dangerous Substances (General) Regulations 2004
Dangerous Substances Act 2004
Environment Protection Act 1997 -
Environment Protection Regulations 1997
Land (Planning and Environment) Act 1991
Land (Planning and Environment) Regulations 1992
Lands Acquisition Act 1994
Limitation Act 1985
Litter Act 1977
Nature Conservation Act 1980
Planning and Land Act 2002
Planning and Land Regulations 2003
Trade Measurement (Weighbridges) Regulations 1991
Trade Measurement Act 1991
Waste Minimisation Act 200
Waste Minimisation Regulations 2001

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

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Records Management Program

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

WASTE MANAGEMENT

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Construction

The process of making or building something.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Decisions review

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

Horticultural services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.

Planning

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

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

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Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

RECORDS DISPOSAL SCHEDULE

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Entry	Description of Records	Disposal Action
1.1.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties for landfill operations and hazardous or toxic waste management, including compulsory acquisitions. Includes: <ul style="list-style-type: none">• investigations into and reports on the property• environmental impact assessments• budgetary estimates• cost benefit analyses.	Retain as Territory Archives
1.1.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties for waste management other than for landfill and hazardous or toxic waste management . Includes: <ul style="list-style-type: none">• investigations into and reports on the property• environmental impact assessments• budgetary estimates• cost benefit analyses.	Destroy 7 years after disposal of property
1.1.3 ■■■■■■■■■■■■■■■■■■■■	Deeds and certificates of title for property owned by the agency.	Transfer to new owner when property is disposed of.

Waste Management

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Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to advice given as to action to be taken or not taken to address landfill or hazardous or toxic waste issues of waste management. Includes records of conversations where advice is given over the telephone or orally. <i>[For advice relating to contract management for the Waste Management function see Agreements.]</i>	Retain as Territory Archives
1.2.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to routine advice given as to action to be taken or not taken to address issues of waste management not related to toxic waste handling or landfills. Includes records of conversations where advice is given over the telephone or orally.	Destroy 6 years after action completed

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 ■■■■■■■■■■■■■■■■■■■■	Final version of accepted agreements with vendors or other agencies on the waste management function (eg Memoranda of Understanding, licence agreements). <i>[See Tendering for the retention and disposal of Contracts.]</i>	Destroy 7 years after expiry or other termination of agreement
1.3.2 ■■■■■■■■■■■■■■■■■■■■	Records on negotiations, establishment, maintenance and review of agreements. Includes correspondence between parties to agreements.	Destroy 7 years after expiry or other termination of agreement

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	<p>Records detailing arrangements made to support events relating to the waste management function. Includes arrangements for guest speakers.</p> <p><i>[For arrangements made to support other events hosted by the agency, use COMMUNITY RELATIONS - Functions; COMMUNITY RELATIONS - Celebrations and/or COMMUNITY RELATIONS - Ceremonies, or ARTS AND CULTURAL DEVELOPMENT - Functions; ARTS AND CULTURAL DEVELOPMENT – Celebrations and/or ARTS AND CULTURAL DEVELOPMENT - Ceremonies.</i></p> <p><i>See FLEET MANAGEMENT for arrangements for garaging of official vehicles.]</i></p>	Destroy 1 year after event

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ████████████████████	Records relating to auditing of the operations of landfill and hazardous or toxic waste facilities.	Retain as Territory Archives
1.5.2 ████████████████████ expiry contract,	Records relating to auditing of the operations of waste management facilities and services other than landfills and hazardous or toxic waste facilities and services.	Destroy 7 years after action completed or or cancellation of whichever is the later

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ████████████████████	Delegations of power relating to the waste management function.	Destroy 7 years after delegation expires
1.6.2 ████████████████████	Authorisations for actions supporting the waste management function.	Destroy 7 years after authorisation expires

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.



