

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Environmental Management Records) Approval 2005 (No 1)**

**Notifiable instrument NI2005—95**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Environmental Management Records) Approval 2005 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Environmental Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
23 February 2005



*Records Disposal Schedule  
Environmental Management Records*

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## **INTRODUCTION**

The *Records Disposal Schedule - Environmental Management Records* is the official authority for the disposal of records relating to Environmental Management function.

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 Environmental 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.**

The *Records Disposal Schedule – Environmental 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 Environmental 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 (i.e. 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 – Environmental Management Records*:

- is intended to cover most Environmental 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:

*Animal Diseases Act 1993*  
*Animal Welfare Act 1992*  
*Clinical Waste Act 1990*  
*Commissioner for the Environment Act 1993*  
*Environment Protection Act 1997*  
*Fertilisers Act 1904*  
*Fisheries Act 2000*  
*Freedom of Information Act 1989*  
*Heritage Objects Act 1991*  
*Lakes Act 1976*  
*Land (Planning and Environment) Act 1991 part 3*  
*Land (Planning and Environment) Act 1991, section 261*  
*National Environment Protection Council Act 1994*  
*Nature Conservation Act 1980*  
*Plant Diseases Act 2002*  
*Pounds Act 1928*  
*Roads and Public Places Act 1937*  
*Stock Act 1991*  
*Territory Records Act 2002*  
*Tree Protection (Interim Scheme) Act 2001*  
*Trespass on Territory Land Act 1932*  
*Waste Minimisation Act 2001*  
*Water Resources Act 1998*  
and subordinate legislation.

## **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.

***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**

## ***ENVIRONMENTAL MANAGEMENT***

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### *Advice*

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

### *Animal Welfare*

The activity of managing the control and humane treatment, and preservation of domestic animals, livestock and wildlife.

### *Appeals (decisions)*

The activities involved in the process of appeals against decisions by application to a higher authority.

### *Authorisation*

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

### *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.

### *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.

### *Conservation*

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

*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.

*Customer Service*

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

*Evaluation*

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

*Fees and Charges Determination*

The activities associated with determining fees and charges.

*Grant Funding*

The activities associated with the application for and receipt of grants.

*Horticultural Services*

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

*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.

*Infringements*

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

*Inspections*

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

*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.

*Licensing*

The activities associated with the granting of authoritative permission, approval, consent or licence to undertake specific tasks. Includes the licensing of individuals, groups or corporations.

*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.

*Procedures*

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

*Registration*

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

*Regulation and Monitoring*

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

*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.

*Research*

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

*Standards*

The process of implementing industry or agency 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 by contract arrangements for the supply, sale or purchase of goods and services.

*Vegetation Management*

The activity of managing the control and/ or preservation of vegetation.



## **RECORDS DISPOSAL SCHEDULE**

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### *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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 ██████████████████	Advice relating to the Environmental Management function provided by the Territory with long term environmental, social and economic consequences. Example: * advising the Australian Greenhouse Office.	Retain as Territory Archives
1.1.2 ██████████████████	Routine advice relating to the Environmental Management function provided by the Territory to other Jurisdictional government agencies. Example: * Murray-Darling Basin Commission.	Destroy 7 years after last action
1.1.3 ██████████████████	Routine advice relating to the Environmental Management function provided by the Territory.	Destroy 7 years after last action

### *Animal Welfare*

The activity of managing the control and humane treatment, and preservation of domestic animals, livestock and wildlife.

See COMMUNITY RELATIONS - PUBLIC REACTION – Complaints; For complaints about animals.  
See ENVIRONMENTAL MANAGEMENT - LICENCING - For formal control of companion animals and notification.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ██	Records of significance related to the management of exotic pest species.	Retain as Territory Archives
1.2.2 ██████████████████	Records of significance related to the management of threatened species.	Retain as Territory Archives
1.2.3 ██████████████████	Routine management of domestic animals, livestock and wildlife.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***Appeals (decisions)***

