

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2005 (No 1)**

**Notifiable instrument NI2005—93**

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 2005 (No 1).

## **2. Approval**

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

## **3. Commencement**

This instrument commences on the date after notification.

David Wardle  
Director of Territory Records  
23 February 2005



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

<b>INTRODUCTION</b> .....	<b>4</b>
<b>PURPOSE</b> .....	<b>4</b>
<b>SCOPE</b> .....	<b>4</b>
<b>AUTHORITY</b> .....	<b>4</b>
<b>STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF</b>	
<b>KEYWORD AAA</b> .....	<b>4</b>
<i>Territory Version of Keyword AAA</i> .....	5
<b>GUIDELINES FOR USE</b> .....	<b>6</b>
<i>Coverage of authority</i> .....	6
<i>Layout of the schedule</i> .....	6
<b>FORMAT OF RECORD</b> .....	<b>7</b>
<i>Electronic records</i> .....	7
<b>DESTRUCTION OF RECORDS</b> .....	<b>7</b>
<b>UPDATING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>7</b>
<b>ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>7</b>
<b>RELATED LEGISLATION</b> .....	<b>8</b>
<b>DEFINITIONS</b> .....	<b>9</b>
<i>Agency</i> .....	9
<i>Appraisal</i> .....	9
<i>Business Classification Scheme</i> .....	9
<i>Principal Officer</i> .....	9
<i>Records</i> .....	9
<i>Records of an Agency</i> .....	9
<i>Records Disposal Schedule</i> .....	10
<i>Records Management Program</i> .....	10
<i>Recordkeeping Systems</i> .....	10
<i>Scope Note</i> .....	10
<i>Sentencing</i> .....	10
<i>Territory Archives</i> .....	10
<b>BUSINESS CLASSIFICATION SCHEME</b> .....	<b>11</b>
<b>PARKS, RESERVES AND PUBLIC PLACES</b> .....	<b>12</b>
<i>Acquisition</i> .....	12
<i>Advice</i> .....	12
<i>Agreements</i> .....	12
<i>Committees</i> .....	12
<i>Conservation</i> .....	12
<i>Construction</i> .....	12
<i>Contracting out</i> .....	12
<i>Customer Service</i> .....	12
<i>Designing</i> .....	12
<i>Disposal</i> .....	13
<i>Evaluation</i> .....	13
<i>Fire Management</i> .....	13
<i>Horticultural services</i> .....	13
<i>Implementation</i> .....	13
<i>Inspections</i> .....	13
<i>Leasing-out</i> .....	13
<i>Liaison</i> .....	13
<i>Maintenance</i> .....	13

**Records Disposal Schedule – Parks, Reserves and Public Places Records February 2005**

<i>Meetings</i> .....	14
<i>Planning</i> .....	14
<i>Policy</i> .....	14
<i>Procedures</i> .....	14
<i>Regulation and Monitoring</i> .....	14
<i>Reporting</i> .....	14
<i>Research</i> .....	14
<i>Security</i> .....	14
<i>Service Provision</i> .....	14
<i>Standards</i> .....	15
<i>Tendering</i> .....	15
<i>Vegetation Management</i> .....	15
<i>Visits</i> .....	15
<b>RECORDS DISPOSAL SCHEDULE</b> .....	<b>16</b>
<b>CLASSES FOR RETENTION AS TERRITORY ARCHIVES</b> .....	<b>33</b>

## **INTRODUCTION**

The *Records Disposal Schedule – Parks, Reserves and Public Places Records* is the official authority for the disposal of records relating to parks, reserves and 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 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 Parks, Reserves and Public Places 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 – Parks, Reserves and Public Places 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 Parks, Reserves and 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 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 – Parks, Reserves and Public Places Records*:

- is intended to cover most Parks, Reserves and Public Places 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:

*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 part 3*  
*Land (Planning and Environment) Act 1991, section 261*  
*Litter Act 1977*  
*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 (Interim Scheme) 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**

## ***PARKS, RESERVES AND 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.

### *Advice*

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

### *Agreements*

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

### *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.

### *Conservation*

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

### *Construction*

The process of making or building something.

### *Contracting out*

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

### *Customer Service*

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

### *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.

### *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.

### *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.

### *Fire Management*

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

### *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.

### *Inspections*

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

### *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.

### *Liaison*

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

### *Maintenance*

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

### *Meetings*

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

### *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.

### *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.

### *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.

### *Service Provision*

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

water, electricity, temporary toilets, etc. for special outdoor events.

