



Australian Government

National Archives of Australia

Records Authority
**Australian Fisheries Management
Authority**

Job no 2007/00204327

8 April 2008

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INTRODUCTION

The Australian Fisheries Management Authority (AFMA) 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 functions of AFMA. It represents a significant commitment on behalf of AFMA to understand, create and manage the records of its activities.

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

This Authority gives AFMA 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.

AFMA can use the following tools to dispose of their records:

- this Records Authority covering AFMA's 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 or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. The classes issued in this Records Authority supersede those in Records Disposal Authority (RDA) 935 and Records Disposal Authority (RDA) 936.
2. RDA 936 and RDA 936 are hereby terminated. They cannot be used to destroy or dispose of records created on or after the date of 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 AFMA 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 935 and RDA 936 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 RDAs 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. AFMA 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. AFMA may extend minimum retention periods if it considers that there is an administrative need to do so. Where AFMA 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. AFMA 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
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 AFMA should be appropriately stored and preserved. AFMA 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 AFMA'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
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

Mr Glenn Hurry
Managing Director
Australian Fisheries Management Authority
73 Northbourne Avenue
Canberra 2600

Purpose:

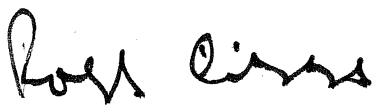
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

All records for the functions of Board Administration and Fisheries Resources 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



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

8 April 2008.

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BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For the publication of addresses, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16054	Final version of addresses made by board members at major public occasions, or on significant matters eg announcing new initiatives.	Retain as national archives
16055	Final versions of addresses made by board members on routine matters promoting the agency's services or products.	Destroy 5 years after last presentation
16056	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

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
16057	Delegations of power to board members to authorise administrative action relating to the board administration function. Includes the instrument of delegation.	Destroy 7 years after delegation expires
16058	Authorisations for administrative actions supporting the board administration function. Includes signed document giving authorisation.	Destroy 7 years after action completed

Board Advice

The activities associated with offering opinions by or to the board as to an action or judgment. Includes policy advice provided to the Minister and advice provided to external bodies.

Entry	Description of records	Disposal action
16059	Advice provided by the board to, or received by the board from the Minister responsible for fisheries on matters of significant importance or on controversial issues with far-reaching implications relating to the functional responsibilities of the agency. Includes working papers. Also includes advice received from and provided to Management Advisory Committees.	Retain as national archives

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Board Advice - Continued

Entry	Description of records	Disposal action
16060	Advice provided by the board to, or received by the board from the Minister responsible for fisheries on matters of lesser importance, with no far-reaching impact relating to the functional responsibilities of the agency.	Destroy 10 years after action completed
16061	Records documenting the provision and receipt of advice by the board from the agency and other national fisheries bodies.	Destroy 10 years 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.

For the processes of receiving and assessing tenders from potential external consultants for services, use BOARD ADMINISTRATION - Tendering.

Entry	Description of records	Disposal action
16062	Records documenting contract management relating to the board administration function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and valuation reports. 	Destroy 7 years after completion or other termination of contract

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	Description of records	Disposal action
16063	Records documenting the evaluation of the agency's programs, items of equipment, systems or services.	Destroy 5 years after action completed

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of records	Disposal action
16064	Final version of minutes and supporting documents tabled at meetings held by the board.	Retain as national archives

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Meetings - Continued

Entry	Description of records	Disposal action
16065	Working papers and supporting documents documenting the conduct and administration of meetings held to support the board's administration function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • copies of minutes. 	Destroy 5 years after action completed
16066	Copies of minutes and supporting documents tabled at meetings held to support the board administration function.	Destroy when reference ceases

Members' Appointment

The activities associated with the appointment of board members. Includes reappointment to the board.

Entry	Description of records	Disposal action
16067	Records documenting the appointment of board members. Includes consultations about the instrument of appointment and arrangements for employment conditions.	Destroy 75 years after date of birth of board member or 7 years after last action, whichever is later

Members' Arrangements

The activities involved in arranging for a trip or journey for board members. Includes preparing travel itineraries, accommodation entitlements, and authorisation to travel etc.

Entry	Description of records	Disposal action
16068	Records documenting arrangements for board members to undertake a journey or trip for work related reasons. Includes preparation of travel itineraries, bookings, and accommodation entitlements. Also includes arrangements for obtaining official passports and visas.	Destroy 2 years after action completed

Members' Leave

The activities associated with administering leave for board members. Includes the consolidated leave history.

Entry	Description of records	Disposal action
16069	Records documenting consolidated leave history of board members.	Destroy 75 years after date of birth of board member or 7 years after last action, whichever is later

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Members' Leave - Continued

Entry	Description of records	Disposal action
16070	Records documenting all other leave (with or without pay) of board members. Includes sick leave, recreation leave, special and personal leave etc.	Destroy 7 years after action completed

Members' Remuneration

The activities associated with arranging and managing remuneration paid to board members.