The activities involved in the process of appeals against decisions by application to a higher authority.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.3.1 ■■■■■■■■■■■■■■■■■■■■	The process of appeals to higher authorities against decisions where the Territory is the major participant (eg Administrative Appeals Tribunal).	Retain as Territory Archives
1.3.2 ■■■■■■■■■■■■■■■■■■■■	The process of appeals to higher authorities against decisions where the Territory is the minor participant (eg input into Development Application appeal defences).	Destroy 7 years after last action
1.3.3 ■■■■■■■■■■■■■■■■■■■■	Appeals against a decision/order where the agency has provided input into the appeal.	Destroy 2 years after last action
1.3.4 ■■■■■■■■■■■■■■■■■■■■	Record relating to appeals against infringement notices by general public.	Destroy 2 years after last action

### ***Authorisation***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the Environmental Management function.	Retain as Territory Archives
1.4.2 ■■■■■■■■■■■■■■■■■■■■	Documentation relating to the process of assessing and issuing authorisations to undertake environmental activities such as water abstraction, sand mining and logging operations	Destroy 7 years after authorisation expires

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### *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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Records of external high-level inter-governmental or inter-agency committees formed to consider matters relating to the Environmental Management function where the agency provides the Secretariat support, or is the Territory's main representative on, or plays a significant role in the administration of that committee. Includes documents establishing the committee, agendas, minutes, reports, and recommendations, briefings and discussion papers. Example: *Ministerial Council Standing Committee.	Retain as Territory Archives
1.5.2 ■■■■■■■■■■■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the Environmental Management function where the agency provides the Secretariat support, or is the Territory's main representative on, or plays a significant role in the administration of that committee. Includes documents establishing the committee, agendas, minutes, reports, and recommendations, briefings and discussion papers. Examples: * ACT Flora and Fauna Committee * National Pollutant Inventory Working Group * ACT Heritage Council * Interim Namadgi Advisory Board * Natural Resources Management Advisory Board etc.	Retain as Territory Archives
1.5.3 ■■■■■■■■■■■■■■■■■■■■	Records of internal agency committees formed to consider routine matters relating to the Environmental Management function. Includes documents establishing the committee, agendas, minutes, reports, recommendations, briefings and discussion papers.	Destroy 3 years after action completed



## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.8.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of contracts related to the Environmental Management function, including minutes of meetings with contractors, performance and evaluation reports. Examples: * Greenhouse reduction programs * Landscape planning * Tidbinbilla Recreation Strategy * Water monitoring services.	Destroy 7 years after completion or other termination of agreement

### ***Customer Service***

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.9.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients (includes enquiry desk, telephone information service or shopfront) in relation to the Environmental Management function.	Destroy 5 years after last action

### ***Evaluation***

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.10.1 ■■■■■■■■■■■■■■■■■■■■	Evaluation of systems and or processes relating to the Environmental Management function. Examples: * Heritage advisory service * Greenhouse initiatives * Catchment management programs * Wildlife monitoring programs. <i>[Note: for records with research potential use "Research"]</i>	Destroy 7 years after completion of evaluation

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***Fees and Charges Determination***

The activities associated with determining fees and charges.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 ████████████████████	Activities associated with determining fees and charges related to the Environmental Management function.	Destroy 7 years after fee or charge superseded

### ***Grant Funding***

The activities associated with the application for and receipt of grants.





<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 ████████████████████	Records documenting successful applications for grant funding to undertake projects of significance to the Territory. Examples: * Assessment of applications * Offer of grants funds & entering into funding arrangements * Project progress reports (Completion reports) * Grant acquittals. <i>[For finals of advertising material see COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]</i>	Retain as Territory Archives
1.12.2 ████████████████████	Records documenting successful applications for grant funding to undertake projects that are not of significance to the Territory. Includes: * Assessment of applications * Offer of grants funds & entering into funding arrangements * Project progress reports (Completion reports) * Grant acquittals. <i>[For finals of advertising material see COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]</i>	Destroy 7 years after acquittal of project funds
1.12.3 ████████████████████	Documentation of unsuccessful applications for grant funding.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***Horticultural Services***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.1 	Records documenting the provision of horticultural services for events eg. Floriade. <i>[For the establishment of Floriade see ARTS and CULTURAL DEVELOPMENT]</i>	Destroy 14 years after action completed
1.13.2 	Horticultural services relating to tree management and protection.	Destroy 7 years after last action
1.13.3 	Horticultural services related to rural lands and pasture management.	Destroy 7 years after last action
1.13.4 	Routine activities related to flower growing, landscaping, soils and production of plants.	Destroy 7 years after last action



## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 ■■■■■■■■■■■■■■■■■■■■	Activities associated with the implementation of monitoring activities for water quality.	Retain as Territory Archives
1.14.2 ■■■■■■■■■■■■■■■■■■■■	Activities associated with implementation of wildlife monitoring programs.	Retain as Territory Archives
1.14.3 ■■■■■■■■■■■■■■■■■■■■	Summary records documenting execution of implementation plans, policies and procedures related to the Environmental Management function.	Retain as Territory Archives

### ***Infringements***

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 ■■■■■■■■■■■■■■■■■■■■	Documentation of serious offences related to the Environmental Management function, which carries substantial penalties such as jail sentences.	Retain as Territory Archives
1.15.2 ■■■■■■■■■■■■■■■■■■■■	Documentation of offences related to the Environmental management function for which fines or infringement notices may be issued.	Destroy 5 years after last action

### ***Inspections***

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.




<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 ■■■■■■■■■■■■■■■■■■■■	Documentation of official inspections carried out by the agency to ensure compliance with standards related to the Environmental Management function.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***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.


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Liaison with external agencies, professional associations and community groups on environmental management and heritage issues of significance to the Territory.	Retain as Territory Archives
1.17.2 	Liaison with indigenous groups (who are signatories to agreements) regarding issues related to the Environmental Management function.	Retain as Territory Archives
1.17.3 	Liaison with external agencies, professional associations and community groups on Environmental Management and heritage issues which are not of significance to the Territory.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.



### ***Licensing***

The activities associated with the granting of authoritative permission, approval, consent or licence to undertake specific tasks. Includes the licensing of individuals, groups or corporations.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.1 	Documentation relating to the issuing of licenses related to the Environmental Management function. Includes: * Licenses for water abstraction * Licenses to control activities that have the potential to cause environmental harm * Licenses to collect, keep, control or trade native plants and animals * Licenses to keep, breed, control or trade animals including domestic animals	Destroy 7 years after license, or subsequent license

### ***Maintenance***

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




<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.19.1 	Records relating to the placement and maintenance of warning signs.	Destroy 7 years after last action
1.19.2 	Records relating to the placement and maintenance of interpretive signs.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***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.





<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.20.1 	Final versions of minutes and supporting documents tabled at meetings held to support the Environmental Management function. Including meetings with external agencies.	Destroy 7 years after last action
1.20.2 	Meetings relevant to the management of business units involved in the provision, construction, maintenance and operation of the Environmental Management function.	Destroy 2 years after last action
1.20.3 	Working papers documenting the conduct and administration of meetings held to support the Environmental Management function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### *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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	Records documenting the issuing of quarantine notifications.	Retain as Territory Archives
1.21.2 	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents of significance to the Territory.	Retain as Territory Archives
1.21.3 	Records documenting rural lessee failure to comply with the notification of conditions of land management agreements.	Destroy 10 years after last action
1.21.4 	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents, which are not of significance to the Territory.	Destroy 5 years after last action



## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### **Procedures**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.24.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Environmental Management function.	Retain as Territory Archives
1.24.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Environmental Management function.	Destroy 7 years after procedures
1.24.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the Environmental Management function.	Destroy 7 years after adoption of final procedure

### **Registration**

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.25.1 ■■■■■■■■■■■■■■■■■■■■	Establishment and maintenance of registers containing information of significance to the Territory. Examples: * ACT Historic Places Register * Seed register. * Significant tree register	Retain as Territory Archives
1.25.2 ■■■■■■■■■■■■■■■■■■■■	Establishment and maintenance of registers containing information, which is not of significance to the Territory. Examples: * Complaints * Tail tags * Licenses Registers.	Destroy 7 years after last action