*Standards*

The process of implementing industry or 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.

*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.



## **RECORDS DISPOSAL SCHEDULE**

## **Parks, Reserves and 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.

For records associated with the purchase or other acquisition of land use PROPERTY MANAGEMENT – Acquisition.

For records of assets other than land relating to the Parks, Reserves and Public Places function use EQUIPMENT & STORES


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.1.1 	Acquisition and use of explosives.	Destroy 5 years after acquittal of ordnance
1.1.2 	Acquisition and use of service firearms.	Destroy 5 years after disposal of firearm
1.1.3 	Acquisition and use of ammunition for service firearms.	Destroy 3 years after acquittal of ordnance

## **Parks, Reserves and 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.




### ***Advice***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.2.1 	Records associated with the receipt and provision of advice under the Parks, Reserves and Public Places function	Destroy 7 years after last action

### ***Agreements***

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



<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 	Final versions of agreements such as agreements between the Territory and Commonwealth agencies related to the Parks, Reserves and Public Places function. Example: *Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.	Retain as Territory Archives
1.3.2 	Records associated with agreements permitting the use of a public park, place or sportsground for a particular purpose.	Destroy 7 years after authorisation expires
1.3.3 	Negotiation, establishment, maintenance and review of agreements.	Destroy 7 years after agreement expires or is superseded

## **Parks, Reserves and 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.



### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.4.1 	Records associated with the establishment and operation of committees relevant to forests, parks, reserves and public places.	Retain as Territory Archives
1.4.2 	Records associated with the participation in committees relevant to forests, parks, reserves and public places.	Destroy 7 year after appointment lapses

### ***Conservation***

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





<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.5.1 	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
1.5.2 	Records documenting conservation and or protection activities related to the Parks, Reserves and Public Places function for issues, which are not of significance to the Territory.	Destroy 10 years after last action

## **Parks, Reserves and 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.


### ***Construction***

The process of making or building something.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.6.1 	Records documenting the construction details of forests, parks, reserves and public places and the facilities therein.	Retain as Territory Archives
1.6.2 	Documentation related to construction of major assets within forests, parks, reserves and public places including design and siting plans and project management records. Including buildings and toilet blocks.	Retain as Territory Archives
1.6.3 	Documentation related to minor assets within forests, parks, reserves and public places including design and siting plans and project management records. Including tracks, trails, fences etc.	Destroy 7 years after asset is decommissioned or disposed of
1.6.4 	Records documenting construction activities that did not proceed	Destroy 7 years after decision to suspend construction activities

### ***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>
1.7.1 	Details of contracts for the maintenance and operation of forests, parks, reserves, public places and sportsgrounds.	Destroy 7 years after completion or other termination of agreement

## **Parks, Reserves and 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.


### ***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>
1.8.1 	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 Parks, Reserves and Public Places function.	Destroy 5 years after last action





### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.9.1 	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.


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.10.1 	Disposal of land previously used for public recreation and open space, parklands and reserves.	Retain as Territory Archives
1.10.2 	Disposal of explosives.	Destroy 7 years after acquittal of ordnance
1.10.3 	Disposal of service firearms.	Destroy 7 years after disposal of the firearm
1.10.4 	Disposal of ammunition for service firearms.	Destroy 7 years after acquittal of ordnance

## **Parks, Reserves and 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 	Evaluation of activities relating to the Parks, Reserves and Public Places function. Examples: <ul style="list-style-type: none"><li>* Weed management</li><li>* Pest plant and animal management</li><li>* Flora and fauna survey</li><li>* Soil conservation.</li></ul> <i>[Note: for records with research potential use “Research”]</i>	Destroy 7 years after last action

### ***Fire Management***

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









<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 	Records documenting the development and delivery of fire fighting preparedness training. Includes: <ul style="list-style-type: none"><li>* Equipment training</li><li>* Skills training</li><li>* Fitness training and assessments.</li></ul>	Destroy 7 years after last action
1.12.2 	Documentation of prescribed burning application approvals.	Destroy 7 years after strategic fire fuel management plan superseded
1.12.3 	Non-completion of annual fuel management programs.	Destroy 7 years after strategic fire fuel management plan superseded

