



Australian Government

National Archives of Australia

Records Authority

**Department of the Environment,
Water, Heritage and the Arts**

Job no 2007/00380834

12 December 2008

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INTRODUCTION

The Department of the Environment, Water, Heritage and the Arts (DEWHA) 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 ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION, ENVIRONMENT AND HERITAGE REGULATION and INTERNATIONAL RELATIONS. It represents a significant commitment on behalf of the Department to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of DEWHA. It takes into account the agency's legal and organisation recordkeeping requirements, and the interests of stakeholders of both DEWHA and the National Archives.

This Authority gives DEWHA 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 temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

DEWHA may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; 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.

APPLICATION OF THIS AUTHORITY

1. The classes issued in this Records Authority partially supersede those in Records Disposal Authority (RDA) 1346 and RDA 1216 and should now be applied to records that meet the class descriptions.
2. Classes from RDA 1346 and RDA 1216 that have been superseded by this Authority cannot be used to destroy or dispose of records created on or after 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 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.
5. Records already sentenced under RDA 1346 and RDA 1216 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 previous RDAs and fall within the scope of this Authority.
6. Where the method of recording the 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. The Department will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The Department may extend minimum retention periods if it considers that there is an administrative need to do so. Where the Department believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the Department should contact the National Archives for review of the retention period.
8. 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.
9. Records in the care of the Department must be appropriately stored and preserved. The Department must 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.
10. 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.
11. Advice on how to use this Authority is available from the Department of the Environment, Water, Heritage and the Arts records manager. If there are problems with the application of the Authority that cannot be resolved by the Department, 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

Agency Service Centre: <http://www.naa.gov.au/records-management/help/index.aspx>

Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of the Environment, Water, Heritage and the Arts
John Gorton Building
King Edward Terrace
Parkes ACT 2600

Purpose:

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

Application:

ENVIRONMENT AND HERITAGE REGULATION
ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION
INTERNATIONAL RELATIONS

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:

12 December 2008

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ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Addresses (Presentations)

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

For training services for other government agencies, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Training Services.

For the preparation of training material for agency staff, use STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
19164	Final versions of addresses presented at non-government occasions by portfolio Ministers, the Department's Secretary or by portfolio agency heads. <i>[For addresses presented at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations).]</i>	Retain as national archives
19165	Final versions of addresses presented by agency staff.	Destroy 5 years after action completed
19166	Working papers, including draft versions of addresses and other presentations, related to the preparation of addresses presented by portfolio Ministers, the Department's Secretary, portfolio agency heads, Departmental staff or portfolio agency staff. Includes: <ul style="list-style-type: none"> • requests for input into ministerial speeches • quality control • comments • clearances • draft versions of speeches. 	Destroy when reference ceases

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

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Advice

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

For proposing, developing, costing, promulgating and reviewing policies related to the administration of programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Policy Development.

For records documenting receipt of legal advice from either an internal or external service provider, use LEGAL SERVICES - Advice.

Entry	Description of records	Disposal action
19167	Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes: <ul style="list-style-type: none"> • briefing notes (also background briefs and Question Time briefs) • minutes provided to the Minister • Ministerial statements • responses to inquiry recommendations • policy papers (white and green papers) • minutes providing coordination comments • advice to other agencies • major drafts. 	Retain as national archives
19169	Records documenting advice provided by the agency to Ministers or other agencies in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs, with no far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes briefing notes and minutes.	Destroy 7 years after action completed
19170	Records documenting the receipt of, or the provision of, non-ministerial advice in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes advice to applicants or proponents.	Destroy 7 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

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Appeals (decisions)

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

Entry	Description of records	Disposal action
19171	Records documenting appeals in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs where the case has far-reaching environmental, cultural, economic, legal, social, political or international implications or where there is a precedent case or where is significant public or historical interest in the case.	Retain as national archives
19172	Records documenting appeal cases in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs where the case has no precedent value and there is no significant historical or public interest in the case and there are no far-reaching environmental, cultural, economic, legal, social, political or international implications.	Destroy 7 years after the appeals process is completed or terminated

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
19173	Delegations of power to agency staff to authorise administrative action in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Disposal not authorised

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

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, agendas, etc.

For activities related to Ministerial councils and boards overseeing environment and heritage programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Ministerial Councils and Boards.

For participation in committees related to international agreements and international environment, heritage and natural resource programs, use INTERNATIONAL RELATIONS - Committees.

For participation in committees related to domestic environment and heritage regulatory activities, use ENVIRONMENT AND HERITAGE REGULATION - Committees.

Entry	Description of records	Disposal action
19174	Records of committees with responsibility for advising the Minister, the Government or Ministerial councils, where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none">• documents establishing the committee• minutes• assessments and evaluations• reports• recommendations• briefing papers• discussion papers.	Retain as national archives
19175	Records of committees with responsibility for advising the Minister, the Government or Ministerial councils, where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefing and discussion papers.	Destroy 20 years after action completed
19176	Records of committees where the committee's functions do not include advising the Minister, the Government or Ministerial councils and where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none">• documents establishing the committee• appointment of members• minutes• briefing papers• discussion papers.	Destroy 10 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Committees - Continued

Entry	Description of records	Disposal action
19168	Records of committees where the committee's functions do not include advising the Minister, the Government or Ministerial councils and where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefings and discussion papers.	Destroy 5 years after action completed
19177	Working papers documenting the conduct and administration of committees formed to consider matters in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • agendas • notices of meetings • draft minutes. 	Destroy when reference ceases

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 the printing and publication of agency-organised conference or workshop proceedings and reports, use PUBLICATION - Production.

For unpublished reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

For addresses given at conferences use, ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Addresses (presentations).

Entry	Description of records	Disposal action
19178	Records documenting arrangements for agency conferences, workshops, forums and symposiums related to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • venue bookings and catering • managing registrations. 	Destroy 5 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Conferences - Continued

Entry	Description of records	Disposal action
19179	Reports assessing the conduct of agency conferences, workshops, forums and symposiums related to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Destroy 5 years after action completed
19180	Agency participants' reports on conferences, workshops, forums and symposiums related to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs arranged by other organisations.	Destroy 5 years after action completed
19181	Records documenting the attendance of agency staff at conferences, workshops, forums and symposiums arranged by other organisations. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotional material • conference proceedings. 	Destroy when reference ceases

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 process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use ENVIRONMENTAL PROGRAM ADMINISTRATION - Tendering.

For the printing and publication of consultancy reports, use PUBLICATION - Production.

For unpublished consultancy reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

Entry	Description of records	Disposal action
19182	Records documenting contract management activities in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes records documenting minutes of meetings with stakeholders, as well as performance and evaluation reports.	Destroy 10 years after completion or other termination of contract

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Education Development

The activities associated with developing education resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about environment and heritage matters. Includes reviewing material and updating content if required.

For promoting, coordinating and managing public campaigns and events that raise public awareness of environmental programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Events Management.

For managing and providing training services to individuals, community groups, industry and government agencies, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Training Services.

Entry	Description of records	Disposal action
19183	Records documenting the development of educational resources relating to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • project proposals • project evaluation reports • reports from service providers. 	Destroy 7 years after last action
19184	Working papers documenting the development of educational resources and programs relating to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Destroy when reference ceases

Enquiries

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

Entry	Description of records	Disposal action
19185	Records documenting the handling of public enquiries about the agency and its programs, products and services in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Environment and Heritage Project Management

The activity of coordinating, funding or managing environment, heritage and natural resource management projects. Includes the approval and funding of project proposals or investment strategies and packages, advising successful applicants, the accreditation of plans or strategies including regional natural resource management plans, the acquittal of funding, and the receipt and assessment of reports as part of the monitoring and evaluation process.

For the assessment of funding applications and proposals, including advice to unsuccessful applicants, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Assessment.

For the approval and acquittal of grants, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Grants Administration.

For the approval and acquittal of rebates, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Rebates.

For the administration of arrangements in relation to taxation concessions, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environmental Taxation Concessions.

For the processing of applications for assistance under a structural adjustment package, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Structural Adjustment Packages.

For the process of determining the suitability of potential or existing programs, including ongoing monitoring, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Evaluation.

For the activities involved in the preparation and the payment of money, use FINANCIAL MANAGEMENT - Payments.

For the process of allocating funds to overseas programs or projects, use INTERNATIONAL RELATIONS - International Assistance.

Entry	Description of records	Disposal action
19186	Register of Australian Government domestic environment, heritage and natural resources projects.	Retain as national archives

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Environment and Heritage Project Management - Continued

Entry	Description of records	Disposal action
19187	<p>Records documenting the outcomes of projects, plans and investments that are administered or funded under the auspices of domestic environment, heritage and natural resource programs. Includes:</p> <ul style="list-style-type: none"> • reports • evaluations • reviews • images and data • stakeholder consultations • recommendations • decisions • notifications • plans • annual updates. <p><i>[For the processes associated with the establishment, maintenance, use and negotiation of agreements, including arrangements with state and territory governments, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Program Agreements.</i></p> <p><i>For activities associated with managing committees, including the deliberations of Joint Steering Committees, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Committees.</i></p> <p><i>For the printing and publication of reports, use PUBLICATION – Production.]</i></p>	Retain as national archives
19188	<p>Records documenting the processing of project proposals for funding or investments, including the approval and acquittal of project or investment funding for environment, heritage and natural resource management projects. Includes:</p> <ul style="list-style-type: none"> • stakeholder consultations • assessments • recommendations • decisions • notifications • advice to successful applicants • the acquittal of funding • the receipt and assessment of reports. 	Destroy 10 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Environment and Heritage Project Management - Continued

Entry	Description of records	Disposal action
19189	Records documenting the refusal of funding applications or proposals for funding or investments related to environment, heritage and natural resource management projects or strategies. Includes advice to unsuccessful applicants.	Destroy 2 years after action completed

Environmental Taxation Concessions

The activities associated with administering applications relating to taxation concessions designed to encourage the protection, conservation and sustainable management of the environment, heritage and natural resources. Includes registering environmental organisations, approving conservation covenant programs and processing apportion of deduction forms relating to property donations.

Entry	Description of records	Disposal action
19192	Records documenting the registration of environmental organisations for taxation purposes. Includes records documenting the establishment and amendment of the register of environmental organisations. Includes the certificate of entry to the register and a copy of the legal instrument signed by the Minister in relation to each organisation name entered into the register. Also includes records documenting the removal of organisation names from the register.	Retain as national archives
19193	Records documenting the assessment and accreditation, including refusals, of state-based conservation covenanting programs. Includes applications and supporting documents received from State and Territory Governments, Ministerial approvals, notifications of approval and publication of the details of approved programs.	Retain as national archives
19194	Records documenting the assessment of applications for the registration of environmental organisations for taxation purposes. Includes: <ul style="list-style-type: none"> • applications, including related correspondence and assessment documentation • notification of changes to public fund management committee • annual statistical returns. 	Disposal not authorised

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

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Environmental Taxation Concessions - Continued

Entry	Description of records	Disposal action
19195	Records documenting the assessment of unsuccessful applications for the registration of environmental organisations for taxation purposes.	Destroy 5 years after date of last action

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.