Entry	Description of records	Disposal action
16071	Records documenting the payment of board members. Includes taxation declaration records, group certificates, payroll deduction authorities and pay history records	Destroy 75 years after date of birth of board member or 7 years after last action, whichever is later
16072	Records documenting superannuation deductions.	Destroy 7 years after termination of employment

Members' Separation

The activities associated with managing any method of a board member leaving the agency. Includes transfer, resignation, retirement, dismissal, death, and dispensations of services of board members.

*This activity covers the processing of outstanding salary, allowances, equipment loans etc at separations.

For reappointment to the board, use BOARD ADMINISTRATION - Members' Appointments.

Entry	Description of records	Disposal action
16073	Records documenting controversial board members separations, such as resignation or termination from office for misbehaviour, physical or mental incapacity.	Destroy 75 years after date of birth of board member or 7 years after last action, whichever is later
16074	Records documenting non-controversial board members separations, including resignation, retirement or termination.	Destroy 75 years after date of birth of board member or 7 years after last action, whichever is later
16075	Records documenting processing of outstanding salary, allowances, equipment loans, telephone accounts at all separations.	Destroy 7 years after action completed

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Members' Visits

The activities associated in arranging visits involving board members with a view to inform, educate or promote the services, operation and role of the agency.

Entry	Description of records	Disposal action
16076	Records documenting visits made by the Minister to the board in relation to the board administration function. Includes a board visitor's book signed by the Minister	Destroy 10 years after action completed
16077	Records documenting visits by board members to external agencies and organisations to promote the image and services of the board. Includes visit reports.	Destroy 6 years after action completed
16078	Register of visitor books supporting the board administration function.	Destroy 2 years after last entry

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 organisation's operating procedures are determined.

Entry	Description of records	Disposal action
16079	Records documenting the development and establishment of policies related to the board administration function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives
16080	Records documenting comments made on the development policies related to the board administration function.	Destroy 3 years after promulgation of new policy
16081	Working papers documenting the development of all board administration policies.	Destroy 3 years after promulgation of new policy
16082	Copies of policy documents and supporting papers.	Destroy when reference ceases

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Procedures

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

Entry	Description of records	Disposal action
16083	Records documenting the development of procedures supporting the board administration function.	Destroy 1 year after production of procedures
16084	Master set of manuals, handbooks, directives and guidelines detailing procedures supporting the board administration function.	Destroy when procedures are superseded
16085	Copies of manuals, handbooks, directives etc	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, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the annual report drafting process, use PUBLICATION - Drafting.

For the design and printing of the agency's annual report use PUBLICATION - Production.

Entry	Description of records	Disposal action
16087	Final version of formal internal reports and reports made to external agencies relating to the board administration function.	Retain as national archives
16088	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities supporting the board administration function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 7 years after action completed
16089	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after report is completed
16090	Copies of board administration reports.	Destroy when reference ceases

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Reviewing

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

For initial evaluation and monitoring, use BOARD ADMINISTRATION - Evaluation.

Entry	Description of records	Disposal action
16091	Records documenting a review of agency programs and operations supporting the board administration function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
16092	Working papers documenting a review of agency programs and operations supporting the board administration function.	Destroy 3 years after action completed

Secretarial Support

The activities associated with providing executive secretarial support to the board in the conduct of its operations.

Entry	Description of records	Disposal action
16093	Records documenting the provision of secretarial support on board administration matters.	Destroy 7 years after action completed

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.

For activities involved in managing the performance of work or the provision of services by an external contractor or consultant, use BOARD ADMINISTRATION - Contracting-out.

Entry	Description of records	Disposal action
16094	Records documenting 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
16095	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
16096	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
16097	Tender register.	Destroy 7 years after last entry

BOARD ADMINISTRATION

The function of managing the appointments and ongoing arrangements of board members. Includes processing and payment of salaries and allowances, provision of leave entitlements, management of separations and arrangements for travel and equipment. Also includes providing executive secretarial support to the board in the conduct of its work.

For the activities associated with managing board committees, use STRATEGIC MANAGEMENT - Committees.

Tendering - Continued

Entry	Description of records	Disposal action
16098	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with tender process
16099	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
16100	Contract register.	Destroy 7 years after last entry
16101	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
16102	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
16103	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory.	Destroy 12 years after completion or other termination of contract

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For the publication of addresses use PUBLICATION - Production.

Entry	Description of records	Disposal action
16104	Final version of addresses delivered, at major events or by a person of significant profile, in support of the fisheries resources management function.	Retain as national archives
16105	Final versions of addresses delivered, by agency business branches at government occasions, in support of the fisheries resources management function.	Destroy 5 years after last presentation
16106	Final versions of addresses delivered in the routine promotion of the agency's activities.	Destroy 2 years after last presentation
16107	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

Advice

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

Entry	Description of records	Disposal action
16108	Records documenting the provision or receipt of advice to or from the Minister, external agencies, and peak fisheries bodies in support of the fisheries resources management function.	Destroy 10 years after action completed
16109	Records documenting the receipt and provision of routine advice to and from the Minister, external agencies, and peak fisheries bodies in support of the fisheries resources management function.	Destroy 5 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Agency Grants

The activities associated with assessing applications for, and allocating grants to programs. Includes payments and monitoring of expenditure.

