

Australian Capital Territory

Territory Records (Records Disposal Schedule – Emergency Management Records) Approval 2012 (No 1)

Notifiable instrument NI2012—185

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 – Emergency Management Records) Approval 2012 (No 1)

2. Approval

I approve the Records Disposal Schedule – Emergency Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument:

NI2011-91 notified 7 March 2011.

David Wardle
Director of Territory Records
28 March 2012



Records Disposal Schedule

Emergency Management Records

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INTRODUCTION

The *Records Disposal Schedule – Emergency Management Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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 WHOLE OF GOVERNMENT THESAURUS

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 or if there is a current records disposal freeze in effect.**

The *Records Disposal Schedule – Emergency Management 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 Whole of Government Thesaurus originally based on the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all ACT Government 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.

Whole of Government Thesaurus

The Whole of Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole of Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA 2010), a thesaurus which incorporated 16 common functions. All other functions within the Whole of Government Thesaurus are considered functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole of Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 original 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 – Emergency Management Records*:

- covers all ACT Government records;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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 record classes covered by this Records Disposal Schedule:

Emergencies Act 2004

Evidence Act 1971

Freedom of Information Act 1989

Health Records (Privacy and Access) Act 1997

Occupational Health and Safety Act 1989

Privacy Act 1998 (Commonwealth)

Public Sector Management Act 1994

Territory Records Act 2002

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

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

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

Advice

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

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Arrangements

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

Audit

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

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

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.

Counselling (Emergency)

The activities associated with giving advice or guidance to members of the public affected by emergencies.

Debriefing

The activity of conducting post-incident discussions.

Disputes (Emergency Response)

The activity of settling disputes between organisations in connection with the deployment of resources and the assignment of roles and responsibilities for dealing with emergencies.

Emergency Declarations

The activities associated with making declarations for prohibited burning times and emergency periods.

Emergency Incidents

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff.

The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

Emergency Notifications

The activity of notifying emergency services or other agencies of an emergency incident.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another 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.

Information Resources

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

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.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

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 organisation according to formulated policy.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

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.

Resource Dispatch

The activities associated with mobilising and dispatching resources to an incident.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

RECORDS DISPOSAL SCHEDULE

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

Advice

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

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

Entry No.	Description of Records	Disposal Action
089.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of technical or specialist advice regarding emergencies.	Destroy 7 years after last action
089.005.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of routine advice during an emergency.	Destroy 2 years after last action

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

Entry No.	Description of Records	Disposal Action
089.006.001 ■■■■■■■■■■■■■■■■■■■■	Agreements outlining cooperative arrangements between the organisation and other organisations (e.g. Mutual Aid Agreements and Memorandum of Understanding) outlining the arrangements between services or level of service each will provide in regards to Emergency Management.	Destroy 7 years after agreement expires or is terminated

Agreements (Continued)

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.006.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after last action

Arrangements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.011.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangements for the provision of refreshments, equipment, etc. at incident sites.	Destroy 2 years after incident

Audit

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit report relating to operational audits of the Emergency Management function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives
089.013.002 ■■■■■■■■■■■■■■■■■■■■	Other final audit report relating to operational audits of the Emergency Management function.	Destroy 7 years after audit completed
089.013.003 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to operational audits of the Emergency Management function.	Destroy 2 years after audit completed

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

Entry No.	Description of Records	Disposal Action
089.194.001 ■■■■■■■■■■■■■■■■■■■■	Investigation records into major emergencies where there has been a fatality, major loss to property or serious injury. Records could include statements, reports, photographs, transcripts, video and voice recordings, diagrams, survey data.	Retain as Territory Archives
089.194.002 ■■■■■■■■■■■■■■■■■■■■	Investigation records into other determined or undetermined emergencies. Records could include statements, reports, photographs, transcripts, video and voice recordings, diagrams, survey data.	Destroy 7 years after last action
089.194.003 ■■■■■■■■■■■■■■■■■■■■	Ambulance case sheets where the patient was 18 years or older at time of treatment. Includes South Care helicopter.	Destroy 7 years after last action
089.194.004 ■■■■■■■■■■■■■■■■■■■■	Ambulance case sheets where the patient was less than 18 years old. Includes South Care helicopter.	Destroy 25 years after patient reaches 25 years of age

Committees (Continued)

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

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.020.004 ■■■■■■■■■■■■■■■■■■■■	Records of internal agency committees formed to consider matters relating to the Emergency Management function. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• reports• recommendations• supporting documents such as briefing and discussion papers.	Destroy 7 years after action completed
089.020.005 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of the Bush Fire Council. Includes agenda and notices of meetings.	Destroy 7 years after action completed
089.020.006 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting administrative arrangements made for the conduct of external inter-government and inter-agency committees.	Destroy 2 years after action completed
089.020.007 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the administration of internal committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none">• agenda• notices of meetings• draft minutes.	Destroy 6 months after last action

