



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2016/00525827

**Department of Agriculture and
Water Resources**

*Economic & Scientific Advice; Export Services;
Sustainable Resource Management*

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2017



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INTRODUCTION

The Department of Agriculture and Water Resources and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business areas of Export Services; Sustainable Resource Management and Economic & Scientific Advice. 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 the Department of Agriculture and Water Resources. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

The authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This authority gives the Department permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. 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 on the basis of information provided by the agency.

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

APPLICATION OF THIS AUTHORITY

1. This authority supersedes records authorities 562 (1989), 664 (1990), 731 (1991), 818 (1991), 829 (1992), 866 (1992), 890 (1992), 897 (1992), 908 (1992), 912 (1992), 913 (1992), and 925 (1992). The superseded records authorities cannot be used by the Department to sentence records after the date of issue of this authority.
2. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority.
 - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this authority.
 - Records that have not reached the minimum retention period must be kept until they do.
 - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives for preservation.
3. This authority should be used in conjunction with general records authorities such as:
 - AFDA Express which covers administrative business processes and records common to many Australian Government agencies;
 - General Records Authority 24 – Records Relating to Data Matching Exercises; and
 - General Records Authority 31 for source (including original) records that have been copied, converted or migrated.
4. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this authority but can be used as a tool to assist in identifying records for destruction together with an agency's records authority or authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at www.naa.gov.au
5. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant act must not be destroyed until the action has been completed.
6. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this authority is available from the National Archives website at www.naa.gov.au

7. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this authority can still be applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this authority. The agency will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
8. 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, without further reference to the National Archives. Where the Department believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
9. Records coming within 'Retain as national archives' classes in this authority have been determined to be part of the archival resources of the Commonwealth under Section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under Section 27 of the *Archives Act 1983*.
10. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
11. 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.
12. Advice on how to use this authority is available from the Department of Agriculture and Water Resources information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

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

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

Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2016/00525827

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

Daryl Quinlivan
Secretary
Department of Agriculture and Water Resources
18 Marcus Clarke Street
Canberra ACT 2601

Purpose:

Authorises arrangements for the disposal of records in accordance with
Section 24(2)(b) of the *Archives Act 1983*

Determines records classed as 'Retain as national archives' in this
records authority to be part of the archival resources of the
Commonwealth under section 3C of the *Archives Act 1983*.

Application:

All core business records relating to Economic & Scientific Advice,
Export Services, Sustainable Resource Management.

This authority gives permission for the destruction, retention or transfer to the National
Archives of Australia of the records described. This authority will apply only with the consent
of the agency currently responsible for the business documented in the records described.

Authorising Officer

Anne Lyons
Assistant Director-General
National Archives of Australia

Date of issue:

14 February 2017

ECONOMIC & SCIENTIFIC ADVICE

The core business of providing professionally independent economic and scientific research, analysis, briefing, predictive models, data and forecasting to inform decision-makers on current and future policy challenges to contribute to the competitiveness and sustainability of Australia's agricultural, fishing, forestry, energy and minerals industries and the quality of the Australian environment. External organisations can also be engaged to provide these services.

The core activities include:

- receiving and delivering high level advice and reports on issues and potential influences on whole of government, including data analytics, information aggregation and research;
- data management activities including administration, intellectual control, dissemination and sale of both manipulated and raw data to clients and stakeholders;
- economic modelling;
- managing public relations and raising awareness about research and advice services;
- managing research projects and trials including research papers;
- managing funding programs for research projects;
- undertaking and managing surveys;

The performance of the core business is supported by general activities such as:

- providing and receiving routine advice;
- negotiating and establishing agreements;
- audit programs;
- awards, prizes or honours that provide recognition for excellent achievements;
- managing committees and meetings;
- organising and participating in conferences;
- determining fees and charges;
- liaison with other professionals, industry and the community;
- planning, developing policies and procedures;
- maintaining registers and summary records;
- reporting, reviewing and risk management;
- setting and implementing industry standards.

Cross references to AFDA Express Records Authority

For speeches by the Minister, use GOVERNMENT RELATIONS.

For data management, use INFORMATION MANAGEMENT.

For managing the intellectual property on data, use LEGAL SERVICES.

For managing acquisition of goods and services, use PROCUREMENT.

For developing, drafting, and producing publications, use PUBLICATION.

For final version of section or business unit's plans, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For grants, use GRA 28 GRANT MANAGEMENT.

