



**Australian Government**  

---

**National Archives of Australia**

Records Authority  
**Intellectual Property Australia**

Job no 2006/00587410

April 2008

© Commonwealth of Australia 2007

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre ACT 2610, Australia.

## CONTENTS

<b>INTRODUCTION</b>	<b>5</b>
<b>APPLICATION OF THIS AUTHORITY</b>	<b>6</b>
<b>CONTACT INFORMATION</b>	<b>7</b>
<b>AUTHORISATION</b>	<b>8</b>
<b>CLASSES</b>	
<b>PLANT BREEDER'S RIGHTS MANAGEMENT</b>	<b>10</b>

[This page has been left blank intentionally.]

## INTRODUCTION

IP Australia and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the function of Plant Breeder's Rights Management. It represents a significant commitment on behalf of IP Australia to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the business of IP Australia. It takes into account the agency's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the agency and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document this function.

This Authority gives IP Australia the permission, required under the Archives Act, for the disposal of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

IP Australia can use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au) or by contacting the Agency Service Centre at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) or (02) 6212 3610.

## APPLICATION OF THIS AUTHORITY

1. The classes in this Records Authority supersede those in Records Disposal Authority (RDA) 930.
2. Records Disposal Authority (RDA) 930 is hereby terminated and cannot be used to destroy or dispose of records created on or after issue of this Authority.
3. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies
4. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by IP Australia such as encrypted records and source records that have been copied
5. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
6. Records already sentenced under RDA 930 do not need to be resentenced:
  - provided they are retained for the minimum periods set out in the relevant superseding classes, or
  - unless they are already sentenced as 'retain permanently' using the previous RDA and fall within the scope of this Authority
7. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in this Authority. IP Australia will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
8. In general, retention requirements indicate a minimum period for retention. IP Australia may extend minimum retention periods if it considers that there is an administrative need to do so. Where IP Australia believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
9. IP Australia may destroy certain records without the formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au)
10. From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Authority, please contact the National Archives.

11. Records in the care of IP Australia should be appropriately stored and preserved. IP Australia needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
12. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
13. Advice on how to use this Authority is available from the IP Australia's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

## CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace  
Parkes ACT 2600  
PO Box 7425  
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)

# AUTHORISATION

## RECORDS AUTHORITY

**Person to whom notice of authorisation is given:**

Director-General  
IP Australia  
PO Box 200  
WODEN ACT 2606

**Purpose:**

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

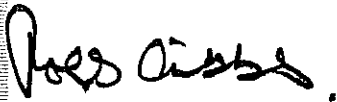
**Application:**

All records for the function of Plant Breeder's Rights Management

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

**Authorising Officer**

**Date of issue:**



24/04/2008.

Ross Gibbs  
Director-General  
National Archives of Australia



[This page has been left blank intentionally.]

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Advice

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

*For advice received from an external or internal legal service provider, use LEGAL SERVICES - Advice.*

Entry	Description of records	Disposal action
Class no. 14258	Records documenting the receipt and provision of advice relating to the plant breeder's rights management function, including advice from external bodies.	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	Description of records	Disposal action
Class no. 14259	Records documenting appeals to a higher authority, such as to tribunals or the courts, relating to the plant breeder's rights management function.	Destroy 10 years after action completed or when rights lapse, whichever is the later
Class no. 14260	Records documenting appeals lodged against a decision made to an external agency relating to the plant breeder's rights management function.	Destroy 5 years after action completed or when rights lapse, whichever is the later

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Application Processing

The activities associated with processing filed correspondence or applications to ascertain whether they meet the prescribed formality requirements for filing of an intellectual property right. Includes identifying correspondence or applications suitable to accept as filed, issuing filing receipts and notices identifying deficiencies in the correspondence or applications that must be corrected before the process may continue. Also includes rejection of application, requests for variation of application and withdrawal of application.