Counselling (Emergency)

The activities associated with giving advice or guidance to members of the public affected by emergencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.228.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of counselling services to members of the public affected by emergency situations where the person is aged 18 years or older.	Destroy 7 years after last action
089.228.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of counselling services to members of the public affected by emergency situations where the person is not aged 18 years or older.	Destroy 25 years 6 months after person reaches 25 years of age
089.228.003 ■■■■■■■■■■■■■■■■■■■■	Administrative records relating to organising counsellors, and arranging appointments and transport for participants.	Destroy 2 years after last action

Debriefing

The activity of conducting post-incident discussions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.242.001 ■■■■■■■■■■■■■■■■■■■■	Major incidents - All records concerning debriefings following major incidents initiated by, or requiring major involvement of the organisation.	Retain as Territory Archives
089.242.002 ■■■■■■■■■■■■■■■■■■■■	All records concerning other debriefings initiated by, or requiring major involvement of the organisation.	Destroy 7 years after last action
089.242.003 ■■■■■■■■■■■■■■■■■■■■	All records concerning debriefings initiated by another service.	Destroy 2 years after last action
089.242.004 ■■■■■■■■■■■■■■■■■■■■	Routine administrative records regarding debriefings.	Destroy 2 years after last action

Disputes (Emergency Response)

The activity of settling disputes between organisations in connection with the deployment of resources and the assignment of roles and responsibilities for dealing with emergencies.

Entry No.	Description of Records	Disposal Action
089.282.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to significant disputes arising over response to incidents which create intense media interest or controversy or result in major changes to policy, procedures, etc. Records could include reports, decisions, resolutions and recommendations.	Retain as Territory Archives
089.282.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to other disputes arising over response to incidents, for example notification problems between emergency services when responding to an incident. Records could include reports, decisions, resolutions and recommendations.	Destroy 7 years after last action

Emergency Declarations

The activities associated with making declarations for prohibited burning times and emergency periods.

Entry No.	Description of Records	Disposal Action
089.283.001 ■■■■■■■■■■■■■■■■■■■■	Records involved in the declaration and regulation of fire bans, emergency periods.	Retain as Territory Archives

Emergency Incidents

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff.

The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

Entry No.	Description of Records	Disposal Action
089.284.001 ■■■■■■■■■■■■■■■■■■■■	All operational records related to significant incidents. For example incidents where there is loss of life or major property losses. Includes situation reports, damage reports and logs.	Retain as Territory Archives
089.284.002 ■■■■■■■■■■■■■■■■■■■■	Master record of incident reports. Reports could be retained in an incident management system, such as Australian Incident Reporting System (AIRS) or similar.	Retain as Territory Archives

Emergency Notifications

The activity of notifying emergency services or other agencies of an emergency incident.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.285.001 ■■■■■■■■■■■■■■■■■■■■	All recordings made. Includes recordings of emergency calls and radio transmissions. Recordings can be in various formats, (e.g. digital tapes, voice/audio tapes.)	Destroy 7 years after all action is completed
089.285.002 ■■■■■■■■■■■■■■■■■■■■	Requests for copies or transcripts of emergency calls.	Destroy 2 years after request

Enquiries

The activities associated with handling requests for information about the agency and its services, programs and activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for information about the Emergency Management function requiring a detailed response.	Destroy 7 years after last action
089.040.002 ■■■■■■■■■■■■■■■■■■■■	Requests from insurance industry organisations (e.g. loss adjustors, insurance company) for information regarding incidents.	Destroy 7 years after enquiry
089.040.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries about the Emergency Management function requiring a routine response or general information.	Destroy 2 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.042.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the evaluation of programs, systems or services in relation to meeting the needs of the Emergency Management function.	Destroy 7 years after evaluation

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Entry No.	Description of Records	Disposal Action
089.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to formal arrangements with other organisations to undertake joint activities in relation to Emergency Management.	Destroy 7 years after last action

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.

Entry No.	Description of Records	Disposal Action
089.067.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to communications with other organisations and persons regarding Emergency Management. Includes exchange of contact details and information.	Destroy 2 years after last action

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
089.072.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of minutes, agenda and supporting documents tabled at meetings such as those undertaken with other government agencies relating to the Emergency Management function. Includes agendas, minutes, briefing papers and discussion papers.	Destroy 7 years after last action
089.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings associated with the Emergency Management function. Includes: <ul style="list-style-type: none"> ● draft agenda ● notice of meeting ● draft minutes. 	Destroy 2 years after meeting

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>
089.079.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to planning response activities. Records could include feasibility studies, strategic plans.	Destroy 7 years after last action
089.079.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and establishment of fire districts. Includes alterations to boundaries.	Destroy 7 years after event
089.079.003 ■■■■■■■■■■■■■■■■■■■■	Plans outlining operational activities for one-off and ongoing major events.	Destroy 7 years after last action
089.079.004 ■■■■■■■■■■■■■■■■■■■■	Routine organisational matters relating to the planning process.	Destroy 2 years after last action

