Territory Records (Records Disposal Schedule – Environmental Management Records) Approval 2011 (No 1)

Notifiable instrument NI2011—86

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 – Environmental Management Records) Approval 2011 (No 1)

2. Approval

I approve the Records Disposal Schedule – Environmental Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2008-254 notified 3 July 2008.

David Wardle
Director of Territory Records
21 March 2011



Records Disposal Schedule

Environmental Management Records

Table of Contents

INTRODUCTION	6
PURPOSE	6
SCOPE	6
AUTHORITY	
STRUCTURE AND RELATIONSHIP TO THE TERR	
KEYWORD AAA	
Whole-of-Government Thesaurus	7
GUIDELINES FOR USE	
Coverage of authorityLayout of the schedule	
FORMAT OF RECORD	9
Electronic records	9
DESTRUCTION OF RECORDS	9
UPDATING THE RECORDS DISPOSAL SCHEDULE	
ASSISTANCE IN USING THE RECORDS DISPOSAL	
RELATED LEGISLATION	
DEFINITIONS	
AgencyAppraisal	11 11
Business Classification Scheme	
Principal Officer	
Records	
Records of an Agency	
Records Disposal Schedule	
•	
Records Management Program	
1 0 .	
Scope Note	
Sentencing	
Territory Archives	
BUSINESS CLASSIFICATION SCHEME	13
ENVIRONMENTAL MANAGEMENT	14
RECORDS DISPOSAL SCHEDULE	18
ENVIRONMENTAL MANAGEMENT	19
Advice	19
Agreements	
Animal Welfare	
Appeals (decisions)	
Authorisation	
Committees	

Committees (Continued)	24
Compliance	24
Conservation	25
Contracting out	26
Customer service	26
Evaluation	26
Fees and charges determination	27
Grant funding	27
Horticultural Services	28
Implementation	28
Infringements	29
Inspections	29
Joint Ventures	29
Joint Ventures (Continued)	30
Liaison	30
Licensing	31
Maintenance	31
Mapping Programs	32
Meetings	
Notifications	33
Notifications (Continued)	34
Planning	
Policy	
Procedures	35
Registration	35
Regulation and monitoring	36
Reporting	
Research	37
Standards	37
Tendering	38
Vegetation Management	39
RETAIN AS TERRITORY ARCHIVES	40
ENVIRONMENTAL MANAGEMENT	
Advice	
Agreements	
Animal Welfare	
Appeals (decisions)	
Authorisation	
Committees	
Conservation	
Grant funding	
Implementation	
Liaison	
Mapping Programs	
Notifications	
Planning	
Policy	
Procedures	
Registration	47

Resea	arch	4
Stand	dards	49
Veget	rtation Management	49

INTRODUCTION

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

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

PURPOSE

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

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

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

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

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

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

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

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, 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 - Environmental 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 Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Environmental Management records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

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 incorporating 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 Whole-of-Government Thesaurus. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Environmental Management Records:

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

Layout of the schedule

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

Function.

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

Activity.

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

Entry No.

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

Description of Records.

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

Disposal Action.

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

FORMAT OF RECORD

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

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

Electronic records

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

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

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

UPDATING THE RECORDS DISPOSAL SCHEDULE

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

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

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

RELATED LEGISLATION

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

Animal Diseases Act 2005

Animal Welfare Act 1992

Clinical Waste Act 1990

Commissioner for the Environment Act 1993

Environment Protection Act 1997

Fertilisers Act 1904

Fisheries Act 2000

Heritage Act 2004

Lakes Act 1976

Land (Planning and Environment) Act 1991

National Environment Protection Council Act 1994

Nature Conservation Act 1980

Plant Diseases Act 2002

Pounds Act 1928

Roads and Public Places Act 1937

Stock Act 2005

Tree Protection (Interim Scheme) Act 2001

Trespass on Territory Land Act 1932

Waste Minimisation Act 2001

Water Resources Act 2007

Heritage (Objects) Act 1991

Tree Protection Act 2005

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

ENVIRONMENTAL MANAGEMENT

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

Advice

The activities associated with offering opinions 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.