For the agency's grant funding policy, use STRATEGIC MANAGEMENT - Policy.

Entry	Description of records	Disposal action
16110	Records documenting successful applications made by external researchers for grants relating to the fisheries resources management function. Includes guidelines and conditions applicable to individual grants.	Destroy 7 years after action completed
16111	Records documenting the process involved in selecting applicants for grants relating to the fisheries resources management function. Includes criteria and grant conditions.	Destroy 7 years after last action
16112	Records documenting allocation of funds for new and existing programs. Includes supporting calculations, variations, final payments.	Destroy 7 years after completion of program or project
16113	Records documenting unsuccessful applications for grant funding relating to the fisheries resources management function.	Destroy 3 years after last action

Agreements

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

For the management of agreements or contracts entered into as a result of tendering, use FISHERIES RESOURCES MANAGEMENT - Contracting-out.

For agreements relating to joint ventures, use FISHERIES RESOURCES MANAGEMENT - Joint Ventures.

Entry	Description of records	Disposal action
16114	Final version of nationally significant agreements with government and/or commercial organisations, such as agreements that are subject to extensive debate, arouse widespread interest or have a major impact. Includes policies and procedures applying to the whole of government, changes to the performance of statutory functions, and those with implications for major liabilities or obligations for the agency.	Retain as national archives
16115	Records relating to the negotiations, establishment, maintenance and review of nationally significant agreements.	Retain as national archives

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Agreements - Continued

Entry	Description of records	Disposal action
16116	Final version of other agreements supporting the fisheries resources management function.	Destroy 10 years after expiry of agreement
16117	Records documenting the negotiations, establishment, maintenance and review of other agreements supporting the fisheries resources management function.	Destroy 10 years after expiry of agreement

Appeals (decisions)

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

For internal reviews and reconsiderations of decisions, use FISHERIES RESOURCES MANAGEMENT - Reviews (decisions).

Entry	Description of records	Disposal action
16118	Records documenting appeals to a higher authority (e.g. Administrative Appeals Tribunal, Ombudsman, Federal Court etc) relating to a penalty decision made by the agency and remission of penalties where the final decision sets a precedent, leads to a change of policy, relates to issues of national significance or public controversy.	Retain as national archives
16119	Records documenting appeals to a higher authority (e.g. Administrative Appeals Tribunal, Ombudsman, Federal Court etc) relating to a penalty decision made by the agency and remission of penalties where the final decision upholds the agency's decision, applications are withdrawn or lapse or where there is a minimal impact on the agency's policies, procedures and revenue.	Destroy 7 years after action completed

Arrangements

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

Entry	Description of records	Disposal action
16120	Records documenting arrangements for the delivery and use of equipment and goods associated with the fisheries resources management function. Includes travel and accommodation arrangements.	Destroy 2 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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, record-keeping audits, skills' audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
16121	Final internal and external audit reports relating to the fisheries resources management function. Includes recommendations.	Destroy 10 years after action completed
16122	Records documenting the planning and conduct of internal and external audits relating to the fisheries resources management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	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
16123	Delegations of power to agency business branches to authorise administrative action supporting the fisheries resources management function.	Destroy 10 years after delegation expires
16124	Authorisations for administrative actions supporting the fisheries resources management function.	Destroy 7 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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 travelling arrangements, use FISHERIES RESOURCES MANAGEMENT - Arrangements.

For high level inter-government or inter-agency committees such as Management Advisory Committees, use GOVERNMENT RELATIONS - Committees.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
16125	Records of external committees formed to consider matters relating to the fisheries resources management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes, including actions arising • reports and recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 10 years after action completed
16126	Records of internal committees formed to consider matters relating to the fisheries resources management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes, including actions arising • reports and recommendations • supporting documents such as briefing papers and discussion papers. 	Destroy 5 years after action completed
16127	Working papers documenting the conduct and administration of committees which consider matters relating to the fisheries resources management function. Includes: <ul style="list-style-type: none"> • agendas • notices of minutes • draft minutes. 	Destroy when reference ceases

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Compliance Liaison

The activities associated with maintaining regular general contact between the agency and government enforcement organisations regarding compliance activities. Includes sharing information collaborating on surveillance of fishing operations.

For liaison through committees, use FISHERIES RESOURCES MANAGEMENT - Committees.

For managing joint venture operations regarding fisheries, use FISHERIES RESOURCES MANAGEMENT - Joint Ventures.

For liaison between the agency and non-government organisations, use FISHERIES RESOURCES MANAGEMENT - Liaison.