For the printing and publication of reports documenting the environmental outcomes of domestic programs for protection, conservation and sustainable management, use PUBLICATION - Production.

For unpublished reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

Entry	Description of records	Disposal action
19196	Records documenting surveys and other assessments of products, programs, processes, systems or services in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none">• evaluation criteria• draft and final version of survey/evaluation forms• returned survey forms• results of survey• recommendations.	Destroy 5 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

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Events Management

The activities associated with promoting, coordinating and managing public campaigns and events, such as national and international environment days, in order to increase awareness of issues related to the environment, heritage and the sustainable management of natural resources. Includes organising public competitions, receiving and processing of entries from members of the public, presenting awards or prizes to the place-getters or winners and administering the awards relating to the implementation of best practice.

For liaison activities related to Australia's participation in international environmental events, use INTERNATIONAL RELATIONS - International Liaison.

For providing various forms of assistance to overseas countries to enable them to fulfil their obligations under international law, use INTERNATIONAL RELATIONS - International Assistance.

Entry	Description of records	Disposal action
19197	Records documenting national campaigns and events that have been organised to promote domestic environment, heritage and natural resource management programs. Includes campaign files and project files.	Destroy 5 years after action completed
19198	Records documenting national competitions and awards that have been organised to promote domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • correspondence • registration of nominations and entries • assessment of award nominations or entries • decision-making and judging processes • prize or award-winning entries • maintenance of registers of award or prize recipients • publicity. 	Destroy 5 years after action completed
19199	Records documenting non-prize-winning and non-award-winning competition entries.	Destroy when references ceases

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

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Government Liaison

The activities associated with maintaining regular general contact with other Commonwealth, State and local government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For regular general contact between professional associations, professionals in related fields, private sector organisations and community groups, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Liaison.

Entry	Description of records	Disposal action
19204	Records documenting regular general contact with other government agencies. Includes the sharing of informal advice and discussions and collaborating on projects that are not joint ventures.	Destroy 3 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Grants Administration

The activities associated with administering grant funding programs. Includes determining eligibility, approvals or grant funding applications, advice to applicants, the administration of payments and acquittals, determining requests to vary or extend funding, and the receipt of progress or final reports from funded organisations or individuals as part so the monitoring and evaluation process.

For the approval or acquittal of funding or investments related to project proposals and investment packages, including the accreditation of regional natural resource management plans, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environment and Heritage Project Management.

For the approval of payments under rebate programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Rebates.

For the processing of applications for assistance under a structural adjustment package, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Structural Adjustment Packages.

For the administration of arrangements in relation to taxation concessions, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Taxation Concessions.

Entry	Description of records	Disposal action
19200	Records documenting the outcomes of significant grant funding programs. Includes: <ul style="list-style-type: none"> • reports • evaluations • reviews • images and data • stakeholder consultations • recommendations • decisions • notifications • Ministerial accreditation of plans or strategies • annual updates. 	Retain as national archives

[For the processes associated with the establishment, maintenance, use and negotiation of agreements, including arrangements with state and territory governments, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Program Agreements.

For activities associated with managing committees, including the deliberations of Joint Steering Committees, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Committees.

For the printing and publication of reports documenting the environment and heritage outcomes of funded projects, investments or grants, use PUBLICATION – Production.]

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Grants Administration - Continued

Entry	Description of records	Disposal action
19201	Register of grants applications received.	Retain as national archives
19202	Records documenting the processing of applications for routine grant funding, including the approval of applications and acquittal of funding. <i>[For unpublished reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting. For the printing and publication of reports documenting the environment and heritage outcomes of funded projects, investments or grants, use PUBLICATION - Production.]</i>	Destroy 10 years after action completed
19203	Records documenting the refusal of applications for grant funding.	Destroy 2 years after action completed

Implementation

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

Entry	Description of records	Disposal action
19205	Records documenting plans, procedures or instructions in relation to the delivery, administration or coordination of domestic environment, heritage and natural resources programs. Includes monitoring progress with implementation.	Destroy 3 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

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 the printing and publication of reports documenting the outcomes of joint ventures with industry, academic, educational or other government organisations, use PUBLICATION - Production.

For unpublished reports documenting the outcomes of joint ventures, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

For the processes associated with the establishment, maintenance, use and negotiation of agreements in relation to the delivery of agreed objectives, funding and programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

Entry	Description of records	Disposal action
19206	Records documenting the management of joint ventures undertaken in relation to the delivery, administration or coordination of domestic environment, heritage and natural resources programs.	Destroy 7 years after completion or other termination of agreement or contract

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

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 activities with other Commonwealth agencies or state and local governments, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Government Liaison.

For liaison activities related to Australia's participation in international environmental events, use INTERNATIONAL RELATIONS - International Liaison.

For providing various forms of assistance to overseas countries to enable them to fulfil their obligations under international law, use INTERNATIONAL RELATIONS - International Assistance.

For receiving input from stakeholders, including the receipt of submissions, use ENVIRONMENT AND HERITAGE REGULATION - Policy Development.

Entry	Description of records	Disposal action
19207	Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups in support of the delivery, administration or coordination of domestic environment, heritage and natural resources programs. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 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, agendas, taking of minutes, etc. Excludes committee meetings.

For activities associated with managing meetings of Ministerial councils and boards, including the preparation of papers, use ENVIRONMENT AND HERITAGE ADMINISTRATION - Ministerial Councils and Boards.

For activities associated with managing the meetings of committees, working groups and task forces, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Committees.

Entry	Description of records	Disposal action
19208	Records documenting internal meetings held in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes the final version of minutes, agendas and supporting documents tabled at meetings and notices of meetings.	Destroy 3 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Meetings - Continued

Entry	Description of records	Disposal action
19209	Draft minutes for internal meetings.	Destroy when reference ceases

Ministerial Councils and Boards

The activities associated with managing Ministerial Councils and Boards. Includes establishing, revoking or amending Councils and Boards, appointing members, minutes of meetings, agendas, papers, reports and any other documentation associated with the operation of Ministerial Councils and Boards.

For activities associated with managing the meetings of committees, working groups and task forces that report to Ministerial councils and boards, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Committees.

Entry	Description of records	Disposal action
19210	Records of councils or boards where the Minister is a member, or where the Minister has appointed members, and where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none"> • documents establishing the council or board • minutes • assessments and evaluations • reports • recommendations • briefing papers • discussion papers. <p><i>[For policy development and implementation activities in support of Ministerial councils and boards, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Policy Development.]</i></p>	Retain as national archives
19237	Records documenting Ministerial appointments to councils or boards. Includes: <ul style="list-style-type: none"> • nominations • appointments • resignations • other terminations of appointees. 	Retain as national archives

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Ministerial Councils and Boards - Continued

Entry	Description of records	Disposal action
19238	Records of councils or boards where the Minister is a member, or where the Minister has appointed members, and where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefings and discussion papers.	Destroy 20 years after action last action

Planning

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

For the development and approval of significant national plans and work programs related to the identification, conservation and management of the environment, heritage and natural resources, use ENVIRONMENT AND HERITAGE REGULATION - Environment and Heritage Planning.

For action plans prepared by covenant signatories, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

For the process of accrediting regional plans, including investment plans and natural resource management plans, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environment and Heritage Projects.

Entry	Description of records	Disposal action
19211	Final version of plans related to the delivery, administration or coordination of domestic environment, heritage and natural resources programs.	Destroy 5 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Policy Development

The activities associated with proposing, developing, costing, promulgating and reviewing policies in order to protect and conserve the environment and heritage. Includes receiving comments and consulting with relevant stakeholders.

For advising the government about policies related to the administration of its domestic environment, heritage and natural resources programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Advice.

Entry	Description of records	Disposal action
19212	Final policy documents and major drafts documenting the development and establishment of domestic environment, heritage and natural resource management policies and programs. Includes: <ul style="list-style-type: none"> • reports • stakeholder consultations • recommendations • decisions • notifications. 	Retain as national archives
19213	Records documenting the development and establishment of domestic environment, heritage and natural resource management programs.	Destroy 20 years after action completed

Procedures

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

Entry	Description of records	Disposal action
19214	Records documenting the development of agency procedures or guidelines in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Destroy 10 years after action completed
19215	Master set of agency manuals, handbooks, directives etc detailing procedures or guidelines that have been developed in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs.	Destroy when superseded

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Product Development

The activities associated with collecting and interpreting spatial and other data (including thematic and core data), and developing information products to support the protection and conservation of the environment and heritage.

For the acquisition of technology and equipment relating to product development, use TECHNOLOGY AND TELECOMMUNICATIONS - Acquisition.

For maintaining and using data that is held in a system, including the maintenance of data dictionaries, use TECHNOLOGY AND TELECOMMUNICATIONS - Data Administration.

Entry	Description of records	Disposal action
19216	Records documenting the development of information products in relation to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes interactive applications or tools, such as online databases related to the management of spatial data such as searchable tools, maps and directories. Also includes non-interactive outputs and products, such as maps or the results of data analysis such as geographic information systems, projects, maps, reports and reporting information in the form of databases, spreadsheets and images.	Retain as national archives
19217	Descriptive or spatial data collections, including data sets, required for the purposes of developing information products. Includes: <ul style="list-style-type: none"> • satellite data • species data • line area reports • spatial data • boundary data sets • parks spatial data. 	Retain as national archives
19218	Records documenting activities related to the collection and management of environmental data. Includes: working data; data output and project files such as templates as GIS data.	Destroy 10 years after action completed
19219	Service level agreements related to data collection and the development of information products.	Destroy 7 years after agreement expires or is superseded

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Product Development - Continued

Entry	Description of records	Disposal action
19220	Data use agreements, including agreements with providers of commercial data.	Destroy when agreement expires
19221	Data sets maintained for reference purposes, including data sets acquired from commercial providers.	Destroy when reference ceases or when licence expires

Program Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements in relation to the delivery of agreed objectives, funding and program as well as the establishment of partnerships to deliver more effective environmental outcomes. Includes bilateral agreements with states and territories, industry agreements or partnerships, and product stewardship agreements such as the National Packaging covenant. Also includes action plans and annual reports from signatories.

For agreements relating to joint ventures, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Joint Ventures.

For the processes associated with administering domestic agreements established for the purpose of regulating environment and heritage activities, use ENVIRONMENT AND HERITAGE REGULATION - Environment and Heritage Agreements.

For the processes associated with administering international environment and heritage agreements, use INTERNATIONAL RELATIONS - International Agreements.