## **Parks, Reserves and 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records documenting the establishment of permanent horticultural assets in forests, parks, places and sportsgrounds.	Retain as Territory Archives
1.13.2 	Records relating to the significant design and landscaping of forests, parks, reserves and public places including reconstruction. Example: * Restoration of areas within forests, parks, reserves and public places (eg Boboyan Pines) * Bushland regeneration * Bushfire reconstruction <i>[Note: for records pertaining to ‘significant trees’ see “Conservation” 1.5.1]</i>	Retain as Territory Archives
1.13.3 	The summary records pertaining to disease or pest outbreaks.	Retain as Territory Archives
1.13.4 	Horticultural services related to rural lands and pasture management.	Destroy 7 years after last action
1.13.5 	Records pertaining to the maintenance or removal of horticultural assets in forests, parks, reserves and public places.	Destroy 7 years after last action
1.13.6 	Routine activities in relation to flower growing, landscaping, soils and production of plants.	Destroy 7 years after last action
1.13.7 	Horticultural services relating to tree management and protection.	Destroy 7 years after last action
1.13.8 	Records relating to the routine design and landscaping of parks, reserves and public places including reconstruction. Example: *Playgrounds and picnic areas	Destroy 7 years after last action




## **Parks, Reserves and 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.



### ***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 	Summary records documenting execution of implementation plans, policies and procedures related to the Parks, Reserves and Public Places function.	Retain as Territory Archives


### ***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>
1.15.1 	Records of inspection of forests, parks, public places and sportsgrounds for the purpose of asset acceptance.	Destroy 7 years after last action
1.15.2 	Records of inspection of existing forests, parks, public places and sportsgrounds to determine compliance with standards.	Destroy 7 years after last action

### ***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.




<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 	Records documenting leasing out of assets within forests, parks, reserves and public places, including formal documentation specified setting out periods, conditions, rights and responsibilities such as camp areas.	Destroy 7 years after last action

## **Parks, Reserves and 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.


### ***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 issues of significance to the Territory related to the Parks, Reserves and Public Places function. Examples: * Canberra Nara Park * John Knight Memorial Park	Retain as Territory Archives
1.17.2 	Liaison with indigenous groups (who are signatories to agreements) regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.17.3 	Liaison with external agencies, professional associations and community groups on issues, which are not of significance to the Territory related to the Parks, Reserves and Public Places function. Example: * Redesign of a community public area	Destroy 7 years after last action

### ***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>
1.18.1 	Maintenance of assets and equipment including tracks, trails, fences and signs etc within forests, parks, reserves and public places.	Destroy 7 years after last action

## **Parks, Reserves and 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.



### ***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>
1.19.1 	Final versions of minutes and supporting documents that support the Parks, Reserves and Public Places function.	Destroy 7 years after last action
1.19.2 	Meetings relevant to the management of business units involved in the provision, construction, maintenance and operation of forests, parks, reserves and public places.	Destroy 2 years after last action
1.19.3 	Working papers documenting the conduct and administration of meetings held to support the Parks, Reserves and Public Places function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

### ***Planning***

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



<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 management plans related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.20.2 	Working papers used in developing plans, draft plans and maps, reports analysing issues and comments related to the Parks, Reserves and Public Places function.	Destroy 7 years after adoption of final plan

## **Parks, Reserves and 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.




### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.21.1 	Final versions of policies related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.21.2 	Working papers used in developing policies related to the Parks, Reserves and Public Places function.	Destroy 7 years after adoption of final policy

### ***Procedures***

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



<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.22.1 	Master version of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.22.2 	Final versions of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Destroy 7 years after procedures superseded
1.22.3 	Records documenting the development of agency procedures supporting the Parks, Reserves and Public Places function.	Destroy 7 years after adoption of final procedure

## **Parks, Reserves and 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.23.1 	Activities related to the regulation and monitoring of issues of significance to the Territory relating to the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.23.2 	Activities related to the regulation and monitoring of issues, which are not of significance to the Territory relating to the Parks, Reserves and Public Places function.	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>
1.24.1 	Final versions of reports documenting formal statements or findings of the result of the examinations related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
1.24.2 	Working papers associated with the development of reports documenting actions related to the Parks, Reserves and Public Places function.	Destroy 2 years after adoption of final

## **Parks, Reserves and 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.25.1 	Major research carried out for contribution to nationally coordinated programs related to forests, parks, reserves and public places.	Retain as Territory Archives
1.25.2 	Research carried out for the establishment and management of parks, reserves and public places.	Retain as Territory Archives
1.25.3 	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.


