

Australian Capital Territory

Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2008 (No 1)

Notifiable instrument NI2008—252

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2008 (No 1)

2. Approval

I approve the Records Disposal Schedule – Parks, Reserves and Public Places Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI 2005–93 notified 25 February 2005.

David Wardle
Director of Territory Records
27 June 2008



*Records Disposal Schedule
Parks, Reserves & Public Places
Records*

Table of Contents

INTRODUCTION	5
PURPOSE	5
SCOPE	5
AUTHORITY	5
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA	5
<i>Territory Version of Keyword AAA</i>	6
GUIDELINES FOR USE	6
<i>Coverage of authority</i>	6
<i>Layout of the schedule</i>	7
FORMAT OF RECORD	8
<i>Electronic records</i>	8
DESTRUCTION OF RECORDS	8
UPDATING THE RECORDS DISPOSAL SCHEDULE	8
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	8
RELATED LEGISLATION	9
DEFINITIONS	10
<i>Agency</i>	10
<i>Appraisal</i>	10
<i>Business Classification Scheme</i>	10
<i>Principal Officer</i>	10
<i>Records</i>	10
<i>Records of an Agency</i>	10
<i>Records Disposal Schedule</i>	11
<i>Records Management Program</i>	11
<i>Recordkeeping Systems</i>	11
<i>Scope Note</i>	11
<i>Sentencing</i>	11
<i>Territory Archives</i>	11
BUSINESS CLASSIFICATION SCHEME	12
<i>PARKS RESERVES & PUBLIC PLACES</i>	13
RECORDS DISPOSAL SCHEDULE	19
<i>PARKS RESERVES & PUBLIC PLACES</i>	20
<i>Acquisition</i>	20
<i>Advice</i>	20
<i>Agreements</i>	21
<i>Committees</i>	21
<i>Conservation</i>	22
<i>Construction</i>	23
<i>Contracting out</i>	24
<i>Customer Service</i>	24
<i>Designing</i>	24
<i>Disposal</i>	25
<i>Evaluation</i>	26
<i>Fire Management</i>	26
<i>Horticultural Services</i>	27
<i>Implementation</i>	28
<i>Inspections</i>	28

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

<i>Land Data & Mapping</i>	29
<i>Leasing out</i>	29
<i>Liaison</i>	30
<i>Maintenance</i>	31
<i>Mapping Programs</i>	32
<i>Meetings</i>	33
<i>Planning</i>	33
<i>Policy</i>	34
<i>Procedures</i>	34
<i>Regulation and Monitoring</i>	35
<i>Reporting</i>	35
<i>Research</i>	36
<i>Security</i>	36
<i>Service Provision</i>	37
<i>Standards</i>	37
<i>Tendering</i>	38
<i>Vegetation Management</i>	39
<i>Visits</i>	40
RETAIN AS TERRITORY ARCHIVES	41
<i>PARKS RESERVES & PUBLIC PLACES</i>	42
<i>Agreements</i>	42
<i>Committees</i>	42
<i>Conservation</i>	43
<i>Construction</i>	44
<i>Designing</i>	45
<i>Disposal</i>	45
<i>Horticultural Services</i>	46
<i>Implementation</i>	46
<i>Land Data & Mapping</i>	47
<i>Liaison</i>	47
<i>Maintenance</i>	48
<i>Mapping Programs</i>	49
<i>Planning</i>	50
<i>Policy</i>	50
<i>Procedures</i>	50
<i>Regulation and Monitoring</i>	51
<i>Reporting</i>	51
<i>Research</i>	52
<i>Security</i>	52
<i>Vegetation Management</i>	53
<i>Visits</i>	53
<i>SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument</i>	54

INTRODUCTION

The *Records Disposal Schedule - Parks Conservation & Public Places Records* is the official authority for the disposal of records relating to Parks Conservation & Public Places 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 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 Parks Conservation & Public Places records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. 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,

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

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 - Parks Conservation & Public Places Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Parks Conservation & Public Places 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 document 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 - Parks Conservation & Public Places Records:

- covers all Parks Conservation & Public Places records;
- 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 the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., 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;
- 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 re-recording) does not 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 records classes covered by this Records Disposal Schedule:

Animal Welfare Act 1992

Cemeteries and Crematoria Act 2003

Domestic Animals Act 2000

Environment Protection Act 1997

Freedom of Information Act 1989

Lakes Act 1976

Land (Planning and Environment) Act 1991

Litter Act 2004

Nature Conservation Act 1980

Nudity Act 1976

Plant Diseases Act 2002

Public Baths and Public Bathing Act 1956

Roads and Public Places Act 1937

Territory Records Act 2002

Tree Protection Act 2005

Tree Protection (Interim Scheme) Act 2001

Water Resources Act 2007

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;
- determine 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 transition 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 – Parks, Reserves & Public Places June 2008

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 that 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 that 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 that 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

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

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. [TARDiS]

Advice

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

Agreements

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

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 etc. [TARDiS]

Conservation

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

Construction

The process of making or building something. [TARDiS]

For tendering of work to support construction activities, use PROPERTY MANAGEMENT - Tendering.

For managing the performance of contracted-out services to support the construction process, use PROPERTY MANAGEMENT - Contracting-out.

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT RELATIONS - Submissions.

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

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. [TARDiS]

Customer Service

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

Designing

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment. [Roads Management RDS]

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

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. [TARDiS]

Fire Management

The practices required to minimise, identify and manage the risks associated with fire.

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Horticultural Services

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

Implementation

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

Inspections

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

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps. [Land, Planning & Building RDS]

Leasing out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing. [TARDiS]

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. [TARDiS]

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Maintenance

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

For tendering cleaning services and other contracted-out services for the maintenance of property, use PROPERTY MANAGEMENT - Tendering.

For the management of contracting-out maintenance services, use PROPERTY MANAGEMENT - Contracting-out.

For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.

Mapping Programs

The activities associated with the collection, management and presentation of land information. [Land Planning & Building RDS]

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. [TARDiS]

Planning

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

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. [TARDiS]

Procedures

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems. [Traffic & Transport RDS]

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. [TARDiS]

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. [TARDiS]

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

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. [Traffic & Transport RDS]

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Standards

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

For compliance with standards use Compliance.

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. [TARDiS]

Vegetation Management

The activity of managing the control and/or preservation of vegetation. [Environmental Management RDS]

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies. [TARDiS]

For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.

For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.

For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting.

RECORDS DISPOSAL SCHEDULE

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.042.001 ■■■■■■■■■■■■■■■■■■■■	Evaluation of activities relating to the Parks, Reserves and Public Places function. Examples: - Weed management - Pest plant and animal management - Flora and fauna survey - Soil conservation. [Note: For records relating to research into the function use - Research]	Destroy 7 years after action completed

Fire Management

The practices required to minimise, identify and manage the risks associated with fire.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.336.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and delivery of fire fighting preparedness training. Includes: - Equipment training - Skills training - Fitness training and assessments.	Destroy 7 years after action completed
106.336.002 ■■■■■■■■■■■■■■■■■■■■	Documentation of prescribed burning application approvals.	Destroy 7 years after strategic fire fuel management plan superseded
106.336.003 ■■■■■■■■■■■■■■■■■■■■	Non-completion of annual fuel management programs.	Destroy 7 years after strategic fire fuel management plan superseded

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Mapping Programs

The activities associated with the collection, management and presentation of land information. [Land Planning & Building RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.222.001 ■■■■■■■■■■■■■■■■■■■■	Final controlled versions of program outputs. Includes: - Aerial photographs; - Maps and plans; - Survey data; - Cadastral maps; - Topographic maps; - Orthophotographic maps; - Thematic maps; - Indexes; - Film and digital images; and - Reports or explanatory notes to program outputs.	Retain as Territory Archives
106.222.002 ■■■■■■■■■■■■■■■■■■■■	Plan preparation including: - Architecture; - Land Management; - Surveying; - Town planning; and - Transport Engineering.	Retain as Territory Archives
106.222.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the project management of mapping programs. Includes: - Requests; - Reproduction programs; and - Maintenance systems.	Destroy 10 years after last action

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.104.001 ■■■■■■■■■■■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
106.104.002 ■■■■■■■■■■■■■■■■■■■■	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
106.104.003 ■■■■■■■■■■■■■■■■■■■■	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
106.104.004 ■■■■■■■■■■■■■■■■■■■■	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
106.104.005 ■■■■■■■■■■■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
106.104.006 ■■■■■■■■■■■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies. [TARDiS]

For visits made by representatives of other agencies and interstate and overseas governments, use GOVERNMENT RELATIONS - Visits.