Entry	Description of records	Disposal action
19222	Records documenting the negotiation, establishment, maintenance and review of significant agreements or strategic partnerships with state, territory or local governments; holders of property rights, including land or water entitlements; industry bodies; Indigenous communities; regional bodies and community groups. Includes: <ul style="list-style-type: none"> • final versions of agreements • strategic partnerships • memoranda of understanding • funding agreements. 	Retain as national archives

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Program Agreements - Continued

Entry	Description of records	Disposal action
19223	Final versions of agreements, including industry cooperative or facilitative agreements and covenants. Includes annual business agreements, action plans and annual reports submitted by signatories.	Destroy 10 years after expiry of the agreement

Program Assessment

The processes associated with assessing applications made under Australian Government programs, initiatives, strategies or policies. Includes the receipt, assessment and advising of applications for support or assistance of grants, project or investment funding, and rebates. Also includes certification, re-certification and accreditation of energy or water efficient products.

For the approval or acquittal of funding investments related to project proposals and investment packages, including the accreditation of regional natural resource management plans, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environment and Heritage Project Management.

For the approval or acquittal of grant funding, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environmental Grants Administration.

For the approval of rebates, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Rebates.

For the administration of arrangements in relation to taxation concessions, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environmental Taxation Concessions.

For the processing of applications for assistance under a structural adjustment package, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Structural Adjustment Packages.

For the development of national voluntary and co-regulatory arrangements related to product labelling, accreditation, certification or registration, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

For industry reporting under national voluntary and co-regulatory arrangements, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

Entry	Description of records	Disposal action
19224	Records documenting the processing of applications related to the registration, certification, re-certification or accreditation of energy or water efficient products, including water recycling products.	Destroy 10 years after date of last action

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Program Assessment - Continued

Entry	Description of records	Disposal action
19225	Records documenting the refusal, rejection or withdrawal of funding applications or project proposals related to environment, heritage and natural resource management grant funding, project investment or rebate programs with no far-reaching consequences, and where the matter is not a precedent case and where there is no significant public or historic interest. Includes advice to unsuccessful applicants.	Destroy 2 years after date of last action

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Rebates

The activities associated with administering rebate programs. Includes eligibility determinations, approving rebate applications and the payments.

For the printing and publication of reports documenting the policy implications or environmental outcomes of domestic programs for protection, conservation or sustainable management, use PUBLICATION - Production.

For unpublished reports documenting the policy implications or environmental outcomes of domestic programs for protection, conservation and sustainable management, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

For the approval or acquittal of funding or investments related to project proposals and investment packages, including the accreditation of regional natural resource management plans, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environment and Heritage Project Management.

For the approval or acquittal of grant funding, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environmental Grant Administration.

For the administration of arrangements in relation to taxation concessions, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environmental Taxation Concessions.

For the processing of applications for assistance under a structural adjustment package, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Structural Adjustment Packages.

For the development of national voluntary and co-regulatory arrangements related to product labelling, certification or registration, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

Entry	Description of records	Disposal action
19226	Records documenting the processing of rebate applications, including the approval and acquittal of funding, related to the delivery, administration or coordination of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • advice to successful applicants • payments and acquittals • the receipt and assessment of reports as part of the monitoring and evaluation process. 	Destroy 10 years after action completed
19227	Records documenting the refusal of rebate applications related to the delivery, administration or coordination of domestic programs for the protection, conservation and sustainable management of the environment, heritage and natural resources. Includes advice to unsuccessful applicants.	Destroy 2 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

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 transaction-level reports, as part of a specific activity, use the relevant activity under ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION.

For annual reports received from signatories to agreements, including annual business agreements, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Agreements.

For project progress reports received to acquit project funding, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Environment and Heritage Project Management.

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

For unpublished research project reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Research.

For national environment, heritage and sustainability reporting, use ENVIRONMENT AND HERITAGE REGULATION - Environment and Heritage Reporting.

For reports prepared for other government bodies, use GOVERNMENT RELATIONS - Reporting.

For reports prepared for international institutions, use INTERNATIONAL RELATIONS - International Reporting.

Entry	Description of records	Disposal action
19228	Final version of unpublished formal reports documenting the outcomes of domestic environment, heritage and natural resource management programs.	Retain as national archives
19229	Final version of routine reports required on a regular basis from external bodies or individuals.	Destroy 10 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Research

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

Entry	Description of records	Disposal action
19230	Records documenting activities such as research projects, and surveys that result in the collection of unique scientific or other data related to the delivery, administration, coordination, evaluation or review of domestic environment, heritage and natural resource management programs. Includes: <ul style="list-style-type: none"> • information summaries • recovery action sheets • annual reports of research projects • project proposals. 	Retain as national archives
19231	Records documenting correspondence with other Australian Government agencies, state and territory government agencies, other organisations or individuals in relation to research that does not result in the production of unique scientific or other data.	Destroy 7 years after last action

Reviewing

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

For the printing and publication of reports documenting reviews of the delivery, administration or coordination of domestic programs for protection, conservation and sustainable management, use PUBLICATION - Production.

For unpublished reports, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Reporting.

Entry	Description of records	Disposal action
19232	Records documenting reviews related to the function of delivering, administering or coordinating domestic environment, heritage and natural resource management programs, including the coordination of contributions from both internal and external stakeholders.	Destroy 10 years after action completed

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Reviewing - Continued

Entry	Description of records	Disposal action
19233	Working papers resulting from reviews related to the function of delivering, administering or coordinating domestic environment, heritage and natural resource management programs.	Destroy 2 years after action completed

Standards Development

The process of developing, implementing or reviewing national environmental standards. Includes making determinations, receiving public submissions and consulting with stakeholders. Also includes revising, varying or revoking existing standards.

For the assessment of applications for the certification or accreditation of energy or water efficient products, training programs or technical skills, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Program Assessment.

For conducting assessments related to applications for variations to standards or applications for notification, registration or labelling of products under the relevant mandatory standards, use ENVIRONMENT AND HERITAGE REGULATION - Agency Assessment.

For the ongoing monitoring of standards, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Evaluation.

For the implementation of standards, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Implementation.

Entry	Description of records	Disposal action
19234	Records documenting the making or the determination of national standards. Includes the amendment, variation or revocation of standards or measures. Also includes the determination of criteria for meeting standards.	Destroy 10 years after last action

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Structural Adjustment Packages

The activities associated with developing and administering structural adjustment packages for those industries or persons who may be affected by environmental policies. Includes deciding who is eligible to receive assistance under a structural adjustment package.

Entry	Description of records	Disposal action
19235	Records documenting the development and administration of structural adjustment packages. Includes: <ul style="list-style-type: none"> • precedent cases, or cases involving significant public or historic interest • stakeholder consultations • master sets of policies and guidelines for packages • recommendations • decisions • public announcements and notices • final versions of agreements with service providers • monitoring reports • Departmental reports to the Minister. 	Retain as national archives
19236	Records documenting the development and administration of structural adjustment packages. Includes: <ul style="list-style-type: none"> • cases that are not precedent cases, or involve significant public or historic interest • recommendations • decisions • public announcements and notices • monitoring reports • Departmental reports to the Minister. 	Destroy 20 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.

Entry	Description of records	Disposal action
19240	Records documenting signed contracts under seal resulting from tenders and supporting records.	Destroy 20 years after completion or other termination of contract

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Tendering - Continued

Entry	Description of records	Disposal action
19241	Records documenting the development and issue of tender documents. Includes: <ul style="list-style-type: none">• statement of requirements• expressions of interest• request for tender (RFT)• draft contracts.	Destroy 7 years after completion or other termination of contract
19242	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notifications of outcome• reports on debriefing sessions.	Destroy 2 years after tender process completed
19243	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices.	Destroy 7 years after tender process completed
19244	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19245	Tender register.	Destroy 7 years after last entry

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Training Services

The activities associated with managing and providing training services to individuals, community groups, industry and government agencies to enable them to have an understanding of environmental laws or regulations. Includes conducting workshops and the development of training materials and handouts.

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

For the review of educational resources, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Education Development.

Entry	Description of records	Disposal action
19246	Records documenting the evaluation and review of training programs or courses. Includes summaries of course evaluations by participants and reports to management.	Destroy 7 years after action completed
19247	Records documenting administrative arrangements for training programs or courses. Includes: <ul style="list-style-type: none"> • requests for the scheduling of courses • course schedules and examination timetables • enrolment forms • register of staff attending courses. 	Destroy 3 years after action completed
19248	Master set of agency training material, including amended material, for training programs and courses that are developed and administered by the Department to support the delivery, administration and coordination of national domestic programs for the protection, conservation and sustainable management of the environment, heritage and natural resources. Includes: <ul style="list-style-type: none"> • lecture notes • training course programs • presentation slides and hand-outs • training manuals • online learning modules, films and videos • guides and wildlife specimens. 	Destroy when course or program has been superseded
19249	Records documenting course evaluation information that has been received from trainees, including trainee evaluation forms.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION

The function of administering and managing domestic environment, heritage or natural management programs including in the areas of biodiversity conservation, chemicals management, climate change, coasts and oceans, natural and cultural heritage, environmental protection, natural resource management, water resources, and energy and water efficiency. Includes the coordination of national cooperative programs in collaboration with state and territory or local governments, industry and consumer representative bodies, property owners, Indigenous land owners and members of the community. Also includes coordinating the use of economic instruments such as tax incentives and financial assistance measures that may include supporting environment, heritage or natural resource management projects through investment or funding programs, the administration of grants and rebates or the development of structural adjustment packages, the development of educational resources, public awareness campaigns, information products and the provision of policy advice to Ministers.

Training Services - Continued

Entry	Description of records	Disposal action
19250	Records documenting information summaries related to training courses.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Addresses (Presentations)

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

For training services for other government agencies, use ENVIRONMENT AND HERITAGE REGULATION – Training Services.

For the preparation of training material for internal staff, use STAFF DEVELOPMENT – Training.

Entry	Description of records	Disposal action
17386	Final versions of addresses presented at non-government occasions by portfolio Ministers, the Department's Secretary or by portfolio agency heads. <i>[For addresses presented at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations).]</i>	Retain as national archives
17387	Final versions of addresses presented by other agency staff.	Destroy 5 years after action completed
17388	Working papers, including draft versions of addresses and other presentations, related to the preparation of addresses presented by portfolio Ministers, the Department's Secretary, portfolio agency heads, Departmental staff or portfolio agency staff. Includes: <ul style="list-style-type: none"> • requests for input into ministerial speeches • quality control • comments • clearances • draft versions of speeches. 	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Advice

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

For records documenting the receipt of legal advice from either an internal or external legal service provider, use LEGAL SERVICES – Advice.

For proposing, developing, costing and reviewing policies related to environment and heritage regulation, use ENVIRONMENT AND HERITAGE REGULATION - Policy Development.

Entry	Description of records	Disposal action
17389	Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes: <ul style="list-style-type: none"> • briefing notes (also background briefs and Question Time briefs) • minutes providing advice to the Minister • ministerial statements • responses to inquiry recommendations • policy papers (white and green papers) • minutes providing coordination comments • advice to other agencies • major drafts. 	Retain as national archives
17393	Records documenting advice provided by the agency to Ministers or other agencies about matters relating to the environment and heritage, with no far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes briefing notes and minutes.	Destroy 7 years after action completed
17394	Records documenting the receipt, or the provision of, non-ministerial advice relating to the environment and heritage. Includes advice to applicants or proponents.	Destroy 7 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Agency Assessment

The process of conducting assessments of proposed actions, policies, plans or programs on environment and heritage. Includes receiving public comments during the assessment process, conducting risk assessments and preparing assessment reports/statements.