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.26.1 	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
1.26.2 	Records relating to security arrangements, procedures and incidents, surveillance, and access related to the Parks, Reserves and Public Places function.	Destroy 7 years after last action

## **Parks, Reserves and 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.


### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.27.1 	Records associated with the provision of services relevant to parks, reserves and public places.	Destroy 7 years after last action

### ***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>
1.28.1 	Records documenting the implementation of industry and agency standards to support the Parks, Reserves and Public Places function.	Destroy 7 years after standards are superseded

## **Parks, Reserves and 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.29.1 	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.29.2 	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
1.29.3 	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
1.29.4 	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
1.29.5 	Tender register.	Destroy 7 years after last entry
1.29.6 	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract





## **Parks, Reserves and 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.




### ***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>
1.30.1 	Strategic management of plant communities and/or species of significance to the territory. Examples: * Westbourne Woods * Cork Oak Plantation * Terango Leek Orchid	Retain as Territory Archives
1.30.2 	Routine management of other plant communities and/or species.	Destroy 7 years after last action

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.31.1 	Visits by royalty, heads of state and politicians. Includes signed visitor's books.	Retain as Territory Archives
1.31.2 	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 last action
1.31.3 	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 last action


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

## Classes for retention as Territory Archives Parks, Reserves and 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 	Final versions of agreements such as agreements between the Territory and Commonwealth agencies related to the Parks, Reserves and Public Places function. Example: *Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.	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>
1.4.1 	Records associated with the establishment and operation of committees relevant to public forests, parks, places and sportsgrounds.	Retain as Territory Archives

### *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>
1.5.1 	Records documenting conservation and or protection activities related to the Environmental Management function for issues of significance to the Territory. Includes: *Significant trees. [For the Significant tree register See 'Registration'] *Sites of biological or cultural significance Example: *Murrumbidgee River Corridor	Retain as Territory Archives

## **Classes for retention as Territory Archives Parks, Reserves and 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.


### ***Construction***

The process of making or building something.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.6.1 	Records documenting the construction details of public parks, places and sportsgrounds and the facilities therein.	Retain as Territory Archives
1.6.2 	Documentation related to construction of major assets within Parks, reserves and public places including design and siting plans and project management records. Including buildings and toilet blocks.	Retain as Territory Archives


### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.9.1 	Records relevant to the design of forests, parks, public place, sportsgrounds 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.




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

## Classes for retention as Territory Archives Parks, Reserves and 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records documenting the establishment of permanent horticultural assets in forests, parks, places and sportsgrounds.	Retain as Territory Archives
1.13.2 	Records relating to the significant design and landscaping of forests, parks, reserves and public places of including reconstruction. Example: * Restoration of areas within forests, parks, reserves and public places (eg Boboyan Pines) * Bushland regeneration * Bushfire reconstruction <i>[Note: for records pertaining to 'significant trees' see "Conservation" 1.5.1]</i>	Retain as Territory Archives
1.13.8 	The summary records pertaining to disease or pest outbreaks.	Retain as Territory Archives

### *Implementation*

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



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	Records documenting execution of implementation plans, policies and procedures related to the Parks, Reserves and Public Places function.	Retain as Territory Archives

## Classes for retention as Territory Archives Parks, Reserves and 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.


### *Liaison*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	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. Example: * Canberra Nara Park * John Knight Memorial Park	Retain as Territory Archives
1.17.2 	Liaison with indigenous groups (who are signatories to agreements) regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives


### *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>
1.20.1 	Final versions of management plans related to the Parks, Reserves and Public Places 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>
1.21.1 	Final versions of policies related to acquisition, design and control of the Parks, Reserves and Public Places function.	Retain as Territory Archives

## Classes for retention as Territory Archives Parks, Reserves and 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.


### *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>
1.22.1 	Master version of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the parks and reserves function.	Retain as Territory Archives




### *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>
1.23.1 	Activities related to the regulation and monitoring of issues of significance to the Territory relating to the Parks, Reserves and Public Places 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.


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

## **Classes for retention as Territory Archives Parks, Reserves and 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.


### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.26.1 	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


### ***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>
1.30.1 	Strategic management of plant communities and/or species of significance to the territory. Examples: * Westbourne Woods * Cork Oak Plantation * Terango Leek Orchid	Retain as Territory Archives

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.31.1 	Visits by royalty, heads of state and politicians. Includes signed visitor's books.	Retain as Territory Archives