Animal Welfare

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

Appeals (decisions)

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

Authorisation

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

Committees

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

Compliance

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

Conservation

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

Contracting out

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

Customer service

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

Evaluation

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

Fees and charges determination

The activities associated with determining fees and charges.

Grant funding

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

Horticultural Services

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

Implementation

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

Infringements

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

Inspections

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

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.

Licensing

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

Maintenance

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

Mapping Programs

The activities associated with the collection, management and presentation of land information.

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.

Notifications

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

Planning

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

Policy

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

Procedures

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

Registration

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

Regulation and monitoring

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

Reporting

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

Research

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

Standards

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

Tendering

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

Vegetation Management

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

RECORDS DISPOSAL SCHEDULE

ENVIRONMENTAL MANAGEMENT

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

Advice

The activities associated with offering opinions 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
113.005.001	Advice relating to the Environmental Management function provided by the Territory with long term environmental, social and economic consequences. For example, advising the Australian Greenhouse Office, advice on land data and mapping.	Retain as Territory Archives

113.005.002

Other advice relating to the function, including Destroy 7 years after advice to other governments, agencies and the action completed Territory.

[Use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration, for records relating to the management of spatial data, including the administration of the database, provision of access to the database etc.]

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
113.006.001	Final version of property management	Retain as Territory
	agreements between property lessees and the	Archives
	agency responsible for wildlife monitoring.	
	Includes:	

- Environment Protection Agreements; and
- Property Management Agreements.

113.006.002

Working papers recording the negotiation, Destroy 7 years after establishment, maintenance and review of both disposal of property successful and unsuccessful property management agreements between property lessees and the agency responsible for wildlife monitoring. Includes:

- Environment Protection Agreements; and
- Property Management Agreements.

Animal Welfare

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

Entry No.	Description of Records	Disposal Action
113.270.001	Records documenting the management of exotic pest species.	Retain as Territory Archives
113.270.002	Records documenting the management of threatened species.	Retain as Territory Archives
113.270.003	Records documenting the routine management of domestic animals, livestock and wildlife.	Destroy 7 years after action completed

Appeals (decisions)

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

Entry No.	Description of Records	Disposal Action
113.009.001	The process of appeals to higher authorities against decisions where the Territory is the major participant (e.g. Australian Capital Territory Civil and Administrative Tribunal (ACAT)).	Retain as Territory Archives
113.009.002	The process of appeals to higher authorities against decisions where the Territory is the minor participant (e.g. input into Development Application appeal defences).	Destroy 7 years after action completed
113.009.003	Appeals against a decision/order where the agency has provided input into the appeal.	Destroy 2 years after action completed
113.009.004	Record relating to appeals against infringement notices by general public.	Destroy 2 years after action completed

Authorisation

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

Entry No.	Description of Records	Disposal Action
113.014.001	Delegations of power to agency staff to authorise administrative action relating to the Environmental Management function.	Retain as Territory Archives
113.014.002	Final versions of approved environmental authorisations to undertake Class 'A' or Class 'B' activities described in environment protection legislation, with long term environmental, social or economic consequences. Activities include: • Fire wood merchants; • Logging operations; • Motor sport activities, e.g.	Retain as Territory Archives
	 Summernats, etc; New dams; Pesticide users; Power plants; Sand mining; Sewage treatment; Water abstraction; and Water treatment plants. 	
113.014.003	Records relating to the process of assessing and issuing other environmental authorisations to undertake Class 'A' or Class 'B' activities described in environment protection legislation, with no long term environmental, social or economic consequences.	Destroy 7 years after authorisation expires or is superseded
113.014.004	Working papers relating to environmental authorisations for Class 'A' or Class 'B' activities.	Destroy 1 month after action completed

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.]