For approving referrals and for issuing, granting, renewing, varying, cancelling, revoking, suspending or transferring permits, licences, authorities, registrations and standards variations, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Authorisations.

For granting exemptions and issuing certificates of exemption, use ENVIRONMENT AND HERITAGE REGULATION – Exemptions.

For audits, including directed audits and environmental management plans related to permits, licences, authorities, registrations and standards variations, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Audits.

Entry	Description of records	Disposal action
17395	Records documenting environment and heritage assessments of proposed activities, actions, policies, plans or programs with far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes precedent cases and cases with significant public or historical interest. Includes: <ul style="list-style-type: none"> • public consultations • draft and final assessment reports • recommendations • decisions • notifications. 	Retain as national archives
17399	Records documenting environment and heritage assessments of proposed activities, actions, policies, plans or programs where conditions with no expiry date have been attached or imposed and the assessment does not concern matters with far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes draft and final assessment reports.	Destroy 100 years after last action
17400	Scientific data supplied for the purposes of conducting an assessment.	Destroy 20 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Agency Assessment - Continued

Entry	Description of records	Disposal action
17401	Records documenting environment and heritage assessments where the assessment does not concern matters with far-reaching environmental, cultural, legal, social, political or international implications. Includes assessments where conditions with an expiry date have been attached or imposed. Includes: <ul style="list-style-type: none"> • public consultations • draft and file assessment reports • decisions • notifications. 	Destroy 15 years after action completed
17402	Records documenting assessments of fisheries. Includes Commonwealth managed or state and territory managed fisheries.	Destroy 15 years after last action
17403	Records documenting Telecommunications Code of Practice assessments.	Destroy 5 years after action completed
17404	Records documenting referred proposals not requiring an assessment or approval process.	Destroy 5 years after action completed

Appeals (decisions)

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

Entry	Description of records	Disposal action
17405	Records documenting appeals relating to the regulation of the environment and heritage where there are far-reaching environmental, cultural, economic, legal, social, political or international implications or where there is a precedent case or where there is significant public or historical interest in the case.	Retain as national archives
17406	Records documenting appeal cases relating to the regulation of the environment and heritage where the case has no precedent value and there is no significant historical or public interest in the case and there are no far-reaching environmental, cultural, economic, legal, social, political or international implications.	Destroy 7 years after the appeal process is completed or terminated

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Appointing

The activity of appointing persons under the various Acts administered by the Department excluding persons appointed under the Public Service Act 1999. Includes the appointment of inspectors or auditors to monitor compliance with environment and heritage laws, the issuing of identity cards and the making of written determinations regarding an appointed person's powers. Also includes the appointment of examiners to certify evidence to be used in prosecutions as well as the appointment of commissioners by the Minister for the purposes of conducting a public inquiry as part of the environmental assessment process.

For persons appointed under the Public Service Act 1999 and for the arrangement of allowances, travel, security and entitlements for inspectors, examiners and commissioners, use PERSONNEL.

Entry	Description of records	Disposal action
17407	Records documenting the appointment of persons under various Acts administered by the Department, including the appointment of members of technical reference working groups, committees, inspectors, auditors, examiners, arbitrators or commissioners.	Destroy 7 years after appointment ceases

Authorisation

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

For approving referrals and for issuing, granting, renewing, varying, cancelling, revoking, suspending or transferring permits, licences or authorities, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Authorisations.

Entry	Description of records	Disposal action
17408	Delegations of power to agency staff to authorise administrative action in matters relating to the function of regulating the environment and heritage.	Disposal not authorised

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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, agendas, etc.

For managing Ministerial Councils and Boards, use ENVIRONMENT AND HERITAGE REGULATION – Ministerial Councils and Boards.

For participation in committees related to domestic environment, heritage and natural resource programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Committees.

For participation in committees related to international agreements and international environment, heritage and natural resource programs, use INTERNATIONAL RELATIONS - Committees.

Entry	Description of records	Disposal action
17409	Records of committees with statutory decision-making powers or with responsibility for advising the Minister, the Government or Ministerial councils about significant aspects of the environment and heritage, including the impact of proposed actions on matters of national environmental significance, where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none"> • establishment of the committee • minutes • assessments of evaluations • reports • recommendations • briefing papers • discussion papers. 	Retain as national archives
19239	Records of committees with statutory decision-making powers or with responsibility for advising the Minister, the Government or Ministerial councils about significant aspects of the environment and heritage, including the impact of proposed actions on matters of national environmental significance, where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefing and discussion papers.	Destroy 20 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Committees - Continued

Entry	Description of records	Disposal action
17410	Records of committees where the committee does not exercise statutory decision-making powers and the committee's functions do not include advising the Minister, the Government or Ministerial councils and where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none">• documents establishing the committee• appointment of members• minutes• briefing papers• discussion papers.	Destroy 10 years after action completed
17411	Records of committees where the committee does not exercise statutory decision-making powers and the committee's functions do not include advising the Minister, the Government or Ministerial councils and where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefing and discussion papers.	Destroy 5 years after action completed
17412	Working papers documenting the conduct and administration of committees formed to consider matters concerning the regulation of the environment and heritage. Includes: <ul style="list-style-type: none">• draft agendas• notices of meetings• draft minutes.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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 the printing and publication of agency-organised conference or workshop proceedings and reports, use PUBLICATION – Production.

For unpublished reports and conference proceedings, use ENVIRONMENT AND HERITAGE –Reporting.

For addresses given at conferences, use ENVIRONMENT AND HERITAGE REGULATION – Addresses (presentations).

Entry	Description of records	Disposal action
17413	Records documenting arrangements for agency conferences. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • venue bookings • catering • registrations. 	Destroy 5 years after action completed
17414	Reports assessing the conduct of agency conferences.	Destroy 5 years after action completed
17415	Agency participants' reports on conferences arranged by other organisations.	Destroy 5 years after action completed
17416	Records documenting the attendance of agency staff at conferences and workshops arranged by other organisations. Includes: <ul style="list-style-type: none"> • registration forms • programs and promotional material • conference proceedings. 	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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 process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use ENVIRONMENT AND HERITAGE REGULATION – Tendering.

For the printing and publication of consultancy reports, use PUBLICATION - Production.

For unpublished consultancy reports, use ENVIRONMENT AND HERITAGE REGULATION - Reporting.

Entry	Description of records	Disposal action
17417	Records documenting contract management activities in support of statutory decision-making processes with respect to the function of regulating the environment and heritage. Includes minutes of meetings with stakeholders and performance and evaluation reports.	Destroy 10 years after completion or other termination of contract
17418	Records documenting contract management activities that do not support statutory decision-making processes relating to the regulation of the environment and heritage. Includes minutes of meetings with stakeholders and performance and evaluations reports.	Destroy 7 years after completion or other termination of contract

Declarations

The activity of making declarations by the Minister or Designated Authority in order to protect and conserve the environment and heritage. Includes receiving comments, consulting with relevant stakeholders and preparing reports/briefs. Also includes revoking, amending or renewing existing declarations.

For the maintenance and administration of lists and registers, use ENVIRONMENT AND HERITAGE REGULATION – Listing.

For granting exemptions and issuing certificates of exemption, use ENVIRONMENT AND HERITAGE REGULATION – Exemptions.

Entry	Description of records	Disposal action
17419	Records documenting declarations related to the protection and conservation of the environment and heritage including Commonwealth reserves and the proclamation of conservation zones (protected areas), historic shipwrecks and relics, indigenous heritage areas and objects, international movement of wildlife specimens, wetlands of international importance and world heritage areas.	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Education Development

The activities associated with developing education resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about environment and heritage matters. Includes reviewing material and updating content if required.

For the master set of agency publications, including community educational resources, use PUBLICATION – Production.

For promoting, coordinating and managing public campaigns and events that raise public awareness, use ENVIRONMENT AND HERITAGE REGULATION – Events Management.

For managing and providing training services to individuals, community groups, industry and government agencies, use ENVIRONMENT AND HERITAGE REGULATION – Training Services.

Entry	Description of records	Disposal action
17420	Records documenting the development of educational resources and programs. Includes: <ul style="list-style-type: none"> • project proposals • project evaluation reports • service provider reports. 	Destroy 7 years after last action
17421	Working papers documenting the development of educational resources and programs.	Destroy when reference ceases

Enquiries

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

For enquiries that result in the provision of advice about statutory processes, use ENVIRONMENT HERITAGE REGULATION - Advice.

Entry	Description of records	Disposal action
17423	Records documenting the handling of public enquiries about the agency and its programs, products and services in relation to the environment and heritage regulation function.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements for the purpose of regulating activities. Includes undertaking consultations with stakeholders and varying, suspending, cancelling or terminating existing agreements.

For agreements relating to joint ventures, use ENVIRONMENT AND HERITAGE REGULATION – Joint Ventures.

For the processes associated with administering domestic agreements related to environment and heritage programs, including establishing partnerships, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Program Agreements.

For the processes associated with the administration of agreements with international bodies or with foreign governments, use INTERNATIONAL RELATIONS - International Agreements.

Entry	Description of records	Disposal action
17424	Records documenting the negotiation, establishment, maintenance and review of national agreements. Agreements include bilateral agreements with state or territory governments, agreements with community groups, including Indigenous communities. Includes: <ul style="list-style-type: none"> • final versions of agreements • memoranda of understanding • service level agreements • annual business agreements. 	Retain as national archives

Environment and Heritage Audits

The activities associated with carrying out environment and heritage audits. Includes requiring the holders of authorisations to undertake directed environment and heritage audits. Also includes preparing audit reports.

For the appointment of environment and heritage auditors, use ENVIRONMENT AND HERITAGE REGULATION – Appointing.

For compliance audits, financial audits, system audits, quality assurance audits etc, use STRATEGIC MANAGEMENT.

Entry	Description of records	Disposal action
17427	Records documenting environmental audits, including the requirement for an environmental management plan. Concerns matters with far-reaching environmental, cultural, economic, legal, social, political or international implications or concerning precedent cases or cases with significant public or historic interest. Includes: <ul style="list-style-type: none"> • written notices to relevant Minister or to holder of permit or approval • final audit reports • preliminary and final management plans. 	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Audits - Continued

Entry	Description of records	Disposal action
17428	Records documenting environmental audits related to approvals, permits, licences, authorities, registrations and standards variations where conditions with no expiry date have been attached or imposed. Includes incident reports.	Destroy 100 years after last action
17429	Records documenting environmental audits and incident reports audits relating to approvals, permits, licences, authorities, registrations and standards variations where there are no far-reaching consequences, the case is not a precedent, or the case has no significant public or historical interest. Includes incident reports.	Destroy 7 years after last action

Environment and Heritage Authorisations

The activities associated with refusing or approving referrals or refusing, issuing, granting, renewing, varying, cancelling, revoking, suspending, transferring or approving permits, licences, authorities, approvals, standards variations or product registrations. Includes the imposition or attachment of conditions that may be revoked, suspended or varied. Also includes receiving reports (from the holders of permits, licences or authorities or as a result post-approval reporting), and maintaining registers of permits, licences, authorities, approvals, standards variations or registrations and consultations.