Entry	Description of records	Disposal action
16128	Records documenting compliance liaison activities undertaken with government enforcement agencies in support of the fisheries resources management function. Includes sharing of informal advice, collaboration on projects, exchange of information, and all the liaison activities of a member of the agency.	Destroy 10 years after action completed

Compliance Monitoring

The activities associated with monitoring compliance with legal and regulatory requirements and with international obligations. Includes placement of observers on foreign fishing vessels.

For collection of data on fishing vessels' compliance with codes of practices and fishing licence conditions, use FISHERIES RESOURCES MANAGEMENT - Data Collection.

For inspections of fishing vessels, facilities, equipment and items to ensure compliance with standards, use FISHERIES RESOURCES MANAGEMENT - Inspections.

Entry	Description of records	Disposal action
16129	Records documenting compliance monitoring activities undertaken by the agency in support of the fisheries resources management function. Includes records documenting the placement of observers on foreign fishing vessels.	Destroy 10 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

For addresses given at a conference, use FISHERIES RESOURCES MANAGEMENT - ADDRESSES (presentations).

For travel and accommodation arrangements for staff to attend conferences, use FISHERIES RESOURCES MANAGEMENT- Arrangements.

For the printing and publication of agency conference proceedings and reports, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16130	Records documenting arrangements for agency conferences relating to the fisheries resources management function. Includes program development, arranging speakers, promotion, managing registrations and venue bookings.	Destroy 3 years after action completed
16131	Reports assessing the conduct of agency-arranged conferences relating to the fisheries resources management function.	Destroy 3 years after action completed
16132	Copies of unpublished proceedings, reports, speeches and papers from agency-arranged conferences. Includes presentations by agency business branches.	Destroy when reference ceases
16133	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs, and conference promotion material.	Destroy when reference ceases
16134	Copies of published conference proceedings and official reports received at conferences arranged by other organisations.	Destroy when reference ceases
16135	Agency participants reports on conferences arranged by other organisations.	Destroy 3 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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.

For the processes of receiving and assessing tenders from potential external consultants for services, use FISHERIES RESOURCES MANAGEMENT- Tendering.

Entry	Description of records	Disposal action
16136	Records documenting contract management relating to the fisheries resources management function. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

Customer Service

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

For the development of service charters specific to the organisation's public clients, use COMMUNITY RELATIONS - Customer Service.

For public reactions, use COMMUNITY RELATIONS - Public Reaction.

For public suggestion scheme, use COMMUNITY RELATIONS - Suggestions.

For the publication of the service charter, use PUBLICATION - Production.

Entry	Description of records	Disposal action
16137	Records documenting the planning, monitoring and evaluation of customer services provided to agency's clients.	Destroy 5 years after action completed
16138	Records documenting the development of agency-wide strategies and service charters relating to the provision of services to agency's clients. Includes copies of internal charters.	Destroy 5 years after superseded
16139	Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, a telephone information service. Includes carrying out customer surveys.	Destroy 5 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Data Collection

The process of collecting, assessing, verifying and managing data on fishing practices, fish stocks and on broader ecosystems on which they depend. Includes the maintenance of fisheries data and the routine migration of data between formats or from one medium to another.

* This activity also covers the assessment of reports received from fishing vessel personnel demonstrating their compliance with fishing code practices.

For monitoring compliance with fisheries regulations, use FISHERIES RESOURCES MANAGEMENT - Compliance Monitoring.

For migration strategies and quality assurance checks for migration between electronic systems and from one electronic medium to another, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

Entry	Description of records	Disposal action
16140	Records documenting the collection, ownership and control of data on fishing practices, fish stocks and on broader ecosystems on which they depend.	Destroy 20 years after action completed
16141	Records documenting the maintenance of fishing data and the routine migration of data between formats or from one medium to another.	Destroy 10 years after action completed

Debt Recovery

The activities associated with collecting, on behalf of the Australian government, outstanding monies from fisher debtors. Includes initiating and finalising fishing debts incurred by national fishers.

For charging and collecting fishing management levies, use FISHERIES RESOURCES MANAGEMENT - Levy Imposition.

For processing the application fees for approving, registering and issuing fishing licences, use FINANCIAL MANAGEMENT - Accounting.

For processing the application fees for approving fishing permits and scientific permit applications, use FINANCIAL MANAGEMENT - Accounting.

Entry	Description of records	Disposal action
16142	Records documenting the collection and management of outstanding monies from fishing debtors. Includes correspondence with, and notices issued to, debtors and records of negotiations, write-offs and waiver arrangements.	Destroy 7 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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 participating in inquiries and inquests, use FISHERIES RESOURCES MANAGEMENT - Inquiries.

For the management of requests from the public for access to records under the Freedom of Information, Privacy and Archives Acts and other Acts specific to the agency, use INFORMATION MANAGEMENT - Cases.

Entry	Description of records	Disposal action
16143	Records documenting the handling of public enquiries relating to the fisheries resources management function.	Destroy 5 years after action completed

Fisheries Infringements

The activities associated with processing fishing infringements under relevant legislation governing fishing within Australian territorial waters. Includes collecting fines and issuing receipts.