*For the provisional and substantive examination of claims for plant breeder's rights use PLANT BREEDER'S RIGHTS MANAGEMENT - Plant Breeder's Rights Examination.*

Entry	Description of records	Disposal action
Class no. 14261	Records documenting filed applications for a plant breeder's right, successful or unsuccessful, and related correspondence. Includes: * applications * covering letters * supporting documentation * claims * illustrations * photographs * requests for withdrawals or variation.	Disposal Not Authorised
Class no. 14265	Records documenting the initial assessment of filed applications for plant breeder's rights. Includes receipts and notices identifying deficiencies that must be completed before application may proceed. Also includes rejection notices.	Destroy 10 years after last action

### Audit

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

*For privacy audits use INFORMATION MANAGEMENT - Audits.*

Entry	Description of records	Disposal action
Class no. 14266	Final internal and external audit reports relating to the plant breeder's rights management function.	Destroy 10 years after action completed

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Audit - Continued

Entry	Description of records	Disposal action
Class no. 14267	Records documenting the planning and conduct of internal and external audits relating to the plant breeder's rights management function. Includes: <ul style="list-style-type: none"> <li>* liaison with the auditing body</li> <li>* minutes</li> <li>* opening and exit interviews notes</li> <li>* draft reports</li> <li>* comments.</li> </ul>	Destroy 5 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	Description of records	Disposal action
Class no. 14269	Delegations of powers to staff to authorise administrative action relating to the plant breeder's rights management function.	Destroy 7 years after expiry or other termination of the delegation

### 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 forums and the meetings of individuals and groups that are not considered committees use PLANT BREEDER'S RIGHTS MANAGEMENT - Meetings.*

Entry	Description of records	Disposal action
Class no. 14270	Records documenting the establishment and proceedings of the advisory committee for plant breeder's rights. Includes: <ul style="list-style-type: none"> <li>* establishment of the committee</li> <li>* appointment of members</li> <li>* position papers</li> <li>* tasking and briefing documents</li> <li>* final version of minutes</li> <li>* reports</li> <li>* recommendations and agreed action items</li> </ul>	Retain as National Archives

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Committees - Continued

Entry	Description of records	Disposal action
Class no. 14272	Records documenting the establishment and proceedings of other internal or external committees formed to consider matters relating to the plant breeder's rights management function. Includes: <ul style="list-style-type: none"> <li>* establishment of the committee</li> <li>* appointment of members</li> <li>* position papers</li> <li>* tasking and briefing documents</li> <li>* final version of minutes</li> <li>* reports</li> <li>* recommendations and agreed action items.</li> </ul>	Destroy 20 years after action completed
Class no. 14273	Records documenting administrative arrangements made for the conduct of committees. Includes: <ul style="list-style-type: none"> <li>* venue arrangements</li> <li>* agendas</li> <li>* invitations</li> <li>* draft minutes.</li> </ul>	Destroy when reference ceases

### Compliance

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

*For submission of annual reports to the Minister, use GOVERNMENT RELATIONS - Compliance.*

Entry	Description of records	Disposal action
Class no. 14274	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the plant breeder's rights management function.	Destroy 10 years after action completed

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Consultant Accreditation

The activities associated with accrediting and training technical consultants, such as qualified persons, to act for plant breeder's rights applicants. Includes conducting workshops and maintaining a register of accredited technical consultants.

*For the processing of fees relating to consultant accreditation applications use FINANCIAL MANAGEMENT - Accounting.*

*For publishing the register of technical consultants use PUBLICATION - Production.*

Entry	Description of records	Disposal action
Class no. 14275	Master copy of the register of technical consultants. Includes qualified persons.	Retain as National Archives
Class no. 14276	Records documenting the receipt and processing of applications and supporting documentation for accreditation as a technical consultant. Includes: <ul style="list-style-type: none"> <li>* results of attendance at workshop</li> <li>* notification of application results to applicant</li> <li>* updating details for register.</li> </ul>	Destroy 7 years after the applicant's accreditation has expired or 7 years after expiry of a grant certificated by the applicant, whichever is the later
Class no. 14277	Records documenting content and arrangements for technical consultant workshops. Includes: <ul style="list-style-type: none"> <li>* advertising</li> <li>* venue</li> <li>* equipment and facilitator bookings</li> <li>* notifications of assessments.</li> </ul>	Destroy when reference ceases
Class no. 14278	Attendance and assessment records of technical consultant workshops.	Destroy 10 years after last action