For conducting assessments related to referrals and to applications for permits, licences, authorities, exemptions, standards variations or product registrations, use ENVIRONMENT AND HERITAGE REGULATION – Agency Assessment.

For delegating powers to authorise an action, use ENVIRONMENT AND HERITAGE REGULATION – Authorisation.

For processing of application fees, use FINANCIAL MANAGEMENT – Accounting.

For the granting or issuing of exemptions in relation to permits, licences, authorities, approvals, standards variations or product registrations, use ENVIRONMENT AND HERITAGE REGULATION – Exemptions.

Entry	Description of records	Disposal action
17430	Records documenting the refusal, rejection, granting or approval of applications, proposals or referrals related to permits, licences, authorities, standards variations, registrations or approvals. Concerns matters with far-reaching environmental, cultural, economic, legal, social, political or international implications including precedent cases or cases with historical significance.	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Authorisations - Continued

Entry	Description of records	Disposal action
17432	Registers and databases related to the processing of proposals, referrals or applications and the granting, issuing or refusal of permits, licences, authorities, approvals, standards variations or registrations. Includes registers of interested parties that are maintained for the purpose of consultation.	Disposal not authorised
17433	Records documenting the granting or approval of applications, proposals or referrals that are related to permits, authorities, licences, registrations, standards variations or approvals where conditions with no expiry date have been attached or imposed. Concerns matters where there are no far-reaching consequences, the matter is not a precedent case or where there is no significant public or historical interest. Includes: <ul style="list-style-type: none"> • reports • images • stakeholder consultations • recommendations • decisions • notifications. 	Destroy 100 years after last action
17434	Records documenting the granting or approval of applications, proposals or referrals that are related to permits, authorities, licences, registrations, standards variations or approvals where conditions with an expiry date have been attached or imposed. Concerns matters where there are no far-reaching consequences, the matter is not a precedent case or where there is no significant public or historic interest. Includes: <ul style="list-style-type: none"> • reports • images • stakeholder consultations • recommendations • decisions • notifications. 	Destroy 30 years after last action
17435	Records documenting the processing of ozone licensing applications.	Destroy 15 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Authorisations - Continued

Entry	Description of records	Disposal action
17437	Records documenting the processing of whale watching applications. <i>[For records documenting the assessment of permits or approvals relating to whales and other cetaceans, use ENVIRONMENT AND HERITAGE REGULATION - Agency Assessment.]</i>	Destroy 10 years after last action
17439	Records documenting the rejection or refusal of applications where there are no far-reaching consequences, and the matter is not a precedent case and where there is no significant historic or public interest.	Destroy 5 years after last action
17440	Referred proposals not requiring assessment.	Destroy 5 years after last action
17441	Records documenting the issuing of bird and bat banding authorities. Includes A class, R class and C class authorities.	Destroy when reference ceases
18697	Reference copies of applications and supporting documents, including documents from workflow management systems.	Destroy when reference ceases

Environment and Heritage Inspections

The process of conducting inspections of vehicles, aircraft, vessels, premises, baggage, documents or any place by an authorised officer who suspects on reasonable grounds that environment and heritage laws, regulations or standards have been contravened. Includes conducting random fuel sampling and compiling incident reports. Also includes the seizure of items, specimens or equipment and the disposal, transfer, release, retention or loan of seized specimens.

For the appointment of inspectors, use ENVIRONMENT AND HERITAGE REGULATION – Appointing.

For inspections that are part of an investigation, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Investigations.

Entry	Description of records	Disposal action
17442	Records documenting inspections, including seizures. Includes: <ul style="list-style-type: none"> • search warrants • written notices • evidence register. 	Destroy 7 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Inspections - Continued

Entry	Description of records	Disposal action
17443	Records documenting the forfeiture, return or disposal of seizures. Includes: <ul style="list-style-type: none"> • applications from owners • orders to owners and owners' consent • arrangements for forfeiture of possession. 	Destroy 7 years after last action
17444	Records documenting random fuel sampling. Includes: <ul style="list-style-type: none"> • incident reports • consent notice forms • fuel sampling records • fuel sample test results. 	Destroy 7 years after last action
17445	Annual statements submitted by producers and importers of fuels, subject to a fuel standard.	Destroy 2 years after last action

Environment and Heritage Investigations

The process of investigating possible breaches of environment and heritage laws and regulations that may lead to the issuing of infringement notices or administrative warnings. Includes conducting interviews, participating in searches and collecting and analysing evidence.

For criminal and civil action initiated by the agency or applications for injunctions, use LEGAL SERVICES.

For conducting inspections of vehicles, aircraft, vessels, premises, baggage, documents or any place by an authorised officer, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Inspections.

Entry	Description of records	Disposal action
17448	Records documenting the management of investigations into possible breaches of environmental and heritage laws regulations or standards where the case results in considerable public or historical interest or is a precedent case. Includes: <ul style="list-style-type: none"> • intelligence records • case files • briefs of evidence • certificates of disclosure • evidence register. 	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Investigations - Continued

Entry	Description of records	Disposal action
17449	Records documenting the management of investigations into alleged breaches of environment and heritage laws, regulations or standards where the case does not result in considerable public or historic interest and the case is not a precedent case. Includes: <ul style="list-style-type: none"> • intelligence records • case files • briefs of evidence • certificates of disclosure. 	Destroy 7 years after last action
17450	Infringement notices.	Destroy 7 years after last action
17451	Administrative warnings.	Destroy when administrative warning no longer valid

Environment and Heritage Planning

The activity of preparing and implementing plans for protecting, conserving and managing the environment and heritage. Includes undertaking public consultations, cooperating with states and territories on the management of plans and amending, revoking or replacing existing plans.

For making, revoking, amending or renewing declarations related to environment or heritage plans, use ENVIRONMENT AND HERITAGE REGULATION – Declarations.

For conducting assessments related to environment or heritage plans, use ENVIRONMENT AND HERITAGE REGULATION – Agency Assessment.

For approving referrals and issuing permits, licences or authorities related to environment or heritage plans, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Authorisations.

Entry	Description of records	Disposal action
17452	Records documenting the development, implementation, making, adoption, approval, amendment, revocation or replacement of significant national plans related to the protection and conservation of the environment and heritage such as heritage-listed places, world heritage areas and wetlands of international importance. Includes: <ul style="list-style-type: none"> • recovery and threat abatement plans • bioregional plans • plans of management. 	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Environment and Heritage Planning - Continued

Entry	Description of records	Disposal action
18442	Draft plans and working papers.	Destroy 10 years after last action

Environment and Heritage Reporting

The administration of mandatory national environment, heritage and sustainability reporting activities. Includes the development and review of environmental indicators and reporting standards for industry and government bodies. Also includes coordinating the production of national reports.

For reporting on matters other than environmental reporting activities, use ENVIRONMENT AND HERITAGE REGULATION – Reporting.

For the activities related to the management of unique data collections, use ENVIRONMENT AND HERITAGE REGULATION - Research.

For reports prepared for international institutions, use INTERNATIONAL RELATIONS - International Reporting.

For transaction-level reports, as part of a specific activity, use the relevant activity under ENVIRONMENT AND HERITAGE REGULATION.

For the collection and interpretation of data, use ENVIRONMENT AND HERITAGE REGULATION – Product Development.

For the master set of agency publications, including published environmental reports, use PUBLICATION – Production.

Entry	Description of records	Disposal action
17453	Records documenting the development and review of environmental indicators.	Destroy 10 years after publication of indicators
17454	Records documenting activities related to mandatory reporting by government and industry. Includes: <ul style="list-style-type: none"> • production or receipt of reports • project management activities • evaluations or reviews of reporting processes. 	Destroy 10 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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
17455	Records documenting surveys and other assessments of products, programs, processes, systems or services relating to the environment and heritage regulation function. Includes: <ul style="list-style-type: none"> • evaluation criteria • draft and final versions of survey and evaluation forms • returned survey forms • survey results • recommendations. 	Destroy 5 years after action completed

Events Management

The activities associated with promoting, coordinating and managing public campaigns and events, such as national and international environment days, in order to increase awareness of issues related to the environment, heritage and the sustainable management of natural resources. Includes organising public competitions, receiving and processing of entries from members of the public, presenting awards or prizes to the place-getters or winners and administering the awards relating to the implementation of best practice.

For liaison activities related to Australia's participation in international environmental events, use INTERNATIONAL RELATIONS – International Liaison.

For providing various forms of assistance to overseas countries to enable them to fulfil their obligations under international law, use INTERNATIONAL RELATIONS - International Assistance.

Entry	Description of records	Disposal action
17456	Records documenting the promotion and coordination of national campaigns and events. Includes campaign files and project files.	Destroy 5 years after action completed
17457	Records documenting national competitions and awards. Includes: <ul style="list-style-type: none"> • correspondence • registration of nominations and entries • assessment of nominations or entries • decision-making and judging processes • maintenance of registers of award and prize recipients • publicity. 	Destroy 5 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Events Management - Continued

Entry	Description of records	Disposal action
17458	Records documenting non-prize winning and non-award winning entries.	Destroy when reference ceases

Exemptions

The activities associated with granting, issuing, terminating, varying or revoking exemptions, including certificates of exemption. Includes the refusal to issue or the refusal to grant an exemption, including a certificate of exemption. Also includes the imposition or attachment of conditions that may be revoked, suspended or varied.

For making, revoking, amending or renewing declarations by the Minister or Designated Authority, use ENVIRONMENT AND HERITAGE REGULATION – Declarations.

For conducting assessments of applications for exemption, use ENVIRONMENT AND HERITAGE REGULATION – Agency Assessment.

For approving referrals and issuing permits, licences, authorities, approvals, standards variations or product registrations, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Authorisations.

Entry	Description of records	Disposal action
17459	Records documenting the granting, issuing, termination, variation, revocation, refusal, or rejection of applications for an exemption. Includes certificates of exemption.	Retain as national archives

Government Liaison

The activities associated with maintaining regular general contact with other Commonwealth, State and local government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For regular general contact with professional associations, professionals in related fields, private sector organisations and community groups, use ENVIRONMENT AND HERITAGE REGULATION – Liaison.

Entry	Description of records	Disposal action
17460	Records documenting regular general contact with other government agencies. Includes the sharing of informal advice and discussions and collaborating on projects that are not joint ventures.	Destroy 3 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Implementation

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

Entry	Description of records	Disposal action
17461	Records documenting plans, procedures or instructions, including the monitoring of progress with implementation in relation to the regulation of the environment, heritage and natural resources.	Destroy 3 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.