For appeals against decisions by application to a higher authority, use FISHERIES RESOURCES MANAGEMENT - Appeals (decisions).

For litigation of infringements, use LEGAL SERVICES - Litigation.

Entry	Description of records	Disposal action
16144	Records documenting processing of infringements or breaches of mandatory fisheries standards, rules or statutory requirements that do not proceed to litigation. Includes infringement fine notices and receipts.	Destroy 7 years after action completed

Fisheries Program Development

The activities associated with developing and managing fisheries programs. Includes updating and making amendments to existing programs such as compliance monitoring programs, fisheries adjustment programs, fisheries restructuring programs, exploratory and feasibility programs relating to fishing.

For monitoring compliance with legal and regulatory fisheries requirements, use FISHERIES RESOURCES MANAGEMENT - Compliance Monitoring.

Entry	Description of records	Disposal action
16145	Records documenting the development of fisheries programs. Includes consultations with stakeholders and revisions.	Retain as national archives
16146	Master copies of fisheries programs.	Destroy 20 years after program superseded

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Fisheries Program Development - Continued

Entry	Description of records	Disposal action
16147	Working papers relating to the development of fishing programs.	Destroy 3 years after program superseded

Fishing Rights Granting

The activities associated with the establishment and granting of fishing rights. Includes the holding of auctions, tenders and ballots for the selection of persons to whom rights are granted. Also includes handling notifications regarding unsuccessful applications.

For processes of receiving, assessing and approving applications for fishing permits and scientific permit applications, use FISHERIES RESOURCES MANAGEMENT - Permitting.

For assessing applications for fishing licenses, use FISHERIES RESOURCES MANAGEMENT - Licensing.

For maintaining fishing rights registers, use FISHERIES RESOURCES MANAGEMENT - Registers Maintenance.

For reviews of granting of fishing rights, use FISHERIES RESOURCES MANAGEMENT - Reviews (decisions).

For the process of receiving and assessing tenders from potential external consultants for services, use FISHERIES RESOURCES MANAGEMENT - Tendering.

Entry	Description of records	Disposal action
16148	Fishing Rights Register.	Destroy 20 years after last entry
16149	Records documenting the establishment of fishing rights.	Destroy 10 years after action completed
16150	Records documenting successful applications for fishing rights. Includes application, supporting documentation, notice of decision and evaluation of applicants against criteria.	Destroy 10 years after expiry of fishing rights
16151	Records of unsuccessful applications for fishing rights. Includes application, supporting documentation, notice of decision and evaluation of applicants against criteria.	Destroy 10 years after application is rejected
16152	Records documenting administrative arrangements for the selection of persons to whom fishing rights are granted. Includes the public notice about the intention to call for tenders/hold a ballot for fishing rights.	Destroy 10 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use 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 that the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of records	Disposal action
16153	Records documenting the implementation of plans, policies, strategies, procedures, and instructions formulated to support the fisheries resources management function. Includes monitoring the implementation activities.	Destroy 3 years after action completed

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as royal commissions, parliamentary and Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

For handling of requests for information about the organisation's services, use FISHERIES RESOURCES MANAGEMENT - Enquiries.

Entry	Description of records	Disposal action
16154	Records documenting an inquiry into the agency's performance of the fisheries resources management function.	Destroy 10 years after action completed
16155	Records documenting the agency's contribution and support given to an organisation conducting an inquiry with no direct relation to the agency's function.	Destroy 2 years after final report of inquiry is released

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Inspections

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

For monitoring compliance with legal and regulatory fisheries requirements, use FISHERIES RESOURCES MANAGEMENT - Compliance Monitoring.

For issuing of a fishing infringement notice as a result of an inspection, use FISHERIES RESOURCES MANAGEMENT - Fisheries Infringements.

For the boarding and searching of international fishing vessels engaged in illegal fishing, use FISHERIES RESOURCES MANAGEMENT - Vessel Apprehension.

Entry	Description of records	Disposal action
16156	Records documenting inspections of fishing vessels, facilities, equipment, and items, to ensure compliance with agreed fisheries standards and objectives.	Destroy 5 years after action completed

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, 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 organisations.

For establishing and maintaining non-joint venture agreements, use FISHERIES RESOURCES MANAGEMENT - Agreements.

For collaborating with governmental enforcement organisations on fisheries compliance, use FISHERIES RESOURCES MANAGEMENT - Compliance Liaison.

For collaborating on projects that do not involve joint contributions of time and/or funding, use FISHERIES RESOURCES MANAGEMENT - Liaison.

Entry	Description of records	Disposal action
16157	Records documenting the management of joint ventures undertaken to support the fisheries resources management function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Levy Imposition

The activities associated with inflicting, charging and collecting fishing management levies from fishers. Includes penalties for non-payment of levies.

For collecting fishing debts incurred by national fishers, use FISHERIES RESOURCES MANAGEMENT - Debt Recovery.