ECONOMIC & SCIENTIFIC ADVICE

Class no	Description of records	Disposal action
62207	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency on significant or controversial issues with far reaching social, economic and international implications or world firsts. Includes working papers and drafts; • negotiating, establishing, maintaining and reviewing significant agreements; • policies, and their development and implementation; • formal acknowledgment of organisations' and individuals' significant contributions or encouragement and development awards; • final records and papers of significant committees or meetings; • final conference proceedings, significant reports, speeches, and papers from agency conferences such as the agency's annual Outlook Conference. Includes papers and presentations by senior staff at significant conferences arranged by other organisations; • final version of significant agency-wide and cross-agency plans; • master control records of lists, indexes or registers of significance; • final versions of significant reports, including working papers; • final versions of unpublished formal reports; • establishment and management of significant funding programs, including disbursement and allocation of funds and conducting significant surveys; • collation and production of data from significant surveys (for example, annual compilations of regular surveys); • significant research projects, trials and papers. Includes projects that made a major contribution to research, were significant or controversial, subject to extensive interest or debate, or involve major new or innovative techniques; • records documenting significant liaison activities undertaken with other government organisations, professional associations, private sector organisations and community groups; • significant economic modelling records, including working papers (for example, annual compilations of regular modelling); and • master copies of industry standards and benchmarks. 	Retain as national archives
62208	<p>Records documenting:</p> <ul style="list-style-type: none"> • the conduct of other research projects that are not significant, ground breaking or controversial; and • the development (setting) and implementation of industry standards. 	Destroy 25 years after action completed

ECONOMIC & SCIENTIFIC ADVICE

Class no	Description of records	Disposal action
62209	<p>Records documenting:</p> <ul style="list-style-type: none"> • the negotiation, establishment, maintenance and review of routine agreements; • routine programs, including audits; • routine internal and external committees and meetings; • the administration of research projects including establishment, conduct and finalising; • developing, establishing and managing surveys, which are not significant; • collation and production of data from surveys, which are not significant; • routine economic modelling records, including working papers; and • research projects and trials, including research papers, not covered in class 62207 or 62208. 	<p>Destroy 12 years after action completed</p>
62210	<p>Records documenting: routine operational administrative tasks supporting the core business; and Economic & Scientific Advice activities other than those covered in classes 62207 to 62209, including:</p> <ul style="list-style-type: none"> • routine advice provided or received by the agency. Includes working papers and drafts; • recognition of organisations and individuals contributions to Economic & Scientific Advice; • routine arrangements supporting award ceremonies; • working papers of significant committees or meetings; • working papers and arrangements for agency conferences; • processes for establishing controls on access to and storage of data; • the development and sale of commercial and customised data and information; • determination of fees and charges; • intellectual property of data used or produced by the agency; • procedures; • the development, implementation and evaluation of marketing and public awareness campaigns or educational programs; • sponsorship of events to help raise the agency's profile and outcomes; • customer services provided by the agency; • working papers or support records to prepare lists, indexes or registers; 	<p>Destroy 7 years after action completed</p>

ECONOMIC & SCIENTIFIC ADVICE

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">• final version of periodic reports required on a regular basis. Includes working papers;• review of agency programs and operations;• risk management;• attendance of staff at conferences arranged by other organisations;• routine liaison activities undertaken with other government organisations, professional associations, private sector organisations and community groups;• working papers used in developing all plans. Includes drafts, reports analysing issues, and comments received from other areas of the agency;• responses to surveys requested by other government agencies;• the establishment and management of routine funding programs;• disbursement and allocation of funds from routine funding programs; and• dissemination of research findings or results.	

EXPORT SERVICES

The core business of maintaining Australia's export integrity by providing export inspection, audit, licensing, registration and certification services to agriculture, fisheries, food and forestry industries. Includes responding to technical market access export barriers and opportunities, managing food standards and administering quotas.

