

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2011 (No 1)**

**Notifiable instrument NI2011—94**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2011 (No 1)

## **2. Approval**

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

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument NI2008-252 notified 3 July 2008.

David Wardle  
Director of Territory Records  
28 February 2011



# **Records Disposal Schedule**

## **Parks, Reserves & Public Places Records**

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## **INTRODUCTION**

The *Records Disposal Schedule - Parks Conservation & Public Places Records* is the official authority for the disposal of records relating to Parks Conservation & Public Places Records.

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

## **PURPOSE**

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Parks Conservation & Public Places records created or maintained by ACT Government Agencies.

## **SCOPE**

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

## **AUTHORITY**

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

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

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

## **STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA**

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

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements,

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 - Parks Conservation & Public Places Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Parks Conservation & Public Places records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### ***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 - Parks Conservation & Public Places Records:

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

### ***Layout of the schedule***

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

#### **Function.**

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

#### **Activity.**

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

#### **Entry No.**

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

#### **Description of Records.**

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

#### **Disposal Action.**

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

## **FORMAT OF RECORD**

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

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

### ***Electronic records***

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

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

## **DESTRUCTION OF RECORDS**

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

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

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

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

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



## **RELATED LEGISLATION**

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

*Animal Welfare Act 1992*

*Cemeteries and Crematoria Act 2003*

*Domestic Animals Act 2000*

*Environment Protection Act 1997*

*Freedom of Information Act 1989*

*Lakes Act 1976*

*Land (Planning and Environment) Act 1991*

*Litter Act 2004*

*Nature Conservation Act 1980*

*Nudity Act 1976*

*Plant Diseases Act 2002*

*Public Baths and Public Bathing Act 1956*

*Roads and Public Places Act 1937*

*Territory Records Act 2002*

*Tree Protection Act 2005*

*Tree Protection (Interim Scheme) Act 2001*

*Water Resources Act 2007*

## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***Principal Officer***

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### ***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

### ***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

### ***Records Management Program***

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

### ***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

### ***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

### ***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

### ***Territory Archives***

Records preserved for the benefit of present and future generations.

# **BUSINESS CLASSIFICATION SCHEME**

## ***PARKS RESERVES & PUBLIC PLACES***

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

### ***Acquisition***

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

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

### ***Conservation***

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

### ***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. [Roads Management RDS]

### ***Disposal***

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

### ***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.

### ***Inspections***

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

### ***Land Data & Mapping***

The activities associated with providing advice on the collection of land data and production of maps.

### ***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.

### ***Mapping Programs***

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

### ***Meetings***

The activities associated with ad hoc 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 the 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, 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.

### ***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**





***Conservation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.023.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting conservation and or protection activities related to the function for issues of significance to the Territory. Includes: <ul style="list-style-type: none"> <li>● Significant trees</li> <li>● Sites of biological or cultural significance, e.g. Murrumbidgee River Corridor</li> <li>● Heritage properties, e.g. Brayshaw's Hut.</li> </ul> <p><i>[For the significant tree register see Registration]</i></p>	Retain as Territory Archives
106.023.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting restoration and rehabilitation work to properties, including buildings, land, information resources and artifacts affected by natural disasters.	Destroy 15 years after action completed
106.023.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting conservation and or protection activities related to the function for issues, which are not of significance to the Territory.	Destroy 10 years after action completed

***Construction***

The process of making or building something.

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

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

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

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.024.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the construction details of forests, parks, reserves and public places and the facilities therein.	Retain as Territory Archives
106.024.002 ■■■■■■■■■■■■■■■■■■■■	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
106.024.003 ■■■■■■■■■■■■■■■■■■■■	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
106.024.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities that did not proceed.	Destroy 7 years after decision to suspend construction activities















### ***Maintenance***

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

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

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

*For planning maintenance programs, use PROPERTY MANAGEMENT - Planning.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.069.001 ■■■■■■■■■■■■■■■■■■■■	Maintenance of assets and equipment of national significance including tracks, trails, fences and signs etc. within forests, parks, reserves and public places.	Retain as Territory Archives
106.069.002 ■■■■■■■■■■■■■■■■■■■■	Maintenance of assets and equipment without any national significance including tracks, trails, fences and signs etc. within forests, parks, reserves and public places.	Destroy 7 years after action completed

### ***Mapping Programs***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.222.001 ■■■■■■■■■■■■■■■■■■■■	Final controlled versions of program outputs. Includes: <ul style="list-style-type: none"><li>● Aerial photographs;</li><li>● Maps and plans;</li><li>● Survey data;</li><li>● Cadastral maps;</li><li>● Topographic maps;</li><li>● Orthophotographic maps;</li><li>● Thematic maps;</li><li>● Indexes;</li><li>● Film and digital images; and</li><li>● Reports or explanatory notes to program outputs.</li></ul>	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.079.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of management plans related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.079.002 ■■■■■■■■■■■■■■■■■■■■	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

### ***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>
106.080.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of policies related to the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.080.002 ■■■■■■■■■■■■■■■■■■■■	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 the agency according to formulated policy.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
106.082.001 ■■■■■■■■■■■■■■■■■■■■	Master version of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Retain as Territory Archives
106.082.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Destroy 7 years after superseded













**RETAIN AS TERRITORY ARCHIVES**

## **PARKS RESERVES & PUBLIC PLACES**

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

### ***Agreements***

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

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

### ***Committees***

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

*[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.]*

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



















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

Changes to NI2008-252

Dated

3 July 2008

**New Features (Insertions)**

FUNCTION	Activity	Entry no.	Description

**Enhancements (Changes)**

FUNCTION	Activity	Entry no.	Description
PARKS, RESERVES & PUBLIC PLACES	Implementation	Scope Note	<i>omit</i> The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. [TARDiS]
			<i>substitute</i> 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.
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated
	Committees	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
	Standards	Scope Note	Updated

**Corrections (Deletions)**

FUNCTION	Activity	Entry no.	Description