For collecting money to approve, register and issue fishing licences, use FINANCIAL MANAGEMENT - Accounting.

For collecting money to approve fishing permits and scientific permit applications, use FINANCIAL MANAGEMENT - Accounting.

Entry	Description of records	Disposal action
16158	Records documenting the imposition of fishing levies in support of the fisheries resources management function. Includes notice to fisher and receipt of payment.	Destroy 10 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation 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.

For liaison through committees, use FISHERIES RESOURCES MANAGEMENT - Committees.

For collaborating with government enforcement organisations regarding fisheries compliance, use FISHERIES RESOURCES MANAGEMENT - Compliance Liaison.

For collaboration between organisations that involves contracts, joint contributions of time and/or funding, use FISHERIES RESOURCES MANAGEMENT - Joint Ventures.

Entry	Description of records	Disposal action
16159	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups in support of the fisheries resources management function. Includes collaboration on projects, exchange of information and all the activities of a member of the agency.	Destroy 3 years after action completed

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Licensing

The activities associated with receiving, assessing, issuing, cancelling, revoking, suspending or refusing applications for foreign fishing licences. Includes the imposition or attachment of conditions.

For granting of fishing rights, use FISHERIES RESOURCES MANAGEMENT - Fishing Rights Granting.

For receiving, assessing, approving, cancelling, suspending or refusing applications for fishing permits and scientific permit applications, use FISHERIES RESOURCES MANAGEMENT - Permitting.

For maintaining the register of fishing and scientific permits, use FISHERIES RESOURCES MANAGEMENT - Registers Maintenance.

For maintaining the register of foreign fishing licences, use FISHERIES RESOURCES MANAGEMENT - Registers Maintenance.

For processing the application fee, use FINANCIAL MANAGEMENT - Accounting.

Entry	Description of records	Disposal action
16160	Register of foreign fishing licences.	Destroy 20 years after last entry
16161	Records documenting the assessment and granting of foreign fishing licences (ie licences for foreign licences to undertake fishing activities and tasks within an Australian fishing zone). Includes application, supporting documentation, notification of exemptions, variations, alterations etc of licence conditions, notice of decision, cancellation, suspension or withdrawal details and copies of decisions.	Destroy 10 years after expiry or other termination or refusal of licence

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings of committees and task forces, use FISHERIES RESOURCES MANAGEMENT - Committees.

For ad-hoc meetings which are part of a conference program, use FISHERIES RESOURCES MANAGEMENT - Conferences.

Entry	Description of records	Disposal action
16162	Final version of minutes and supporting documents tabled at special public meetings held to support the fisheries resources management function.	Retain as national archives

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Meetings - Continued

Entry	Description of records	Disposal action
16163	Final version of minutes and supporting documents tabled at meetings held to support the fisheries resources management function. Includes meetings with external agencies.	Destroy 7 years after action completed
16164	Working papers documenting the conduct and administration of all meetings to support the fisheries resources management function. Includes agenda, notices of meetings and draft minutes.	Destroy 1 year after action completed.

Permitting

The activities associated with receiving, assessing, approving, cancelling, suspending or refusing applications for fishing and scientific permits. Includes registering successful and unsuccessful applications.

For granting of fishing rights, use FISHERIES RESOURCES MANAGEMENT - Fishing Rights Granting.

For processes involving charging and collecting fishing management levies, use FISHERIES RESOURCES MANAGEMENT - Levy Imposition.

For receiving, assessing, granting, cancelling, suspending, refusing or revoking applications for foreign fishing licenses, use FISHERIES RESOURCES MANAGEMENT - Licensing.

For maintaining the register of fishing and scientific permits, use FISHERIES RESOURCES MANAGEMENT - Registers Maintenance.

Entry	Description of records	Disposal action
16165	Records documenting the assessment and granting of fishing and scientific permits. Includes: <ul style="list-style-type: none"> • application • notice of decision • notification of exemption • revocation or suspension of permit • copies of decisions. 	Destroy 10 years after expiry or other termination or refusal of permit
16167	Records documenting unsuccessful applications for fishing and scientific permits. Includes application, supporting documentation and notice of decision.	Destroy 10 years after action completed.
16168	Register of successful applications for fishing and scientific permits.	Destroy 5 years after last entry.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Planning

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

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of records	Disposal action
16170	Final version of agency-wide fisheries resources management plans.	Retain as national archives.
16174	Final version of business units plans relating to the fisheries resources management function.	Destroy 7 years after plan is superseded.
16176	Working papers documenting the development of all agency fisheries resources management plans. Includes draft plans, reports analysing issues and comments received from other areas of the agency.	Destroy 3 years after adoption of the final plan.
16821	Copies of all fisheries resources management plans.	Destroy when reference ceases

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 organisation's operating procedures are determined.