Entry	Description of Records	Disposal Action
1.7.1 	Records of internal and external committees formed to consider matters relating to the waste management function. Includes: <ul style="list-style-type: none">- documents establishing the committee- final versions of minutes- reports- recommendations- supporting documents such as briefing papers and- discussion papers.	Destroy 3 years after last action
1.7.2 	Working papers documenting the conduct and administration of committees which consider matters relating to the waste management function. Includes: <ul style="list-style-type: none">- agenda- notices of meetings- draft minutes.	Destroy when reference ceases

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 	Records on the management of contracts relating to the management and operation of landfills. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports• records of conversation• photographs• variations, amendments to contracts.• photographs. <p><i>[See Tendering for Contract Register]</i></p>	Retain as Territory Archives
1.9.2 	Records on the management of contracts relating to the management of waste facilities and services, excluding landfills. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports• records of conversation• photographs• variations, amendments to contracts.• photographs.	Destroy 7 years after completion or other termination of

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Decisions review

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Records of reviews of decisions by an external authority, eg the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.	Destroy 5 years after action completed
1.10.2 	Records documenting applications for reviews of decisions that were not proceeded with (eg if the application for review is considered frivolous or vexatious).	Destroy 18 months after action completed

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.


Entry	Description of Records	Disposal Action
1.12.1 	Records on the implementation of counter-disaster plans after disasters such as fire and floods involving landfill sites. Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives
1.12.2 	Records on the implementation of counter-disaster plans after disasters such as fires and floods for waste management facilities other than landfill sites. Includes a copy of the plan implemented in the disaster recovery process.	Destroy 7 years after plan is superseded
1.12.3 	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to waste management.	Destroy 5 years after plan is superseded

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	<p>Records on liaison activities with professional associations, private sector organisations and community groups relating to the waste management function. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.</p> <p><i>[For subscriptions to publications of professional bodies where the subscriber does not have to be a member of a organisation, use INFORMATION MANAGEMENT - Acquisitions.</i></p> <p><i>[For liaison activities between governments see GOVERNMENT RELATIONS]]</i></p>	Destroy 3 years after action completed

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.





Entry	Description of Records	Disposal Action
1.17.1 	Records of the issue of non-compliance notices relating to the management of waste to residents and businesses that result in legal action.	Destroy 7 years after matter settled
1.17.2 	Records of the issue of non-compliance notices relating to the management of waste to residents and businesses that result in routine administrative, minor punitive action or no action.	Destroy 2 years after last action

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Planning

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






Entry	Description of Records	Disposal Action
1.18.1 	Final version of plans to support the management of landfills, eg <ul style="list-style-type: none">• counter disaster plan• annual maintenance plans• acquisition and disposal plans• space usage plans.	Retain as Territory Archives
1.18.2 	Final version of plans to support the management of waste facilities or services other than landfills, eg <ul style="list-style-type: none">• counter disaster plan• annual maintenance plans• acquisition and disposal plans• space usage plans.	Destroy 6 years after plan is superseded
1.18.3 	Working papers used in developing all waste management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan
1.18.4 	Copies of all waste management plans.	Destroy when reference ceases

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.





Entry	Description of Records	Disposal Action
1.19.1 	Records on the development and establishment of waste management policies relating the landfill sites and hazardous or toxic waste. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives
1.19.2 	Records on the development and establishment of waste management policies other than those relating to landfill sites and hazardous or toxic waste. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Destroy 7 years after policy is superseded
1.19.3 	Records documenting comments made on the development of government-wide waste management policy.	Destroy 2 years after promulgation of new policy
1.19.4 	Working papers documenting the development of all waste management policies.	Destroy 2 years after promulgation of new policy
1.19.5 	Copies of policy documents and supporting papers.	Destroy when reference ceases

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the waste management function. Includes emergency procedures.	Retain as Territory Archives
1.20.2 	Records documenting the development of agency procedures supporting the management of landfills and hazardous or toxic waste.	Retain as Territory Archives
1.20.3 	Records documenting the development of agency procedures supporting the waste management function other than for landfill or hazardous or toxic waste.	Destroy 2 years after procedures are superseded
1.20.4 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases


Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Programs

Activities relating to a grouping of related projects managed under a common business strategy to achieve a desired outcome.

Tip: Add subject of program or name of program as free text if appropriate.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	Records on ACT Government programs for activities supporting the waste management function. Includes work progress reports against business plans and work plans.	Destroy 15 years after action completed

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.



Entry	Description of Records	Disposal Action
1.22.1 ████████████████████	Master copies of final versions of formal internal reports and reports made to external agencies relating to the management of landfills and hazardous or toxic waste, including statistical reports.	Retain as Territory Archives
1.22.2 ████████████████████	Master copies of final versions of formal internal reports and reports made to external agencies relating to the waste management function, excluding landfills and hazardous or toxic waste, including statistical reports.	Destroy 5 years after action completed
1.22.3 ████████████████████	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the waste management function, including statistical reports.	Destroy 3 years after action completed
1.22.4 ████████████████████	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 1 year after action completed
1.22.5 ████████████████████	Copies of waste management reports.	Destroy when reference ceases

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Service provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Records on waste management services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services at landfill sites and for the management of hazardous or toxic waste. Also includes activities to lobby for services and to increase service provision.	Retain as Territory Archives
1.23.2 	Records on waste management services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, waste facilities, temporary toilets, etc. for special outdoor events.	Destroy 7 years after action completed

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.