Entry No. 113.020.001

Description of Records

Records documenting the agency's involvement with high-level committees and task forces formed to consider specific matters relating to the function that are of significance to the Territory, including records relating to inter-governmental and inter-agency committees. Also includes final versions of documents:

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations:
- Briefings papers; and
- Discussion papers.

113.020.002

Records documenting declarations of members' private interests.

Destroy 7 years after termination of appointment

Retain as Territory Archives

Disposal Action

Committees (Continued)

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.]

Entry No. 113.020.003

Description of Records

Records documenting the agency's involvement with internal and external committees and task forces formed to consider specific matters relating to the function that are not of significance to the Territory. Includes final versions of documents:

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations;
- Briefings papers; and
- Discussion papers.

113.020.004

Working papers and records documenting administrative arrangements for committees. Includes:

Destroy 6 months after action completed

Disposal Action

action completed

Destroy 3 years after

- Agenda;
- Notice of meetings;
- Draft minutes; and
- Room bookings.

Compliance

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

Entry No. 113.021.001

Description of Records

Records relating to agency compliance with mandatory or optional standards or with statutory requirements relating to the Environmental Management function.

Disposal Action

Destroy 7 years after action completed

Conservation

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

Entry No.	Description of Records	Disposal Action
113.023.001	Records documenting the reclamation and rehabilitation of altered land.	Retain as Territory Archives
	[Use WASTE MANAGEMENT RDS for the administration of the landfill.]	
113.023.002	Records documenting conservation and/or protection activities related to the Environmental Management function for issues of significance to the Territory. Includes:	Retain as Territory Archives
	 Significant trees. [For the Significant tree register Use 'Registration']; Sites of biological or cultural significance example Murrumbidgee River Corridor; McIntyre's Hut; and Alpine Walking Track. 	
113.023.003	Records documenting restoration or rehabilitation work to properties, including buildings and land, and information resources and artifacts affected by natural disasters.	Destroy 15 years after action completed
113.023.004	Records documenting conservation and or protection activities related to the Environmental Management function for issues, which are not of significance to the Territory. For example:	Destroy 10 years after action completed
	Blue Range Hut; andCreek Bank Stabilisation.	
113.023.005	Records relating to decisions to refuse the removal of significant trees.	Destroy 5 years after action completed
113.023.006	Records relating to decisions to approve the removal of significant trees.	Destroy 6 months after action completed

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.

Entry No. 113.025.001

Description of Records

Records relating to the management of contracts related to the Environmental Management function, including minutes of meetings with contractors, performance and evaluation reports. Examples include:

Disposal Action

Destroy 7 years after completion or other termination of agreement or contract

- Greenhouse reduction programs;
- Landscape planning;
- Tidbinbilla Recreation Strategy; and
- Water monitoring services.

Customer service

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

Entry No. 113.030.001

Description of Records

Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients (includes enquiry desk, telephone information service or shopfront) in relation to the Environmental Management function.

Disposal Action

Destroy 5 years after action completed

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.

Entry No. 113.042.001

Description of Records

Evaluation of systems and or processes relating to the Environmental Management function. Examples:

Disposal Action

Destroy 7 years after completion of evaluation

- Heritage advisory service;
- Greenhouse initiatives;
- Catchment management programs;
- Wildlife monitoring programs.

[Note: For records relating to research use Research]

Fees and charges determination

The activities associated with determining fees and charges.

Entry No.	Description of Records	Disposal Action
113.201.001	Activities associated with determining fees	Destroy 7 years after
	and charges related to the Environmental	fee or charge
	Management function.	superseded

Grant funding

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

Entry No.	Description of Records	Disposal Action
113.049.001	Records documenting successful applications for grant funding to undertake projects of significance to the Territory. Examples:	Retain as Territory Archives
	 Assessment of applications; Offer of grants funds and entering into funding arrangements; 	

- Project progress reports;
- Completion reports;
- Grant acquittals.