Entry	Description of records	Disposal action
17462	Records documenting the management of joint ventures undertaken in support of the environment and heritage regulation function.	Destroy 7 years after action completed or other termination of agreement or contract

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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 regular general contact with other Commonwealth, State and local government agencies, use ENVIRONMENT AND HERITAGE REGULATION – Government Liaison.

For liaison as part of a joint venture, use ENVIRONMENT AND HERITAGE REGULATION - Joint Ventures.

For receiving input from stakeholders, including the receipt of submissions, use ENVIRONMENT AND HERITAGE REGULATION - Policy Development.

Entry	Description of records	Disposal action
17463	Records documenting liaison activities undertaken with professional organisations, private sector organisations and community groups in support of the environment and heritage regulation function. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

Listing

The activities associated with establishing, amending, maintaining and reviewing national lists and registers for the protection and conservation of the environment and heritage. Includes the assessment of nominations for listing or registration and consulting with relevant stakeholders, such as conservation agencies, consultative committees and expert examiners.

For making declarations to protect and conserve the environment and heritage, use ENVIRONMENT AND HERITAGE REGULATION - Declarations.

For the activities associated with the collection and interpretation of descriptive or spatial data in support of nominations for listing or registration, or in support of the assessment of nominations, use ENVIRONMENT AND HERITAGE – Product Development.

Entry	Description of records	Disposal action
17465	Records documenting the establishment and amendment of lists or registers for the purpose of protecting and conserving significant aspects of the environment and heritage. Includes: <ul style="list-style-type: none"> • assessment of nominations • stakeholder consultations and representations • expert advice and reports • unsuccessful nominations • removal of entries. 	Retain as national archives

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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, agendas, taking of minutes, etc. Excludes committee meetings.

For activities associated with managing the meetings of Ministerial Councils and Boards, including the preparation of papers for presentation at meetings, use ENVIRONMENT AND HERITAGE REGULATION – Ministerial Councils and Boards.

For activities associated with managing the meetings of committees, working groups and task forces, use ENVIRONMENT AND HERITAGE REGULATION - Committees.

Entry	Description of records	Disposal action
17466	Records documenting internal meetings held to support the environment and heritage regulation function. Includes: <ul style="list-style-type: none">• final versions of minutes• agendas• supporting documents tabled at meetings• notices of meetings.	Destroy 3 years after action completed
17467	Draft minutes for internal meetings.	Destroy when reference ceases

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Ministerial Councils and Boards

The activities associated with managing Ministerial Councils and Boards. Includes establishing, revoking or amending Councils and Boards, appointing members, minutes of meetings, agendas, papers, reports and any other documentation associated with the operation of Ministerial Councils and Boards.

For activities associated with managing the meetings of committees, working groups and task forces that report to Ministerial Councils, use ENVIRONMENT AND HERITAGE REGULATION – Committees.

Entry	Description of records	Disposal action
17392	Records of councils or boards where the Minister is a member, or where the Minister has appointed members, and where secretariat services are provided by the agency. Includes: <ul style="list-style-type: none"> • documents establishing the council or board • minutes • assessments and evaluations • reports • recommendations • briefing papers • discussion papers. <p><i>[For policy development and implementation activities in support of Ministerial councils and boards, use ENVIRONMENT AND HERITAGE REGULATION - Policy Development.]</i></p>	Retain as national archives
17487	Records documenting Ministerial appointments to councils or boards. Includes: <ul style="list-style-type: none"> • nominations • appointments • resignations • other terminations of appointees. 	Retain as national archives
17488	Records of councils or boards where the Minister is a member, or where the Minister has appointed members, and where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefings and discussion papers.	Destroy 20 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Orders

The activities associated with making written Ministerial or conservation orders and issuing evidentiary certificates to prohibit or to restrict specified activities or actions for the protection and conservation of the environment and heritage. Includes confirming, varying and revoking orders and evidentiary certificates and providing notices of advice about whether a proposed action would contravene an existing order.

Entry	Description of records	Disposal action
17469	Records documenting the making of a written order or the issuing of an evidentiary certificate. Includes: <ul style="list-style-type: none"> • advice provided by the Secretary • consultation with Commonwealth agencies • briefs. 	Retain as national archives

Policy Development

The activities associated with proposing, developing, costing, promulgating and reviewing policies in order to protect and conserve the environment and heritage. Includes receiving comments and consulting with relevant stakeholders.

For advising the government on its environment and heritage policies related to the regulation of activities, use ENVIRONMENT AND HERITAGE REGULATION – Advice.

Entry	Description of records	Disposal action
17470	Final policy documents and major drafts documenting the development and establishment of environment, heritage and natural resource management regulatory policies and programs. Includes: <ul style="list-style-type: none"> • reports • stakeholder consultations • recommendations • decisions • notifications • major drafts • final policy documents. 	Retain as national archives
17471	Records documenting the development and establishment of environment and heritage regulatory policies and programs.	Destroy 20 years after action completed
18443	Working papers documenting the development of environment and heritage policies.	Destroy 5 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Procedures

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

Entry	Description of records	Disposal action
17472	Records documenting the development of agency procedures or guidelines for the purpose of implementing environment and heritage laws, regulations, standards and policies.	Destroy 10 years after action completed
17473	Master set of agency manuals, handbooks, directives etc detailing procedures or guidelines that have been developed for the purpose of implementing environment and heritage laws, regulations, standards and policies.	Destroy when reference ceases

Product Development

The activities associated with collecting and interpreting spatial and other data (including thematic and core data), and developing information products to support the protection and conservation of the environment and heritage.

For research projects designed to support the regulation of the environment and heritage, use ENVIRONMENT AND HERITAGE REGULATION – Research.

For the acquisition of technology and equipment relating to product development, use TECHNOLOGY AND TELECOMMUNICATIONS – Acquisition.

For maintaining and using data that is held in a system, including the maintenance of data dictionaries, use TECHNOLOGY AND TELECOMMUNICATIONS – Data Administration.

Entry	Description of records	Disposal action
17474	Records documenting the development of information products in support of environment and heritage assessment processes associated with statutory decision-making responsibilities, including the assessment of referred proposals and nominations.	Retain as national archives
17476	Descriptive or special data collections, including data sets, required for the purposes of developing information products. Includes: <ul style="list-style-type: none"> • satellite, species and spatial data • boundary data sets • line area reports. 	Retain as national archives
17477	Records documenting activities related to the collection and management of environmental data.	Destroy 10 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Product Development - Continued

Entry	Description of records	Disposal action
17478	Service level agreements related to data collection and the development of information products.	Destroy 7 years after agreement expires or superseded
17479	Data sets maintained for reference purposes, including data sets acquired from commercial providers.	Destroy when reference ceases or when licence expires
17480	Data use agreements, including agreements with providers of commercial data.	Destroy when agreement expires

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 environmental reporting, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Reporting.

For transaction-level reports as part of a specific activity, use the relevant activity under ENVIRONMENT AND HERITAGE REGULATION.

For the master set of agency publications, including published environmental reports, use PUBLICATION – Production.

Entry	Description of records	Disposal action
17481	Final version of unpublished formal reports related to the environment and heritage regulation function.	Retain as national archives
17482	Working papers documenting the development of formal reports related to the environment and heritage regulation function.	Destroy 3 years after action completed

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Research

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

For activities related to the interpretation of national data collections and to the development of information products to support the regulation of the environment and heritage, use ENVIRONMENT AND HERITAGE REGULATION – Product Development.

For the final version of unpublished formal reports related to the function of regulating the environment and heritage, use ENVIRONMENT AND HERITAGE REGULATION – Reporting.

For maintaining and using data that is held in a system, including the maintenance of data dictionaries, use TECHNOLOGY AND TELECOMMUNICATIONS – Data Administration.

Entry	Description of records	Disposal action
17483	Records documenting activities, such as research projects and surveys, that result in the collection of unique scientific or other data related to the environment and heritage regulation function.	Retain as national archives
17484	Records documenting correspondence with other Commonwealth, State and Territory government agencies, other organisations or individuals in relation to research that does not result in the production of unique scientific or other data.	Destroy 7 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Reviewing

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

For the printing and publication of reports documenting reviews of the delivery, administration or coordination of domestic programs, use PUBLICATION - Production.

For unpublished reports, use ENVIRONMENT AND HERITAGE REGULATION - Reporting.

For the reviewing of national lists and registers, use ENVIRONMENT AND HERITAGE REGULATION – Listing.

For the reviewing of plans for protecting, conserving and managing the environment and heritage, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Planning.

For the reviewing of education resources and programs, use ENVIRONMENT AND HERITAGE REGULATION – Education Development.

Entry	Description of records	Disposal action
17485	Records documenting reviews related to the environment and heritage regulation function, including the coordination of contributions from both internal and external stakeholders and the final report of the review.	Destroy 10 years after action completed

Standards Development

The process of developing, implementing or reviewing national environmental standards. Includes making determinations, receiving public submissions and consulting with stakeholders. Also includes revising, varying or revoking existing standards.

For conducting assessments related to applications for variations to standards or applications for notification, registration or labelling of products under the relevant standards, use ENVIRONMENT AND HERITAGE REGULATION – Agency Assessment.

For the ongoing monitoring of standards, use ENVIRONMENT AND HERITAGE REGULATION – Evaluation.

For the implementation of standards, use ENVIRONMENT AND HERITAGE REGULATION – Implementation.

Entry	Description of records	Disposal action
17486	Records documenting the making or the determination of national standards or national protection measures. Includes the amendment, variation or revocation of standards or measures, and the determination of criteria for meeting standards.	Destroy 10 years after last action

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

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 the process of 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, use ENVIRONMENT AND HERITAGE REGULATION – Contracting-out.

Entry	Description of records	Disposal action
17490	Records documenting signed contracts under seal resulting from tenders and supporting records.	Destroy 20 years after completion or other termination of contract
17491	Records documenting the development and issue of tender documents. Includes: <ul style="list-style-type: none"> • statement of requirements • expressions of interest • requests for tender • draft contracts. 	Destroy 7 years after completion or other termination of contract
17492	Records of unsuccessful tenders, or a tender process where there is no suitable bidder or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • submissions • notifications of outcome • reports on debriefing sessions. 	Destroy 2 years after tender process completed
18429	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices. 	Destroy 7 years after tender process completed
18430	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
18431	Tender register.	Destroy 7 years after last entry

ENVIRONMENT AND HERITAGE REGULATION

The function of regulating activities to protect and conserve Australia's environment and heritage. Includes advising the Australian Government on the development of national policies, legislation, strategies and environmental standards. Also includes conducting investigations and inspections; processing permits, authorities or licences; approving referred actions; maintaining statutory lists and registers; developing environmental management plans; and making declarations and orders.

For records documenting the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.

For records documenting the development of legislation, use STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use GOVERNMENT RELATIONS – Inquiries.