Entry	Description of records	Disposal action
16179	Records documenting the development and establishment of the agency's fisheries resources management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 	Retain as national archives.
16182	Records documenting comments made on the development of government-wide fisheries resources management policies.	Destroy 3 years after promulgation of new policy.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Policy - Continued

Entry	Description of records	Disposal action
16183	Working papers documenting development of fisheries resources management policies.	Destroy 3 years after promulgation of new policy.
16185	Copies of policy documents and supporting papers.	Destroy when reference ceases.

Procedures

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

Entry	Description of records	Disposal action
16186	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the fisheries resources management function.	Destroy 5 years after procedures are superseded.
16187	Records documenting the development of agency procedures supporting the fisheries resources management function.	Destroy 1 year after completion of procedures.
16189	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases.

Registers Maintenance

The activities associated with amending and maintaining fisheries resources registers and making them available for inspections. Includes keeping of quota registers.

For the establishment and granting of fishing rights, use FISHERIES RESOURCES MANAGEMENT - Fishing Rights Granting.

For receiving, assessing, issuing, cancelling, revoking, suspending or refusing applications for foreign fishing licences, use FISHERIES RESOURCES MANAGEMENT - Licensing.

For registering applications for fishing and scientific permits, use FISHERIES RESOURCES MANAGEMENT - Permitting.

**Note: this activity covers the maintenance of fishing rights registers, the fishing and scientific permits register, the foreign fishing licences register and the quota registers.*

Entry	Description of records	Disposal action
16191	Records documenting the amendment and maintenance of registers supporting the fisheries resources management function.	Destroy 4 years after last action.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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.

For the drafting, finalising and presenting of special committee reports to the agency's board, use FISHERIES RESOURCES MANAGEMENT - Committees.

For the drafting and finalising of observer reports covering international fisheries visits, use FISHERIES RESOURCES MANAGEMENT - Visits.

For the submission of the agency's annual report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.

For the annual report drafting process, use PUBLICATION - Drafting.

For the design and printing of the agency's annual report use PUBLICATION - Production.

Entry	Description of records	Disposal action
16192	Final version of formal internal reports and reports made to external agencies relating to the fisheries resources management function. Includes Management Advisory Committee (MAC) reports.	Retain as national archives.
16196	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities supporting the fisheries resources management function. Includes work progress reports against business and work plans and unit level performance reporting.	Destroy 7 years after action completed.
16197	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed.
16198	Copies of fisheries resources management reports.	Destroy when reference ceases.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

For the management of agency representatives on government bodies, use GOVERNMENT RELATIONS - Representatives.

Entry	Description of records	Disposal action
16199	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives to professional bodies and, international, national and state fisheries organisations.	Destroy 3 years after end of appointment.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Use 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 managing research conducted by external research providers, use FISHERIES RESOURCES MANAGEMENT - Research Management.

Entry	Description of records	Disposal action
16200	Records documenting detailed research carried out in support of the fisheries resources management function.	Destroy 7 years after action completed.
16201	Records documenting routine research carried out in support of the fisheries resources management function.	Destroy 1 year after action completed.

Research Management

The activities associated with managing research projects conducted by external research providers. Includes forwarding the findings of research project to originator.

For routine research and research projects conducted by agency staff, use FISHERIES RESOURCES MANAGEMENT - Research.

Entry	Description of records	Disposal action
16203	Records documenting research projects, conducted by external research providers, in support of the fisheries resources management function.	Destroy 10 years after action completed.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Research Management - Continued

Entry	Description of records	Disposal action
16205	Working papers documenting the research management process, in support of the fisheries resources management function.	Destroy 3 years after action completed.

Reviewing

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

For reviewing actions by the agency or an external body, use FISHERIES RESOURCES MANAGEMENT - Reviews (decisions).

Entry	Description of records	Disposal action
16207	Records documenting a review of agency programs and operations in support of the fisheries resources management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed.
16213	Working papers documenting a review of agency programs and operations in support of the fisheries resources management function.	Destroy 3 years after action completed.

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

For appeals against decisions by application to a higher authority, use FISHERIES RESOURCES MANAGEMENT - Appeals (decisions).

For re-evaluating processes, use FISHERIES RESOURCES MANAGEMENT - Reviewing.

Entry	Description of records	Disposal action
16215	Records documenting reviews of granting of fishing rights carried out either within the agency or by an external authority.	Destroy 5 years after action completed.
16216	Records documenting applications for reviews of action that were not proceeded with (e.g. if the application for review is considered frivolous or vexatious).	Destroy 18 months after action completed.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

Entry	Description of records	Disposal action
16217	Records documenting risk management including each stage of the process, risk assessments, treatment schedules, and process findings.	Destroy 7 years after next risk assessment.
16218	Fisheries resources management risk register.	Destroy 7 years after next risk assessment.

Standards

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

Entry	Description of records	Disposal action
16219	Records documenting the implementation of industry and agency standards in support of the fisheries resources management function.	Destroy 5 years after action completed.

Standards Development

The activities associated with developing and setting benchmarks, performance measures and standards.