[For finals of advertising material use COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]

113.049.002

Records documenting successful applications Destroy 7 years after for grant funding to undertake projects that are acquittal of project not of significance to the Territory. Includes: funds

- Assessment of applications;
- Offer of grants funds & entering into funding arrangements;
- Project progress reports;
- Completion reports;
- Grant acquittals.

[For finals of advertising material use COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]

Documentation of unsuccessful applications for grant funding.

Destroy 7 years after action completed

Horticultural Services

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

Entry No.	Description of Records	Disposal Action
113.172.001	Records documenting the provision of horticultural services for events e.g. Floriade.	Destroy 14 years after action completed
	[For the establishment of Floriade use ARTS and CULTURAL DEVELOPMENT]	•
113.172.002	Horticultural services relating to tree management and protection.	Destroy 7 years after action completed
113.172.003	Horticultural services related to rural lands and pasture management.	Destroy 7 years after action completed
113.172.004	Routine activities related to flower growing, landscaping, soils and production of plants.	Destroy 7 years after action completed

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.

Entry No. 113.053.001	Description of Records Records documenting activities associated	Disposal Action Retain as Territory
113.033.001	with the implementation of monitoring activities for water quality.	Archives
113.053.002	Records documenting activities associated with implementation of wildlife monitoring programs.	Retain as Territory Archives
113.053.003	Records documenting execution of implementation plans, policies and procedures relating to the function.	Retain as Territory Archives

Infringements

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

Entry No.	Description of Records	Disposal Action
113.055.001	Documentation of serious offences related to the Environmental Management function, which carries substantial penalties such as jail sentences.	Destroy 10 years after action completed
113.055.002	Documentation of offences related to the Environmental management function for which fines or infringement notices may be issued.	Destroy 5 years after action completed

Inspections

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

Entry No.	Description of Records	Disposal Action
113.057.001	Documentation of official inspections carried out by the agency to ensure compliance with standards related to the Environmental	• •
	Management function.	

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.

Entry No.	Description of Records	Disposal Action
113.062.001	Signed joint venture contracts under seal and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
113.062.002	Records documenting the management of publishing joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed

Joint Ventures (Continued)

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 interdepartmental units, departments or agencies.

Entry No.	Description of Records	Disposal Action
113.062.003	Signed simple joint venture contracts,	Destroy 7 years after
	agreements and research. For example Water	action completed
	Cooperative Research.	

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
113.067.001	Liaison with external agencies, professional associations and community groups on environmental management and heritage issues of significance to the Territory.	Retain as Territory Archives
113.067.002	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Environmental Management function.	Retain as Territory Archives
113.067.003	Liaison with external agencies, professional associations, community groups and indigenous groups not signatories to agreements, on Environmental Management and heritage issues which are not of significance to the Territory.	Destroy 7 years after action completed

Licensing

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

Entry No. 113.163.001

Description of Records

Records documenting the issuing of licenses related to the Environmental Management function. Includes:

Disposal Action

Destroy 7 years after licence expires

- Licenses for water abstraction;
- Licenses to control activities that have the potential to cause environmental harm;
- Licenses to collect, keep, control or trade native plants and animals; and
- Licenses to keep, breed, control or trade animals including domestic animals.

113.163.002

Records relating to unsuccessful licence applications related to the Environmental Management function. Includes:

Destroy 7 years after action completed

- Licenses for water abstraction:
- Licenses to control activities that have the potential to cause environmental harm;
- Licenses to collect, keep, control or trade native plants and animals; and
- Licenses to keep, breed, control or trade animals including domestic animals.

Maintenance

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

Entry No.
113.069.001

Description of Records

Records relating to the placement and maintenance of warning or interpretive signs.

Disposal Action

Destroy 7 years after action completed

Mapping Programs

The activities associated with the collection, management and presentation of land information.