### Enquiries

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

*For statements received from the general public about a particular application use PLANT BREEDER'S RIGHTS MANAGEMENT - Objections.*

*For research arising from enquiries use PLANT BREEDER'S RIGHTS MANAGEMENT - Research.*

Entry	Description of records	Disposal action
Class no. 14282	Records documenting the handling of enquiries relating to the plant breeder's rights management function.	Destroy 10 years after action completed

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Meetings

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

Entry	Description of records	Disposal action
Class no. 14283	Final version of minutes and supporting documents tabled at meetings held to support the plant breeder's rights management function. Includes meetings with external agencies.	Destroy 10 years after action completed
Class no. 14285	Working papers documenting the conduct and administration of meetings to support the plant breeder's rights management function. Includes: <ul style="list-style-type: none"> <li>* agenda</li> <li>* notices of meeting</li> <li>* draft minutes.</li> </ul>	Destroy when reference ceases

### Objections

The activities associated with receiving objections to an application including submissions in response to public notices and requests for revocation of applications and rights. Includes notification of results of objections.

*For processing of appeals related to application decisions use PLANT BREEDER'S RIGHTS MANAGEMENT - Appeals (decisions).*

*For legal advice, use LEGAL SERVICES - Advice.*

Entry	Description of records	Disposal action
Class no. 14287	Records documenting the receipt and management of objections to a plant breeder's right grant decision. Includes: <ul style="list-style-type: none"> <li>* objection notifications to applicants</li> <li>* rebuttals and responses</li> <li>* outcome of objection assessment</li> <li>* outcome notifications.</li> </ul>	Destroy 10 years after last action or when related grant has lapsed, whichever is the later

### Planning

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

Entry	Description of records	Disposal action
Class no. 14288	Final version of plant breeder's rights plans.	Destroy 10 years after plan is adopted

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Planning - Continued

Entry	Description of records	Disposal action
Class no. 14289	Working papers used to develop plant breeder's rights plans. Includes: * draft plans * reports analysing issues * comments received.	Destroy 1 year after adoption of the final plan

### Plant Breeder's Rights Examination

The activities associated with the examination of applicant claims for plant breeder's rights. Includes conducting prima facie and substantive examinations, checking of claims, identifying examination methodologies, developing plant variety descriptions and notifying applicants of examination results.

*For registration of plant breeder's rights, use PLANT BREEDER'S RIGHTS MANAGEMENT - Plant Breeder's Rights Granting.*

*For registration of new plant varieties, use PLANT BREEDER'S RIGHTS MANAGEMENT - Register Maintenance.*

*For processing fees, use FINANCIAL MANAGEMENT - Accounting.*

*For publishing official journal notices, use PUBLICATION - Production.*

Entry	Description of records	Disposal action
Class no. 14291	Records documenting the substantive examination of plant varieties, whether the examination results in a grant or otherwise. Includes: * description of plant variety * research related to the checking of the claim * results of examinations * notifications.	Disposal Not Authorised
Class no. 14292	Records documenting preliminary examination, whether the examination results in a grant or otherwise. Includes: * description of plant variety * research * acceptances * rejections.	Disposal Not Authorised
Class no. 14293	Records documenting the methodology for the substantive examination. Includes research into the selection or development of the methodology.	Destroy when rights lapse
Class no. 14294	Working papers documenting arrangements etc for the examinations.	Destroy when reference ceases



## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Plant Breeder's Rights Granting

The activities associated with registering a plant variety. Includes issuing plant variety owners with certificates of registration. Also includes activities associated with processing requests to extend the registration of rights beyond their initial term of registration.