<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 	Records on the implementation of industry and agency standards to support the management of landfills and hazardous or toxic waste.	Retain as Territory Archives
1.24.2 	Records on the implementation of industry and agency standards to support the waste management function, exclude landfills and hazardous or toxic waste.	Destroy 7 years after standard is implemented

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
1.25.1 	Records documenting the development and issue of tender documentation for the waste management function. Includes Statement of Requirements, Request for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contracts.	Destroy 7 years after completion or other termination of contract
1.25.2 	Evaluation of tenders for the waste management function received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, tender briefings, evaluation reports, recommendations, final reports and public notices.	Destroy 7 years after completion or other termination of contract
1.25.3 	Records documenting post-offer negotiations and due diligence checks for waste management tenders.	Destroy 7 years after completion or other termination of contract
1.25.4 	Records of unsuccessful tenders or a tender process for the waste management function where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 5 years after tender process completed or decision made not to continue with the contract
1.25.5 	Signed contracts under seal relating to the waste management function resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.25.6 	Signed simple contracts and agreements relating to the waste management function resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

Waste Management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Tendering - (Continued)

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.7 	Contract register.	Destroy 7 years after last entry

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

Waste management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ■■■■■■■■■■	Records documenting the acquisition of properties for landfill operations and hazardous or toxic waste management, including compulsory acquisitions. Includes: <ul style="list-style-type: none">• investigations into and reports on the property• environmental impact assessments• budgetary estimates• cost benefit analyses.	Retain as Territory Archives

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ■■■■■■■■■■	Records relating to advice given as to action to be taken or not taken to address landfill or hazardous or toxic waste issues of waste management. Includes records of conversations where advice is given over the telephone or orally. <i>[For advice relating to contract management for the Waste Management function see Agreements.]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

Waste management

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to auditing of the operations of landfill and hazardous or toxic waste facilities	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Records of construction activities carried out for the waste management function. Includes: <ul style="list-style-type: none">• records of consultations• specifications• plans, designs and drawings• project management records.	Retain as Territory Archives

Classes for retention as Territory Archives

Waste management

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Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 ■■■■■■■■■■■■■■■■■■■■	Records on the management of contracts relating to the management and operation of landfills. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports• records of conversation• photographs• variations, amendments to contracts.• photographs <p><i>[See Tendering for Contract Register]</i></p>	Retain as Territory Archives

Horticultural services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the provision of horticultural services dealing with site remediation and rehabilitation of landfill sites.	Retain as Territory Archives


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Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 	Records on the implementation of counter-disaster plans after disasters such as fire and floods involving landfill sites. Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	Records documenting maintenance and repairs made to landfill facilities.	Retain as Territory Archives
1.14.2 	Records on the maintenance of facilities for the processing, monitoring, storage and disposal of hazardous waste (eg chemicals and pesticides), includes leachate systems at landfill sites.	Retain as Territory Archives


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Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 	Final version of plans to support the management of landfills, eg <ul style="list-style-type: none">• counter disaster plan• annual maintenance plans• acquisition and disposal plans• space usage plans.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 	Records on the development and establishment of waste management policies relating the landfill sites and hazardous or toxic waste. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives



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Procedures

Standard methods of operating laid down by an agency according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the waste management function. Includes emergency procedures.	Retain as Territory Archives
1.20.2 	Records documenting the development of agency procedures supporting the management of landfills and hazardous or toxic waste.	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 	Master copies of final versions of formal internal reports and reports made to external agencies relating to the management of landfills and hazardous or toxic waste, including statistical reports.	Retain as Territory Archives


Classes for retention as Territory Archives

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Records on waste management services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services at landfill sites and for the management of hazardous or toxic waste. Also includes activities to lobby for services and to increase service provision.	Retain as Territory Archives

Standards

The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 	Records on the implementation of industry and agency standards to support the management of landfills and hazardous or toxic waste.	Retain as Territory Archives