Entry No. 113.222.001	Description of Records Final controlled versions of program outputs Includes:	Disposal Action Retain as Territory Archives
	 Aerial Photographs; Maps; Plans; Survey data; Cadastral Maps; Topographic Maps; Orthophotographic Maps; Thematic Maps; Indexes; Film & Digital Images; and Reports or explanatory notes to program outputs. 	
113.222.002	Street addresses and number allocation.	Retain as Territory Archives
113.222.003	 Plan preparation including: Architecture; Land Management; Surveying; Town Planning; and Transport Engineering. 	Retain as Territory Archives
113.222.004	Records relating to the project management of mapping programs. Includes: • Requests; • Reproduction Programs; and • Maintenance Systems.	Destroy 10 years after action completed

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
113.072.001	Final versions of minutes and supporting documents tabled at meetings held to support the Environmental Management function. Including meetings with external agencies.	Destroy 7 years after date of last action
113.072.002	Meetings relevant to the management of business units after involved in the provision, construction, maintenance and operation of the Environmental Management function.	Destroy 2 years after date of last action
113.072.003	Working papers documenting the conduct and administration of meetings held to support the Environmental Management function. Includes agenda, notices of meetings and draft minutes.	•

Notifications

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

Entry No. 113.173.001	Description of Records Records documenting the issuing of quarantine notifications.	Disposal Action Retain as Territory Archives
113.173.002	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents of significance to the Territory.	Retain as Territory Archives
113.173.003	Records documenting rural lessee failure to comply with the notification of conditions of land management agreements.	Destroy 10 years after action completed
113.173.004	Records relating to the placement of warning and interpretive signs.	Destroy 7 years after sign superseded

Notifications (Continued)

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

Entry No.	Description of Records	Disposal Action
113.173.005	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents, which are not of significance to the Territory.	Destroy 5 years after action completed

Planning

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

Entry No.	Description of Records	Disposal Action
113.079.001	Final versions of management plans related to the Environmental Management function.	Retain as Territory Archives
113.079.002	Working papers used in developing plans, draft plans and maps, reports analysing issues and comments related to the Environmental Management function.	Destroy 7 years after adoption of final plan

Policy

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

Entry No.	Description of Records	Disposal Action
113.080.001	Final versions of policies related to the Environmental Management function.	Retain as Territory Archives
113.080.002	Working papers used in developing policies related to the Environmental Management function.	Destroy 7 years after adoption of final policy or legislation

Procedures

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

Entry No.	Description of Records	Disposal Action
113.082.001	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Environmental Management function.	Retain as Territory Archives
113.082.002	Records documenting the development of agency procedures supporting the Environmental Management function.	Destroy 7 years after adoption of final procedure

Registration

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

Entry No. 113.155.001	Description of Records Establishment and maintenance of registers containing information of significance to the Territory. Examples include:	Disposal Action Retain as Territory Archives
	ACT Historic Places Register;Seed register; andSignificant tree register.	
113.155.002	Establishment and maintenance of registers containing information, which is not of significance to the Territory. Examples include:	Destroy 7 years after action completed

- Complaints;
- Tail tags; and
- Licenses Registers.

Regulation and monitoring

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

Entry No.	Description of Records	Disposal Action
113.166.001	Activities related to the regulation and monitoring of issues of significance to the Territory. Examples include:	Retain as Territory Archives
	Bushfire recovery; andWater quality.	
113.166.002	Activities related to the regulation and monitoring of issues which are not of significance to the Territory. For example, Creek bank stabilisation.	Destroy 7 years after action completed

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
113.088.001	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
113.088.002	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	• •
113.088.003	Responses to surveys.	Destroy 3 years after action completed
113.088.004	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after action completed

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.