Core activities include:

- negotiating, establishing, maintaining and reviewing arrangements and other agreements;
- auditing individuals, facilities, processes or programs;
- inspection and audit of non-compliance of higher risk cargo, food and commodities;
- authorisation, including the appointment of officers, accreditation of persons and laboratories, and registration of export establishments or premises;
- export clearance, including issuing export documentation such as certificates, permits and licenses;
- detecting, investigating and prosecuting under relevant law;
- liaising with government and industry to manage export requirements;
- managing public relations and raising awareness of export services;
- residue testing and monitoring agricultural and veterinary chemicals environmental contaminants in agricultural commodities;
- conducting performance reviews for compliance with agreed standards and objectives;
- quota administration of exports to controlled markets; and
- gaining, maintaining and improving technical market access;

The performance of the function is supported by general activities such as:

- providing and receiving advice;
- negotiating and establishing agreements;
- delegating powers and security of accountable items (authorisation);
- awards, prizes or honours that provide recognition for excellent achievements;
- managing committees and meetings;
- providing discretionary compensation;
- organising and participating in conferences;
- determining fees and charges;
- planning, developing policies and procedures;
- maintaining and developing datasets and registers;
- reporting , reviewing and risk management;
- setting and implementing standards.

Cross references to other Department of Agriculture and Water Resources records authorities

For records making Australian food and agriculture industries more competitive and more sustainable through the implementation of industry strategies, industry restructuring and development of industry standards, use INDUSTRY & TRADE DEVELOPMENT.

For the improvement of market access through trade and international liaison and Free Trade Agreements, use INDUSTRY AND TRADE RELATIONS.

For the management / mitigation of risks through quarantine or responding to Biosecurity emergencies, use BIOSECURITY.

Cross references to AFDA Express Records Authority

EXPORT SERVICES

For managing financial transactions supporting export, use FINANCIAL MANAGEMENT.

For speeches by the Minister, use GOVERNMENT RELATIONS.

For records detailing potential exposure to hazardous substances, including asbestos, or for records detailing that an employee was employed at places identified as containing a hazardous substance, use PERSONNEL.

For managing acquisition, tendering and contracting-out arrangements supporting the Export Services function use PROCUREMENT.

Cross references to other records authorities

For export grants, use GRA 28 GRANT MANAGEMENT.

Class no	Description of records	Disposal action
62211	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency on controversial issues with far reaching social, economic and international implications. Includes working papers and drafts; • the negotiations, establishment, maintenance and review of significant arrangements and other agreements; • formal acknowledgment of organisations' and individuals' significant contributions to export services; • final records and papers of significant committees or meetings; • final conference proceedings, official reports, speeches, and papers from agency conferences; • investigation and compliance activities related to breaches of relevant laws resulting in prosecution for which the legislated maximum penalty is imprisonment for 10 years or more. Includes cases documenting serious threats to Australia's biodiversity or damage to Australia's international reputation. Includes enforcement records and referrals. Excludes cases where there is a court order or clause in settlement agreement requiring destruction or return of records; • final version of agency-wide plans; • the development and establishment of policies; • the development, implementation and evaluation of international or national public awareness campaigns or educational programs; • quota allocation appeals to the Administrative Appeals Tribunal (AAT); • master set of quota statistics for government, industry and the public. Includes reports on the agency website; • major datasets and associated information about the data fields, for example data dictionaries, indexes, tables, registers and repositories; • final version of unpublished formal reports, including working papers; • significant reviews into incidents such as those concerning animal welfare and potential breaches of regulations, the Australian Standards for Export (ASEL) of Livestock, or mortality incidents where these areas are administered by programs in the 	Retain as national archives

EXPORT SERVICES

Class no	Description of records	Disposal action
	department; <ul style="list-style-type: none"> • master copies of standards and benchmarks; • new market access or improvements to current market access conditions; and • maintaining, improving or regaining market access on technical grounds. 	
62212	Records documenting: <ul style="list-style-type: none"> • the investigation and compliance activities related to criminal offences where there is no prosecution or the prosecution is stopped, where there is no court order or clause in the settlement agreement requiring destruction or return of records. Includes referrals; • compensation claims for personal injury or death arising from export services activities; and • the collection, receipt, use and analysis of intelligence data to meet the agency's compliance objectives. 	Destroy 80 years after date of birth or 7 years after action completed, whichever is later
62213	Records documenting: <ul style="list-style-type: none"> • accrediting persons such as veterinarians, premises and laboratories against agreed industry standards; • managing secure items such as specimen signatures of authorised officers, seals, locks and accountable items; • registering export establishments for the preparation, handling, storage or transport of prescribed goods. Includes Halal meat and multi-commodity establishments; and • the development and implementation of industry standards. 	Destroy 25 years after action completed
62214	Records documenting: <ul style="list-style-type: none"> • negotiation, establishment, maintenance and review of other agreements. Includes approved arrangements (previously compliance and co-regulation agreements) and agreements with other agencies or commercial operators; • audit programs; • official inspection or examination of facilities, equipment and items against agreed or legislated standards; • performance audits of individuals, processes or programs against standards and procedures to improve performance and reduce risk; • appointment of authorised officers, such as Export Control Officers and approved auditors, under relevant legislation; • delegations of power as required by legislation; • routine internal and external committees and meetings; • issuing certificates for export from Australia under relevant legislation; • licensing of a person, company or partnership to export meat, meat 	Destroy 12 years after action completed