*For entering details of a registered plant variety onto the Register of Plant Varieties and processing renewals, use PLANT BREEDER'S RIGHTS MANAGEMENT - Register Maintenance.*

*For examination of claims for plant breeder's rights use PLANT BREEDER'S RIGHTS MANAGEMENT - Plant Breeder's Rights Examination.*

Entry	Description of records	Disposal action
Class no. 14295	Records documenting the issuing of plant breeder's rights notification to successful applicants. Includes certificates.	Disposal Not Authorised
Class no. 14296	Records documenting advice of details of the registered plant variety for official publication, eg in the Plant Varieties Journal.	Destroy when reference ceases
Class no. 14297	Records documenting the receipt and processing of requests for extensions of rights. Includes outcome and notifications.	Destroy 10 years after lapse of rights

### Procedures

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

Entry	Description of records	Disposal action
Class no. 14298	Master set of manuals, handbooks, directives, etc. detailing procedures relating to the plant breeder's rights management function.	Disposal Not Authorised
Class no. 14299	Records documenting the development of procedures supporting the plant breeder's rights management function.	Destroy 1 year after production of the procedures

### Register Maintenance

The activities involved in maintaining a register. Includes entering details of new entries, and maintaining accurate details of all entries throughout their active life vis: processing ad hoc amendments, making corrections and recording assignments and claimed interests. Also includes recording when an entry ceases to have effect and providing extracts from a register.

*For granting and registration of plant breeder's rights, use PLANT BREEDER'S RIGHTS MANAGEMENT - Plant Breeder's Rights Granting.*

*For registers relating to technical consultants use PLANT BREEDER'S RIGHTS MANAGEMENT - Consultant Accreditation.*

Entry	Description of records	Disposal action
Class no. 14301	Master copy of the register of plant varieties.	Retain as National Archives

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Register Maintenance - Continued

Entry	Description of records	Disposal action
Class no. 14302	Records documenting advice of details to be entered in the register of plant varieties. Includes, description and illustration or photographs, name of grantee and details of grantee.	Destroy when reference ceases

### 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, briefings, business, discussion papers, proposals, reports, reviews and returns.

*For publication of reports, use PUBLICATION - Production.*

*For reports to Parliament and other government agencies, use GOVERNMENT RELATIONS - Reporting.*

Entry	Description of records	Disposal action
Class no. 14303	Final version of formal internal reports and reports made to external agencies relating to the plant breeder's rights management function.	Destroy 10 years after action completed
Class no. 14304	Final versions of periodic internal reports on general administration relating to the plant breeder's rights management function.	Destroy 5 years after action completed
Class no. 14305	Working papers documenting the development of all reports, including drafts and feedback.	Destroy when reference ceases
Class no. 14306	Copies of plant breeder's rights reports.	Destroy when reference ceases

### 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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

*For research involved in the examination of applicability of claims for Plant Breeder's Rights, use PLANT BREEDER'S RIGHTS MANAGEMENT - Plant Breeder's Rights Examination.*

Entry	Description of records	Disposal action
Class no. 14307	Records documenting detailed research carried out to support the plant breeder's rights management function.	Destroy 10 years after action is completed
Class no. 14308	Records documenting routine research carried out to support the plant breeder's rights management function.	Destroy when reference ceases

## PLANT BREEDER'S RIGHTS MANAGEMENT

The function of processing applications for the registration of proprietary rights for breeders of new plant, algae and fungi varieties. Includes reviewing and deciding on disputed matters relating to the granting, revocation or refusal of rights, maintaining the register of plant varieties, and providing advice on the application of rights legislation, matters pertaining to breeder's rights, and on other international and bilateral breeder's rights matters especially those relating to international agreements for the protection of new plant varieties. Also includes administration of the Plant Breeder's Rights Advisory Committee, consultation with the public and the registration of technical consultants.

### Reviewing

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

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
Class no. 14310	Records documenting a review of agency programs and operations supporting the plant breeder's rights management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
Class no. 14311	Working papers documenting a review of agency programs and operations supporting the plant breeder's rights management function.	Destroy when reference ceases

---

### Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
Class no. 14312	Records documenting the implementation of industry and agency standards to support the plant breeder's rights management function.	Destroy 7 years after action completed

---