Entry	Description of records	Disposal action
16220	Records documenting the development of benchmarks, performance measures and standards relating to the fisheries resources management function.	Retain as national archives.
16222	Master copy of benchmarks, performance measures and standards relating to the fisheries resources management function.	Destroy 5 years after master copies are superseded.
16223	Records documenting external comments in relation to the development of standards relating to the fisheries resources management function.	Destroy 1 year after standard is promulgated.
16224	Working papers documenting the development of standards.	Destroy 1 year after standard is promulgated.

FISHERIES RESOURCES MANAGEMENT

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For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

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.

For agreements or contracts entered into not as a result of tendering, use FISHERIES RESOURCES MANAGEMENT - Agreements.

For activities involved in managing the performance of work or the provision of services by an external contractor or consultant, use FISHERIES RESOURCES MANAGEMENT - Contracting-out.

For the process of receiving and assessing tenders for fishing rights and the granting of such rights, use FISHERIES RESOURCES MANAGEMENT - Fishing Rights Granting.

Entry	Description of records	Disposal action
16225	Records documenting 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.
16227	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.
16229	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed.
16230	Tender register.	Destroy 7 years after last entry.
16231	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with tender process.
16233	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract.
16235	Contract register.	Destroy 7 years after last entry.

FISHERIES RESOURCES MANAGEMENT

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For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Tendering - Continued

Entry	Description of records	Disposal action
16236	Signed contracts under seal resulting from tenders and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract.
16238	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract.
16239	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory.	Destroy 12 years after completion or other termination of contract.

Training Services

The activities associated with fisheries training for external parties. Includes the development of training programs and materials, preparing training schedules and organising training facilities.

For giving formal addresses for training purposes, use FISHERIES RESOURCES MANAGEMENT - Addresses (presentations).

For the receipt of fees and/or payment of accounts supporting the running of training courses, use FINANCIAL MANAGEMENT - Accounting and Payments.

For the publication of fisheries training material, use PUBLICATION - Production.

For managing the provision of training services for agency staff, use STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
16253	Records documenting the development of training programs and materials relating to the fisheries resources management function.	Destroy 5 years after action completed.
16254	Final copy of presenters' training aids and notes, and participant materials.	Destroy 5 years after action completed.
16255	Records documenting administrative and logistic arrangements relating to the conduct of training. Includes: <ul style="list-style-type: none"> • booking of speaker • venue and catering • management of registrations. 	Destroy 5 years after action completed.

FISHERIES RESOURCES MANAGEMENT

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For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Training Services - Continued

Entry	Description of records	Disposal action
16256	Master set of the annual training calendar. Includes identification of target agencies and key dates.	Destroy 2 years after action completed.
16257	Draft versions of presenter aids and notes, including participant materials.	Destroy when reference ceases.
16258	Copies and working papers documenting the development of annual training calendar.	Destroy when reference ceases.

Vessel Apprehension

The activities associated with pursuing and apprehending of international fishing vessels engaged in illegal fishing activities in Australian fishing zone and offshore territories. Includes confiscation of vessel and seizure of fishing gear, removal of fish and transfer of fishers.

For authorisation to pursue and seize international fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Authorisation.

For the boarding and searching of domestic fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Inspections.

For the disposal of illegal fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Vessel Disposal.

For managing financial transactions supporting vessel apprehension activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For litigation involving vessel apprehension, use LEGAL SERVICES - Litigation.

Entry	Description of records	Disposal action
16259	Records documenting the apprehension of foreign fishing vessels, including fishing equipment and goods, engaged in illegal fishing activities in Australian fishing zone and off-shore territories. Includes formal requests for apprehension orders; hand-over reports; routine forms and correspondence relating to the apprehension.	Disposal not authorised.
16260	Records documenting the apprehensions of foreign fishing vessels which do not result in a law case.	Destroy 2 years after action completed.

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Vessel Disposal

The activities associated with the disposal of a forfeited illegal fishing vessel. Includes destruction of vessels.

For fisher appeals against disposal and destruction of international fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Appeals (decisions).

For authorisation to dispose of and destroy international fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Authorisation.

For seizing illegal international fishing vessels, use FISHERIES RESOURCES MANAGEMENT - Vessel Apprehension.

For managing financial transactions supporting vessel disposal activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

For litigation involving disposal of an international fishing vessel, use LEGAL SERVICES - Litigation.

Entry	Description of records	Disposal action
16261	Records documenting the disposal and/or destruction of forfeited foreign fishing vessels, fishing equipment and goods. Includes formal requests for disposal orders; hand-over reports; routine forms and correspondence relating to the disposal.	Disposal not authorised.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of records	Disposal action
16262	Records documenting arrangements for visits made to the agency by the Minister, members of Parliament, other officials, overseas fisheries delegations and representatives of national fisheries bodies. Includes visitor books.	Destroy 6 years after action completed.
16263	Records documenting visits by agency staff to organisations both within Australia and overseas. Includes visit reports.	Destroy 6 years after last action.