Entry No.	Description of Records	Disposal Action
113.091.001	Major detailed research carried out relating to conservation and management of flora and fauna and management of captive wildlife. Including research carried out for contribution to nationally coordinated programs.	Retain as Territory Archives
113.091.002	Records documenting routine research carried out to support the function	Destroy 7 years after action completed

Standards

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

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]

Entry No.	Description of Records	Disposal Action
113.100.001	Records documenting development of standards related to the Environmental Management function.	Retain as Territory Archives
113.100.002	Records relating to the implementation of standards.	Destroy 7 years after standard superseded

Tendering

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

Entry No.	Description of Records	Disposal Action
113.104.001	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
113.104.002	The development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
113.104.003	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
113.104.004	Records of unsuccessful tenders 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
113.104.005	Tender register.	Destroy 7 years after last entry
113.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

Vegetation Management

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

Entry No.	Description of Records	Disposal Action
113.248.001	Records documenting the management of plant communities and/or species under threat of extinction or of significance to the Territory. Examples include:	Retain as Territory Archives

- Westbourne Woods;
- Cork Oak Plantation; and
- Terango Leek Orchid.

113.248.002

Records documenting the routine management Destroy 7 years after of plant communities and/or species that are action completed not under threat or of significance to the Territory.

RETAIN AS TERRITORY ARCHIVES

ENVIRONMENTAL MANAGEMENT

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

Advice

The activities associated with offering opinions 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.]

advice on land data and mapping.

Entry No.	Description of Records	Disposal Action
113.005.001	Advice relating to the Environmental	Retain as Territory
	Management function provided by the	Archives
	Territory with long term environmental, social	
	and economic consequences. For example,	
	advising the Australian Greenhouse Office,	

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
113.006.001	Final version of property management	Retain as Territory
	agreements between property lessees and the	Archives
	agency responsible for wildlife monitoring.	
	Includes:	

- Environment Protection Agreements; and
- Property Management Agreements.

Animal Welfare

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

Entry No.	Description of Records	Disposal Action
113.270.001	Records documenting the management of exotic pest species.	Retain as Territory Archives
113.270.002	Records documenting the management of threatened species.	Retain as Territory Archives

Appeals (decisions)

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

Entry No.	Description of Records	Disposal Action
113.009.001	The process of appeals to higher authorities against decisions where the Territory is the major participant (e.g. Australian Capital Territory Civil and Administrative Tribunal (ACAT)).	Retain as Territory Archives
	(//-	

Authorisation

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

Entry No.	Description of Records	Disposal Action
113.014.001	Delegations of power to agency staff to	Retain as Territory
	authorise administrative action relating to the	Archives
	Environmental Management function.	

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.]

Entry No. 113.020.001

Description of Records

Records documenting the agency's involvement with high-level committees and task forces formed to consider specific matters relating to the function that are of significance to the Territory, including records relating to inter-governmental and inter-agency committees. Also includes final versions of documents:

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations;
- Briefings papers; and
- Discussion papers.

Disposal Action

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 artifacts.

Entry No.	Description of Records	Disposal Action
113.023.001	Records documenting the reclamation and rehabilitation of altered land.	Retain as Territory Archives
	[Use WASTE MANAGEMENT for the administration of the landfill.]	
113.023.002	Records documenting conservation and/or protection activities related to the Environmental Management function for issues of significance to the Territory. Includes:	Retain as Territory Archives
	• Significant trees. [For the Significant	

- Significant trees. [For the Significant tree register Use 'Registration'];
- Sites of biological or cultural significance example Murrumbidgee River Corridor;
- McIntyre's Hut; and
- Alpine Walking Track.

Grant funding

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

Entry No.	Description of Records	Disposal Action
113.049.001	Records documenting successful applications	Retain as Territory
	for grant funding to undertake projects of	Archives
	significance to the Territory. Examples:	

- Assessment of applications;
- Offer of grants funds and entering into funding arrangements;
- Project progress reports;
- Completion reports;
- Grant acquittals.

[For finals of advertising material use COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]

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.