For security arrangements made for the visits to the agency, use COMMUNITY RELATIONS - Security.

For keeping statistical information relating to visits, use COMMUNITY RELATIONS - Reporting.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.109.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting visits by royalty, heads of state and politicians. Includes signed visitor's books.	Retain as Territory Archives
106.109.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting public visitor books and visits by important community representatives (does not include visits by royalty, heads of state and politicians).	Destroy 5 years after action completed
106.109.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting visits and tours by the general public and students to parks and reserves and by staff to schools and community events/forums.	Destroy 2 years after action completed

RETAIN AS TERRITORY ARCHIVES

Classes for Retention as Territory Archives

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Agreements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements such as agreements between the Territory and Commonwealth agencies related to the Parks, Reserves and Public Places function. For example, the Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.	Retain as Territory Archives

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 etc. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.020.001 ■■■■■■■■■■■■■■■■■■■■	Records associated with the establishment and operation of committees relevant to forests, parks, reserves and public places.	Retain as Territory Archives

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

Classes for Retention as Territory Archives

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Designing

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment. [Roads Management RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.161.001 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the design of forests, parks, reserves and public places and the facilities therein.	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage. [TARDiS]

For the disposal of property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of property through an agreement, use PROPERTY MANAGEMENT - Agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.034.001 ■■■■■■■■■■■■■■■■■■■■	Disposal of land previously used for public recreation and open space, parklands and reserves.	Retain as Territory Archives

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

Classes for Retention as Territory Archives

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps. [Land, Planning & Building RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.220.001 ■■■■■■■■■■■■■■■■■■■■	Advice on land data and mapping.	Retain as Territory Archives

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison with external agencies, professional associations and community groups on issues of significance to the Territory related to the Parks, Reserves and Public Places function. Examples: - Canberra Nara Park ; and - John Knight Memorial Park	Retain as Territory Archives
106.067.002 ■■■■■■■■■■■■■■■■■■■■	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives

Records Disposal Schedule – Parks, Reserves & Public Places June 2008

Classes for Retention as Territory Archives

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

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. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.091.001 ■■■■■■■■■■■■■■■■■■■■	Major research carried out for contribution to nationally coordinated programs related to forests, parks, reserves and public places.	Retain as Territory Archives
106.091.002 ■■■■■■■■■■■■■■■■■■■■	Research carried out for the establishment and management of parks, reserves and public places.	Retain as Territory Archives
106.091.003 ■■■■■■■■■■■■■■■■■■■■	Research carried out that establishes a heritage value.	Retain as Territory Archives

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks. [TARDiS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.097.001 ■■■■■■■■■■■■■■■■■■■■	Major security breaches or incidents, which results in the laying of charges, or where sabotage is strongly suspected within forests, parks, reserves and public places. Including break-ins, unauthorised access, intentional damage and fires.	Retain as Territory Archives

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument

Changes to NI2005-93

Dated

25/02/2005

New Features (Insertions)

FUNCTION	ACTIVITY	Entry no.	Description
Related Legislation			Animal Welfare Act 1992
Related Legislation			Tree Protection Act 2005
Parks, Reserves and Public Places	Conservation	002	New disposal class
Parks, Reserves and Public Places	Contracting out	001	Broadened disposal action
Parks, Reserves and Public Places	Land Data & Mapping		New activity
Parks, Reserves and Public Places	Maintenance 069	001	New disposal Class
Parks, Reserves and Public Places	Mapping Programs 222		New activity

Enhancements (Changes)

FUNCTION	ACTIVITY	Entry no.	Description
All	All	All	All Records Disposal Schedule entry numbers are being systematically changed to reflect the adoption of a new unique number for record disposal schedules. The changes facilitate barcode technology that may be adopted in the future. This update applies
Where necessary	As required	Various	Disposal actions triggered by 'last action' have been changed to 'after action completed' to allow electronic triggering.
Where necessary	As required	Various	Disposal actions triggered by 'when reference ceases' have been changed to '6 months after action completed' to allow electronic triggering.
Where necessary	As required	Various	Disposal action presented in descending order based on time has meant that record classes may be reordered in this version.
Parks, Reserves and Public Places	Contracting out 025		Disposal action wording amended to include contracts

Corrections (Deletions)

FUNCTION	ACTIVITY	Entry no.	Description
Parks, Reserves and Public Places	Horticultural Services 172		Reference to old numbering removed