Training Services

The activities associated with managing and providing training services to individuals, community groups, industry and government agencies to enable them to have an understanding of environmental laws or regulations. Includes conducting workshops and the development of training materials and handouts.

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

For the review of educational resources, use ENVIRONMENT AND HERITAGE REGULATION – Education Development.

Entry	Description of records	Disposal action
17493	Records documenting the evaluation and reviewing of training programs or courses. Includes summaries of course evaluations by participants and reports to management.	Destroy 7 years after action completed
17494	Records documenting administrative arrangements for training programs or courses. Includes: <ul style="list-style-type: none"> • requests for scheduling • examination timetables • enrolment forms • registers of staff attendance. 	Destroy 3 years after action completed
17495	Master set of training material, including amended material, for training programs and courses that are developed and administered by the department in support of the environment and heritage regulation function. Includes: <ul style="list-style-type: none"> • lecture notes • training course outlines • presentation slides and hand-outs • training manuals • online learning modules, films and videos • guides and wildlife specimens. 	Destroy when course or program has been superseded
17496	Records documenting course evaluation information that has been received from trainees, including evaluation forms.	Destroy when reference ceases
17497	Records documenting information summaries related to training courses.	Destroy when reference ceases

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Addresses (Presentations)

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

For visits by the Minister both within Australia and overseas, use GOVERNMENT RELATIONS – Visits.

For briefings of the Minister, use INTERNATIONAL RELATIONS – Advice.

For security arrangements made for the visits of government representatives, including the Minister and delegations, use GOVERNMENT RELATIONS – Security.

For reporting on the outcomes of international environment, heritage or natural resource management visits, use INTERNATIONAL RELATIONS – Reporting.

For visits concerned with promoting the profile, services, operation or role of the agency, use COMMUNITY RELATIONS – Visits.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS – Visits.

Entry	Description of records	Disposal action
19351	Final versions of addresses presented at international events or to visiting delegations by portfolio Ministers, the Department's Secretary or by portfolio agency heads. <i>[For addresses presented at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations).]</i>	Retain as national archives
19352	Final versions of addresses presented to visiting delegations or at international events by other agency staff.	Destroy 5 years after action completed
19353	Working papers, including draft versions of addresses and other presentations, related to the preparation of addresses presented to visiting delegations or at international events by portfolio Ministers, the Department's Secretary, portfolio agency heads, Departmental staff or portfolio agency staff. Includes requests for input into ministerial speeches, quality control, comments, clearances and draft versions of speeches.	Destroy when reference ceases

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Advice

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

For policy development activities related to international policies, agreements or programs, use INTERNATIONAL RELATIONS – Policy Development.

For the provision of expertise, technical advice or funding assistance to other nations, use INTERNATIONAL RELATIONS – International Assistance.

Entry	Description of records	Disposal action
19354	Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes: <ul style="list-style-type: none"> • briefing notes (also background briefs or Question Time briefs) • minutes providing advice to the Minister • Ministerial statements • responses to inquiry recommendations • policy papers (white and green papers) • minutes providing coordination comments • advice to other agencies • major drafts. 	Retain as national archives
19356	Advice provided by the agency to the Minister and government agencies about issues of lesser importance, with no far-reaching environmental, cultural, economic, legal, social, political or international implications. Includes: <ul style="list-style-type: none"> • briefing notes (also background briefs or Question Time briefs) • minutes providing advice to the Minister • minutes providing coordination comments • advice to other agencies. 	Destroy 10 years after action completed
19357	Records documenting the receipt of, or the provision of, non-ministerial advice in relation to the international relations function.	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

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, agendas, etc.

For providing advice to committees about international environment, heritage and natural resources issues, use INTERNATIONAL RELATIONS – Advice.

For the development of Australian Government policy in relation to international committees, use INTERNATIONAL RELATIONS – Policy Development.

For the management of committees and task forces, including committee meetings and papers, in relation to the agency's activities concerning international issues, use STRATEGIC MANAGEMENT – Committees.

For the processes associated with the establishment, maintenance, review and negotiation of international agreements related to the environment, heritage and natural resources, use INTERNATIONAL RELATIONS – International Agreements.

For participation in committees related to international agreements and international environment, heritage and natural resource programs, use INTERNATIONAL RELATIONS - Committees.

For participation in committees related to domestic environment and heritage regulatory activities, use ENVIRONMENT AND HERITAGE REGULATION - Committees.

For participation in committees related to domestic environment, heritage and natural resource programs, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION - Committees.

For liaison with national Ministerial councils and boards, use ENVIRONMENT AND HERITAGE REGULATION - Ministerial Councils and Boards or ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Ministerial Councils and Boards.

Entry	Description of records	Disposal action
19358	Records of international committees, working groups and task forces where the agency has responsibility for coordinating Australia's contribution to the committee or where the agency provides secretariat services. Includes: <ul style="list-style-type: none"> • documents establishing the committee • minutes • assessments and evaluations • reports • recommendations • briefing papers • discussion papers. 	Retain as national archives

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Committees - Continued

Entry	Description of records	Disposal action
19359	Records of international committees, working groups or task forces where the agency does not have responsibility for coordinating Australia's contribution and where the agency does not provide secretariat services. Includes: <ul style="list-style-type: none">• documents establishing the committee• appointment of members• minutes• briefing papers• discussion papers.	Destroy 10 years after action completed
19360	Working papers documenting the conduct and administration of committees formed to consider matters concerning international environment, heritage and natural resource management issues. Includes: <ul style="list-style-type: none">• agendas• notices of meetings• draft minutes.	Destroy when reference ceases

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

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 the production, printing and publication of conference proceedings, use PUBLICATION – Production.

For addresses given at international conferences, use INTERNATIONAL RELATIONS – Addresses (presentations).

For reporting on the outcomes of international environment, heritage or natural resource management policies, programs or projects, use INTERNATIONAL RELATIONS – Reporting.

For visits by the Minister both within Australia and overseas, use GOVERNMENT RELATIONS – Visits.

Entry	Description of records	Disposal action
19361	Records documenting the development of the Australian Government position, the briefing of Australian delegations and the evaluation of the outcomes of international environment, heritage and natural resource management conferences, conventions, commission meetings, workshops, forums and symposiums. Includes: <ul style="list-style-type: none"> • liaison with government departments, agencies and overseas posts • briefs • papers • reports • stakeholder consultations. 	Retain as national archives
19362	Records documenting administrative arrangements for agency-organised international environment, heritage and natural resource management conferences, conventions, commission meetings, workshops, forums and symposiums. Includes: <ul style="list-style-type: none"> • offers to hold meetings • program development • speakers arrangements • registrations • promotion, summaries of media issues and clippings • venue bookings and catering • media accreditation. 	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Conferences - Continued

Entry	Description of records	Disposal action
19363	<p>Records documenting administrative arrangements related to the attendance of agency staff and Australian delegates and stakeholders at international conferences, conventions, commission meetings, workshops, forums and symposiums arranged by other organisations. Includes:</p> <ul style="list-style-type: none">• completed conference registration forms• programs• conference promotional material• conference proceedings. <p><i>[For travel arrangements for visits made by agency staff, use PERSONNEL – Arrangements.]</i></p>	Destroy when reference ceases

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 unpublished consultancy reports, use INTERNATIONAL RELATIONS - Reporting.

Entry	Description of records	Disposal action
19364	<p>Records documenting contract management activities in relation to the development and implementation of international environment, heritage and natural resource management policies, programs and projects. Includes records documenting minutes of meetings with stakeholders, as well as performance and evaluation reports.</p> <p><i>[For the production, printing and publication of reports or reviews, use PUBLICATION – Production.</i></p> <p><i>For reports other than reports produced for presentation to international institutions, use INTERNATIONAL RELATIONS – Reporting.]</i></p>	Destroy 10 years after completion or other termination of contract

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Implementation

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

Entry	Description of records	Disposal action
19365	Records documenting plans, procedures or instructions in relation to international policies and programs for the protection, conservation and sustainable management of the environment, heritage and natural resources. Includes monitoring progress with implementation.	Destroy 10 years after action completed

International Agreements

The processes associated with the negotiation, development, establishment, maintenance and review of international environment, heritage and natural resources agreements and partnerships including treaties, conventions, protocols, declarations and memoranda of understanding. Also includes contributions to international funds.

For ongoing liaison activities concerning international agreements and partnerships, use INTERNATIONAL RELATIONS – International Liaison.

For agreements relating to joint ventures, use INTERNATIONAL RELATIONS – Joint Ventures.

For the processes associated with administering domestic agreements related to the regulation of environment and heritage activities, use ENVIRONMENT AND HERITAGE REGULATION - Environment and Heritage Agreements.

For the processes associated with administering domestic agreements related to environment and heritage programs, including establishing partnerships, use ENVIRONMENT AND HERITAGE PROGRAM ADMINISTRATION – Program Agreements.

Entry	Description of records	Disposal action
19366	Records documenting the negotiation, establishment and review of international agreements and partnerships related to global and regional environment, heritage and natural resources frameworks, policies and programs.	Retain as national archives

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

International Assistance

The activities associated with the provision of assistance to other nations under global or regional agreements and partnerships for the protection, conservation and sustainable management of the environment, heritage and natural resources. Includes the provision of education, training, technical expertise or assistance and the administration of related funding agreements.

For ongoing liaison activities concerning international assistance programs or projects, use INTERNATIONAL RELATIONS – International Liaison.

For the printing and publication of reports documenting the environmental outcomes of international assistance programs or projects, use PUBLICATION – Production.

For activities associated with committees administering international assistance programs or projects, including the deliberations of Inter-Departmental and Joint Steering Committees, use INTERNATIONAL RELATIONS – Committees.

For payments related to the funding of international assistance programs or projects, use FINANCIAL MANAGEMENT – Payments.

Entry	Description of records	Disposal action
19367	Records documenting the outcomes of international environment, heritage and natural resources assistance programs or projects that are administered or funded by the Australian Government. Includes: <ul style="list-style-type: none"> • reports • evaluations • reviews • images and data. 	Retain as national archives
19368	Records documenting the administration of international assistance project proposals. Includes: <ul style="list-style-type: none"> • funding applications • agreements with other Commonwealth agencies • work programs • budget monitoring activities • stakeholder consultations • recommendations • funding agreements and approvals • workshops and other training activities • draft activity completion reports. 	Destroy 20 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

International Liaison

The activities associated with maintaining regular general contact with international institutions, other governments, industry and other stakeholders. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

For the provision of expertise, technical or educational advice or funding assistance to other nations, use INTERNATIONAL RELATIONS – International Assistance.

For the process of reporting on the outcomes of international environment, heritage or natural resources programs or projects, use INTERNATIONAL RELATIONS – Reporting.

For the provision of advice about international policies, agreements or programs, use INTERNATIONAL RELATIONS – Advice.

For policy development activities related to international policies, agreements or programs, use INTERNATIONAL RELATIONS – Policy Development.

For the publication of reports or reviews, use PUBLICATION – Production.