Entry No. 113.053.001	Description of Records Records documenting activities associated with the implementation of monitoring activities for water quality.	Disposal Action Retain as Territory Archives
113.053.002	Records documenting activities associated with implementation of wildlife monitoring programs.	Retain as Territory Archives
113.053.003	Records documenting execution of implementation plans, policies and procedures relating to the function.	Retain as Territory Archives

Liaison

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

Entry No.	Description of Records	Disposal Action
113.067.001	Liaison with external agencies, professional associations and community groups on environmental management and heritage issues of significance to the Territory.	Retain as Territory Archives
113.067.002	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Environmental Management function.	Retain as Territory Archives

Mapping Programs

The activities associated with the collection, management and presentation of land information.

Entry No.	Description of Records	Disposal Action
113.222.001	Final controlled versions of program outputs Includes:	Retain as Territory Archives
	 Aerial Photographs; Maps; Plans; Survey data; Cadastral Maps; Topographic Maps; Orthophotographic Maps; Thematic Maps; Indexes; Film & Digital Images; and Reports or explanatory notes to program outputs. 	
113.222.002	Street addresses and number allocation.	Retain as Territory Archives
113.222.003	 Plan preparation including: Architecture; Land Management; Surveying; Town Planning; and Transport Engineering. 	Retain as Territory Archives

Notifications

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

Entry No.	Description of Records	Disposal Action
113.173.001	Records documenting the issuing of quarantine notifications.	Retain as Territory Archives
113.173.002	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents of significance to the Territory.	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.

Entry No.	Description of Records	Disposal Action
113.079.001	Final versions of management plans related to	Retain as Territory
	the Environmental Management function.	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.

Entry No.	Description of Records	Disposal Action
113.080.001	Final versions of policies related to the	Retain as Territory
	Environmental Management function.	Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
113.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives etc detailing procedures supporting	Archives
	the Environmental Management function.	

Registration

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

Entry No.	Description of Records	Disposal Action
113.155.001	Establishment and maintenance of registers	Retain as Territory
	containing information of significance to the	Archives
	Territory. Examples include:	

- ACT Historic Places Register;
- Seed register; and
- Significant tree register.

Regulation and monitoring

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

Entry No.	Description of Records	Disposal Action
113.166.001	Activities related to the regulation and	Retain as Territory
	monitoring of issues of significance to the	Archives
	Territory. Examples include:	

- Bushfire recovery; and
- Water quality.

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
113.088.001	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
113.091.001	Major detailed research carried out relating to	Retain as Territory
	conservation and management of flora and	Archives
	fauna and management of captive wildlife.	
	Including research carried out for contribution	
	to nationally coordinated programs.	

Standards

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

[For the adherence and monitoring of industry standards, use INDUSTRY DEVELOPMENT - Compliance.]

Entry No.	Description of Records	Disposal Action
113.100.001	Records documenting development of	Retain as Territory
	standards related to the Environmental	Archives
	Management function	

Vegetation Management

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

Entry No.	Description of Records	Disposal Action
113.248.001	Records documenting the management of	Retain as Territory
	plant communities and/or species under threat	Archives
	of extinction or of significance to the	
	Territory. Examples include:	

- Westbourne Woods;
- Cork Oak Plantation; and
- Terango Leek Orchid.

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

Changes to NI2008-254		Dated	3 July 2008
New Features (Insertions)		
FUNCTION	Activity	Entry no.	Description
E-1		·	
Enhancements (Changes)			
FUNCTION ENVIRONMENTAL	Activity Appeals	Entry no. 113.009.001	Description
MANAGEMENT MANAGEMENT	(decisions)	113.009.001	omit
			(e.g. Administrative Appeals
			Tribunal)
			substitute
			(e.g. Australian Capital
			Territory Civil and Administrative Tribunal
			(ACAT))
ENVIRONMENTAL		113.163.001	omit
MANAGEMENT		113.103.001	omit
			Destroy 7 years after licence
			issued
			substitute
			Destroy 7 years after licence expires
			expires
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated
	Committees	Scope Note	Updated
	Committees	Scope Note	
	Compliance	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
		_	
	Standards	Scope Note	Updated
Corrections (Deletions)			
	A -41 -4	F 1	Description
FUNCTION	Activity	Entry no.	Description