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.080.001 ■■■■■■■■■■■■■■■■■■■■	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives
089.080.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the establishment and development of policy in relation to Emergency Management activities. Includes policy proposals, research papers, results of consultations and supporting reports.	Destroy 7 years after last action
089.080.003 ■■■■■■■■■■■■■■■■■■■■	Ancillary records supporting the development of the organisation's policy concerning the Emergency Management function. Includes working papers and drafts.	Destroy 2 years after policy is promulgated

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>
089.155.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the accreditation or registration to operate specialised units such as rescue units, hazardous materials units, etc. Includes maintenance of registers of unit personnel.	Destroy 7 years after last action
089.155.002 ■■■■■■■■■■■■■■■■■■■■	Drugs register.	Destroy 7 years after last entry

Regulation and Monitoring

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.166.001 ■■■■■■■■■■■■■■■■■■■■	Records related to monitoring the utilisation and performance of emergency management activities.	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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.088.001 ■■■■■■■■■■■■■■■■■■■■	Master copies of post incident analyses - published and made available to external organisations.	Retain as Territory Archives
089.088.002 ■■■■■■■■■■■■■■■■■■■■	Copies of reports and statutory declarations prepared by the organisation and relating to emergency incidents.	Destroy 2 years after last action

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.

[For audit committees, use *STRATEGIC MANAGEMENT - Committees*.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use *STRATEGIC MANAGEMENT - Committees*.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of the Bush Fire Council. Includes: <ul style="list-style-type: none">• appointment of members• final versions of minutes• reports• recommendations supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
089.020.002 ■■■■■■■■■■■■■■■■■■■■	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee;• agendas;• minutes;• reports;• recommendations;• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Debriefing

The activity of conducting post-incident discussions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.242.001 ■■■■■■■■■■■■■■■■■■■■	Major incidents - All records concerning debriefings following major incidents initiated by, or requiring major involvement of the organisation.	Retain as Territory Archives

Disputes (Emergency Response)

The activity of settling disputes between organisations in connection with the deployment of resources and the assignment of roles and responsibilities for dealing with emergencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.282.001 ■■■■■■■■■■■■■■■■■■	Records relating to significant disputes arising over response to incidents which create intense media interest or controversy or result in major changes to policy, procedures, etc. Records could include reports, decisions, resolutions and recommendations.	Retain as Territory Archives

Emergency Declarations

The activities associated with making declarations for prohibited burning times and emergency periods.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.283.001 ■■■■■■■■■■■■■■■■■■	Records involved in the declaration and regulation of fire bans, emergency periods.	Retain as Territory Archives

Emergency Incidents

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff.

The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.284.001 ■■■■■■■■■■■■■■■■■■	All operational records related to significant incidents. For example incidents where there is loss of life or major property losses. Includes situation reports, damage reports and logs.	Retain as Territory Archives
089.284.002 ■■■■■■■■■■■■■■■■■■	Master record of incident reports. Reports could be retained in an incident management system, such as Australian Incident Reporting System (AIRS) or similar.	Retain as Territory Archives
089.284.003 ■■■■■■■■■■■■■■■■■■	Statistical reports produced from data maintained in incident management system (such as AIRS). Includes comprehensive statistics about incidents and responses. Includes details of types of incidents, property involved, injuries and fatalities.	Retain as Territory Archives

Information Resources

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

Entry No.	Description of Records	Disposal Action
089.315.001 ■■■■■■■■■■■■■■■■■■■■	Aerial photographs used to make assessments on hazard and risk assessment zoning.	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.

Entry No.	Description of Records	Disposal Action
089.080.001 ■■■■■■■■■■■■■■■■■■■■	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
089.082.001 ■■■■■■■■■■■■■■■■■■■■	Master copies of procedures, manuals, codes of practice or instructions in regards to the Emergency Management function.	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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

Entry No.	Description of Records	Disposal Action
089.088.001 ■■■■■■■■■■■■■■■■■■■■	Master copies of post incident analyses - published and made available to external organisations.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
089.093.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing Emergency Management processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
089.093.002 ■■■■■■■■■■■■■■■■■■■■	Reviewing notifications regarding proposed or finalised activities that will affect traffic and potentially affect response time to incidents. Includes road closures, re-naming and numbering of streets, speed bumps, etc.	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.

Amendments to the Emergency Management Records Disposal Schedule

Dated March 2012

Function (Amendments)

The EMERGENCY MANAGEMENT disposal schedule reissued as a separate Instrument due to removal of the MATERIEL SUPPORT Function from NI2011-91 Emergency Services Records and according to current procedures.

New Features (Insertions)

Activity	Entry no.	Description

Enhancements (Changes)

Activity	Entry no.	Description