For receiving input from stakeholders, including the receipt of submissions, use INTERNATIONAL RELATIONS - Policy Development.

Entry	Description of records	Disposal action
19369	Records documenting agency liaison activities relating to the international relations function. Includes: <ul style="list-style-type: none"> • contact information and lists • meeting notes • exchanged information • routine correspondence • circulars and advices by international institutions • media enquiries/summaries. 	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

International Reporting

The processes associated with measuring and evaluating national progress and preparing reports, reviews or communications for presentation to international institutions. Also includes reviews of measurement and evaluation processes and the development of environmental indicators.

For the publication of reports or reviews, use PUBLICATION – Production.

For state of the environment reporting, use ENVIRONMENT AND HERITAGE REGULATION – Environment and Heritage Reporting.

For ongoing liaison activities concerning international reporting activities, use INTERNATIONAL RELATIONS – International Liaison.

For reports about international issues that are not prepared for presentation to international bodies, use INTERNATIONAL RELATIONS – Reporting.

For addresses given at international conferences, commissions, conventions, workshops, forums or symposia use INTERNATIONAL RELATIONS – Addresses (presentations).

Entry	Description of records	Disposal action
19370	National reports and environmental performance reviews presented to international environment, heritage and natural resource management institutions. Includes national assessment, evaluation, progress and periodic reports or national communications.	Retain as national archives
19371	Working papers documenting the development of national reports and environmental performance reviews presented to international environment, heritage and natural resource management institutions.	Destroy 3 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

International Representatives

The activities associated with appointing Australian environment, heritage or natural resources ambassadors, envoys or delegates to international institutions including committees, conventions, commissions, advisory boards, working groups, or taskforces. Includes appointments, nominations and resignations.

For visits by the Minister both within Australia and overseas, use GOVERNMENT RELATIONS – Visits.

For briefings for visits, use INTERNATIONAL RELATIONS – Advice.

For security arrangements made for the visits of government representatives, including the Minister and delegations, use GOVERNMENT RELATIONS – Security.

For travel arrangements for visits made by agency staff, both within Australia and overseas, use PERSONNEL – Arrangements.

For addresses or presentations given during international visits, or to visiting delegations, use, INTERNATIONAL RELATIONS – Addresses (presentations).

For reporting on the outcomes of international environment, heritage or natural resource management visits, use INTERNATIONAL RELATIONS – Reporting.

For visits concerned with promoting the profile, services, operation or role of the agency, use COMMUNITY RELATIONS – Visits.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS – Visits.

For the activities associated with the administration of remuneration, travel and other expenses for delegates and envoys, use FINANCIAL MANAGEMENT – Accounting.

Entry	Description of records	Disposal action
19372	Records documenting the appointment of individuals or groups as official representatives of Australia to international institutions, committees, offices, councils or groups. Includes the processes of handling nominations, appointments, resignations or other terminations.	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

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 the printing and publication of reports documenting the outcomes of international joint ventures with other countries, international institutions, industry, academic, educational or other institutions, use PUBLICATION – Production.

For unpublished reports documenting the outcomes of international joint ventures, use INTERNATIONAL RELATIONS – Reporting.

For the processes associated with the establishment, maintenance, use and negotiation of agreements in relation to international assistance programs or projects, use INTERNATIONAL RELATIONS – International Assistance.

Entry	Description of records	Disposal action
19373	Records documenting the management of joint ventures undertaken in relation to global or regional environment, heritage and natural resource programs.	Destroy 7 years after completion or other termination of agreement or contract

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

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, agendas, taking of minutes, etc. Excludes committee meetings.

For the activities associated with the management of committees, task forces and working groups, including meeting papers, use INTERNATIONAL RELATIONS – Committees.

For documenting Australian participation in, or organisation of, international environment, heritage and natural resource management conferences, conventions, commission meetings, workshops, forums and symposiums, use INTERNATIONAL RELATIONS – Conferences.

For the activities associated with developing briefings about international issues for the Minister, use INTERNATIONAL RELATIONS – Advice.

For policy development activities related to international environment, heritage and natural resource management agreements and partnerships including treaties, conventions, declaration, protocols, memoranda of understanding, use INTERNATIONAL RELATIONS – Policy Development.

For the provision of expertise, technical advice or funding assistance to other nations, use INTERNATIONAL RELATIONS – International Assistance.

For the process of reporting on the outcomes of international environment, heritage or natural resources programs or projects, use INTERNATIONAL RELATIONS – Reporting.

Entry	Description of records	Disposal action
19374	Records documenting internal agency meetings held in relation to the delivery, administration or coordination of international environment, heritage or natural resources programs or projects. Includes the final version of minutes, agendas and supporting documents tabled at meetings and notices of meetings.	Destroy 5 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Policy Development

The activities associated with proposing, developing, costing, promulgating and reviewing policies in order to protect and conserve the environment and heritage. Includes receiving comments and consulting with relevant stakeholders.

For advising the Minister about international environment, heritage and natural resources issues, use INTERNATIONAL RELATIONS – Advice.

Entry	Description of records	Disposal action
19375	Final policy documents and major drafts in relation to international environment, heritage and natural resource management policies and programs. Includes: <ul style="list-style-type: none"> • reports • stakeholder consultations • recommendations • decisions • notifications. 	Retain as national archives
19355	Records documenting the development and establishment of international environment, heritage and natural resource management policies and programs.	Destroy 20 years after action completed

Procedures

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

Entry	Description of records	Disposal action
19376	Records documenting the development of agency procedures or guidelines in relation to international environment, heritage and natural resource management issues.	Destroy 10 years after action completed
19377	Master set of agency manuals, handbooks, directives etc detailing procedures or guidelines that have been developed in relation to international environment, heritage and natural resource management issues.	Destroy when superseded

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

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 reporting on the outcomes of international environment, heritage or natural resource management assistance programs or projects, use INTERNATIONAL RELATIONS – International Assistance.

For reporting on the outcomes of international environment, heritage or natural resource management research projects, use INTERNATIONAL RELATIONS – Research.

For reports produced for presentation to international institutions, use INTERNATIONAL RELATIONS – International Reporting.

For the production, printing and publication of reports or reviews, use PUBLICATION – Production.

Entry	Description of records	Disposal action
19378	Final version of unpublished formal reports that document the outcomes of international environment, heritage and natural resources programs or projects. Includes: <ul style="list-style-type: none"> • program or project evaluation reports • reviews • images and data. 	Retain as national archives
19379	Working papers documenting the development of formal reports related to the outcomes of international environment, heritage and natural resources programs or projects.	Destroy 3 years after action completed

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Research

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

For the publication of research project outcomes including reports, books, brochures, pamphlets, posters and audio-visual material such as CDs or DVDs, use PUBLICATION – Production.

Entry	Description of records	Disposal action
19380	Records documenting activities such as research projects, and surveys that result in the collection of unique scientific or other data related to international environment, heritage and natural resource management issues. Includes: <ul style="list-style-type: none"> • research project reports • data and images • information summaries. 	Retain as national archives
19381	Records documenting administrative arrangements in relation to international environment, heritage and natural resource management research projects. Includes: <ul style="list-style-type: none"> • funding requests and funding agreements • meeting records and presentations • audit and project progress reports • correspondence. 	Destroy 10 years after last action

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Reviewing

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

For the provision of advice about reviews of international policies, agreements or programs, use INTERNATIONAL RELATIONS – Advice.

For policy development activities arising from reviews of international policies, agreements or programs, use INTERNATIONAL RELATIONS – Policy Development.

For the publication of reports arising from reviews, use PUBLICATION – Production.

For the preparation of environmental performance reviews for presentation to international institutions, use INTERNATIONAL RELATIONS – International Reporting.

For reports on international issues other than reports presented to international institutions, use INTERNATIONAL RELATIONS – Reporting.

Entry	Description of records	Disposal action
19382	Records documenting reviews related to the function of delivering, administering or coordinating international environment, heritage and natural resource management programs, including the coordination of contributions from both internal and external stakeholders.	Destroy 15 years after action completed
19383	Working papers documenting reviews of international environment, heritage and natural resource management agreements, partnership arrangements, frameworks, policies and programs.	Destroy 3 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.

Entry	Description of records	Disposal action
19384	Records documenting signed contracts under seal resulting from tenders and supporting records.	Destroy 20 years after completion or other termination of contract

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Tendering - Continued

Entry	Description of records	Disposal action
19385	Records documenting the development and issue of tender documents. Includes: <ul style="list-style-type: none">• statement of requirements• expressions of interest• request for tender (RFT)• draft contracts.	Destroy 7 years after completion or other termination of contract
19386	Records of unsuccessful tenders, or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• submissions• notifications of outcome• reports on debriefing sessions.	Destroy 2 years after tender process completed
19387	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the evaluation process• evaluation reports• recommendations• final reports• public notices.	Destroy 7 years after tender process completed
19388	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19389	Tender register.	Destroy 7 years after last entry

INTERNATIONAL RELATIONS

The function of monitoring, advising and developing strategies in relation to global and regional environment, heritage and natural resource management issues, including the development of global and regional partnerships and institutions. Includes: developing and providing policy advice and briefings to support negotiations in relation to the representation of Australia's interests at global or regional conferences, conventions and other events; developing and providing policy advice in relation to the development and implementation of global and regional agreements and partnerships; ongoing liaison with global and regional forums and institutions with responsibility for monitoring and administering international agreements; evaluating Australia's environmental performance and conditions, including the development of performance indicators, and preparing national reports; monitoring compliance with global and regional agreements and preparing national progress reports; providing financial or technical assistance, including the sharing of expertise, to other countries and to global and regional institutions or forums; liaising with other countries, international institutions or forums, other Australian Government departments and agencies, state and territory governments and other stakeholders and administering nominations, appointments and resignations of Australian delegates or other representatives.

Visit Programs

The activities associated with arranging, supporting and undertaking visits to or from Australia by individuals, delegations or other representatives.

For visits by the Minister both within Australia and overseas, use GOVERNMENT RELATIONS – Visits.

For briefings of the Minister, use INTERNATIONAL RELATIONS – Advice.

For security arrangements made for the visits of government representatives, including the Minister and delegations, use GOVERNMENT RELATIONS – Security.

For addresses or presentations given during international visits, or to visiting delegations, use INTERNATIONAL RELATIONS – Addresses (presentations).

For reporting on the outcomes of international environment, heritage or natural resource management visits, use INTERNATIONAL RELATIONS – Reporting.

For visits concerned with promoting the profile, services, operation or role of the agency, use COMMUNITY RELATIONS – Visits.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS – Visits.

Entry	Description of records	Disposal action
19390	Records documenting arrangements for international visits by environment, heritage or natural resources ambassadors, envoys, delegates and agency staff. Includes itineraries and reports. <i>[For travel arrangements for international visits made by agency staff, use PERSONNEL – Arrangements.]</i>	Destroy 5 years after action completed
19391	Records documenting arrangements for visits to the agency by foreign delegations. Includes itineraries and reports.	Destroy 5 years after action completed