## **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***Regulation and Monitoring***

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.26.1 ■■■■■■■■■■■■■■■■■■■■	Activities related to the regulation and monitoring of issues of significance to the Territory. Examples: * Bushfire recovery * Water quality.	Retain as Territory Archives
1.26.2 ■■■■■■■■■■■■■■■■■■■■	Activities related to the regulation and monitoring of issues, which are not of significance to the Territory. Example * Creek bank stabilisation.	Destroy 7 years after last action

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.27.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports documenting formal statements or findings of the result of the examinations related to the Environmental Management function.	Retain as Territory Archives
1.27.2 ■■■■■■■■■■■■■■■■■■■■	Working papers associated with the development of reports documenting actions related to the Environmental Management function.	Destroy 2 years after adoption of final





## **Environmental Management**

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### ***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 	Major research carried out relating to conservation and management of flora and fauna and management of captive wildlife. Including research carried out for contribution to nationally coordinated programs.	Retain as Territory Archives
1.28.2 	Research carried out in partnership. Example: * Cooperative Research Centre for Fresh Water Ecology.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.29.1 	Records documenting development of standards related to the Environmental Management function.	Retain as Territory Archives
1.29.2 	Records relating to the implementation of standards.	Destroy 7 years after standard superseded

## **Environmental Management**

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### ***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.



<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.30.1 ■■■■■■■■■■■■■■■■■■■■	The development and issuing of tender documentation. Includes statement of requirements, requests for proposals, expression of interest, request for tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1.30.2 ■■■■■■■■■■■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1.30.3 ■■■■■■■■■■■■■■■■■■■■	Records of unsuccessful tender or a tender process 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 7 years after tender process completed or decision made not to continue with the tender
1.30.4 ■■■■■■■■■■■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
1.30.5 ■■■■■■■■■■■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.30.6 ■■■■■■■■■■■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

## **Environmental Management**

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### ***Vegetation Management***

The activity of managing the control and/ or preservation of vegetation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.31.1 	Strategic management of plant communities and/or species of significance to the territory * Westbourne Woods * Cork Oak Plantation * Terango Leek Orchid	Retain as Territory Archives
1.31.2 	Routine management of plant communities and/or species.	Destroy 7 years after last action

## **CLASSES FOR RETENTION AS TERRITORY ARCHIVES**

## **Classes for retention as Territory Archives**

### **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

#### **Advice**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.1.1 █	Advice relating to the Environmental Management function provided by the Territory with long term environmental, social and economic consequences. Example: * advising the Australian Greenhouse Office.	Retain as Territory Archives

#### **Animal Welfare**

The activity of managing the control and humane treatment, and preservation of domestic animals, livestock and wildlife.  
See COMMUNITY RELATIONS - PUBLIC REACTION - Complaints for complaints about animals.  
See ENVIRONMENTAL MANAGEMENT - LICENCING - For formal control of companion animals and notification.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.2.1 █	Records of significance related to the management of exotic pest species.	Retain as Territory Archives
1.2.2 █	Records of significance related to the management of threatened species.	Retain as Territory Archives

#### **Appeals (decisions)**

The activities involved in the process of appeals against decisions by application to a higher

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.3.1 █	The process of appeals to higher authorities against decisions where the Territory is the major participant (eg Administrative Appeals Tribunal).	Retain as Territory Archives

## Classes for retention as Territory Archives

### Environmental Management

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

#### *Authorisation*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the Environmental Management function.	Retain as Territory Archives

#### *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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Records of external high-level inter-governmental or inter-agency committees formed to consider matters relating to the Environmental Management function where the agency provides the Secretariat support, or is the Territory's main representative on, or plays a significant role in the administration of that committee. Includes documents establishing the committee, agendas, minutes, reports, and recommendations, briefings and discussion papers. Example: * Ministerial Council Standing Committee.	Retain as Territory Archives
1.5.2 ■■■■■■■■■■■■■■■■■■■■	Records of internal and external committees formed to consider matters relating to the Environmental Management function where the agency provides the Secretariat support, or is the Territory's main representative on, or plays a significant role in the administration of that committee. Includes documents establishing the committee, agendas, minutes, reports, and recommendations, briefings and discussion papers. Examples: * ACT Flora and Fauna Committee * National Pollutant Inventory Working Group * ACT Heritage Council * Interim Namadgi Advisory Board * Natural Resources Management Advisory Board etc.	Retain as Territory Archives

## Classes for retention as Territory Archives Environmental Management

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### *Conservation*

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 ■■■■■■■■■■	Records documenting the reclamation and rehabilitation of altered land.  <i>[Use WASTE MANAGEMENT for the administration of the land fill.]</i>	Retain as Territory Archives
1.7.2 ■■■■■■■■■■	Records documenting conservation and or protection activities related to the Environmental Management function for issues of significance to the Territory. Includes: *Significant trees. <i>[For the Significant tree register See 'Registration']</i> *Sites of biological or cultural significance Example: *Murrumbidgee River Corridor	Retain as Territory Archives

### *Grant Funding*

The activities associated with the application for and receipt of grants.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 ■■■■■■■■■■	Records documenting successful applications for grant funding to undertake projects of significance to the Territory. Examples: * Assessment of applications * Offer of grants funds & entering into funding arrangements * Project progress reports (Completion reports) * Grant acquittals. <i>[For finals of advertising material see COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]</i>	Retain as Territory Archives

## **Classes for retention as Territory Archives**

### **Environmental Management**

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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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 ████████████████████	Activities associated with the implementation of monitoring activities for water quality.	Retain as Territory Archives
1.14.2 ████████████████████	Activities associated with implementation of wildlife monitoring programs.	Retain as Territory Archives
1.14.3 ████████████████████	Summary records documenting execution of implementation plans, policies and procedures related to the Environmental Management function.	Retain as Territory Archives

#### ***Infringements***

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 ████████████████████	Documentation of serious offences related to the Environmental Management function, which carries substantial penalties such as jail sentences.	Retain as Territory Archives



## **Classes for retention as Territory Archives Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### ***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><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.17.1 ██████████████████	Liaison with external agencies, professional associations and community groups on Environmental Management and heritage issues of significance to the Territory.	Retain as Territory Archives
1.17.2 ██████████████████	Liaison with indigenous groups (who are signatories to agreements) regarding issues related to the Environment Management function.	Retain as Territory Archives

### ***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.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.21.1 ██████████████████	Records documenting the issuing of quarantine notifications.	Retain as Territory Archives
1.21.2 ██████████████████	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents of significance to the Territory.	Retain as Territory Archives

## Classes for retention as Territory Archives Environmental Management

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

### *Planning*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of management plans related to the Environmental Management function.	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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of policies related to the Environmental Management function.	Retain as Territory Archives

### *Procedures*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Environmental Management function.	Retain as Territory Archives

### *Registration*

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 ■■■■■■■■■■■■■■■■■■■■	Establishment and maintenance of registers containing information of significance to the Territory. Examples: * ACT Historic Places Register * Seed register. * Significant tree register	Retain as Territory Archives

## **Classes for retention as Territory Archives**

### **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

#### ***Regulation and Monitoring***

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.26.1 ■■■■■■■■■■■■■■■■■■■■	Activities related to the regulation and monitoring of issues of significance to the Territory. Examples: * Bushfire recovery * Water quality.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.27.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports documenting formal statements or findings of the result of the examinations related to the Environmental Management function.	Retain as Territory Archives

#### ***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 ■■■■■■■■■■■■■■■■■■■■	Major research carried out relating to conservation and management of flora and fauna and management of captive wildlife. Including research carried out for contribution to nationally coordinated programs.	Retain as Territory Archives
1.28.2 ■■■■■■■■■■■■■■■■■■■■	Research carried out in partnership. Example: * Cooperative Research Centre for Fresh Water Ecology.	Retain as Territory Archives


## **Classes for retention as Territory Archives**

### **Environmental Management**

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.


#### ***Standards***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.29.1 	Records documenting development of standards related to the Environmental Management function.	Retain as Territory Archives

#### ***Vegetation Management***

The activity of managing the control and/ or preservation of vegetation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.31.1 	Strategic management of plant communities and/or species of significance to the territory	Retain as Territory Archives