EXPORT SERVICES

Class no	Description of records	Disposal action
	<p>products, live animals and reproductive material;</p> <ul style="list-style-type: none"> • issuing permits for prescribed goods intended for export from Australia, as required by customs regulations for export clearance; • the determination of fees and charges; • investigations into incidents concerning animal welfare; • investigation and compliance activities related to prosecution of non-criminal contraventions of relevant laws which result in a penalty where there is no court order or clause in settlement agreement requiring destruction or return of records. Includes enforcement and referrals; • the administration of tariff rate quotas (TRQs) on behalf of industry for products subject to controlled importation; • quota allocation applications; • correspondence, collection, testing, and monitoring and recording of Australian agricultural samples; and • assessment of reports of incidents concerning animal welfare and potential breaches regulatory or Australian Standards for the Export (ASEL) of Livestock where the assessment of these reports results in no formal review being instigated by the Department. 	
62216	<p>Records documenting investigation and compliance activities related to prosecution of criminal offences and non-criminal contraventions where there is a court order or clause in the settlement agreement requiring destruction or return of records includes referrals.</p>	<p>Dispose of in accordance with the court order or settlement agreement</p>
62217	<p>Records documenting:</p> <p>routine operational administrative tasks supporting the core business; and</p> <p>Export Services activities other than those covered in classes 62211 to 62214 and 62216, including:</p> <ul style="list-style-type: none"> • routine advice provided or received by the agency including working papers and drafts; • recognition of organisations and individuals contributions to Australian Quarantine and Export Service; • arrangements supporting award ceremonies; • working papers of significant committees or meetings after final papers approved; • compensation records relating to claims arising from export service activities; • working papers and arrangements for agency conferences; • requests for assistance or referral of export services matters to or from other agencies; • the assessment and analysis of information, products, processes, procedures, standards and systems to ensure compliance integrity; 	<p>Destroy 7 years after action completed</p>

EXPORT SERVICES

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • investigation and compliance activities related to non-criminal contraventions of relevant laws where there is no prosecution or where prosecution is stopped; • final version of section or business unit plans, including state, regional or overseas office; • procedures including working papers; • sponsorship of events to help raise the agency's profile and outcomes; • compliments and complaints; • routine enquiries; • issuing quota documents for export commodities from Australia; • supporting documentation for the maintenance of datasets; • final version of periodic reports required on a regular basis by external government bodies or internally, including working papers; • the investigation of sample results using traceback information; • review of agency programs and operations; • risk management; • attendance of staff at conferences arranged by other organisations; • liaison activities undertaken with other government organisations, professional associations, private sector organisations and community groups; • working papers used in developing all plans. Includes drafts, reports analysing issues, and comments received from other areas of the agency; • working papers documenting the development of all policies; • daily processing logs, batch files and duplicates showing commodity by major area; and • responses to surveys requested by other government agencies. 	

SUSTAINABLE RESOURCE MANAGEMENT

The core business of developing and implementing policy and advice; developing and managing programs aimed at ensuring agricultural, fisheries and forestry production is undertaken sustainably, within the capacity of the landscape, on a long term competitive and profitable basis and are able to adapt to climate change and contribute to mitigating climate change. This includes encouraging landowners and managers to maintain and improve the natural resource base on which agricultural production relies - soil, vegetation, water and atmosphere. It also includes building capacity in industry and rural and regional communities for better natural resources management, promoting the adoption and responsible use of new practices and technologies in Australian agriculture, forestry and fisheries and enhancing regional and international cooperation on sustainable fisheries and forestry management. This core business is a key program for the Commonwealth as it preserves concise evidence of the deliberations, decisions and actions by the agency on Australia's natural resources.

The core activities include:

- providing and receiving advice on requirements for the adaption to and lessening of climate change impacts and sustainable resource management;
- promoting the responsible use of biotechnology in Australian agriculture, by providing policy, advice, and factual information;
- developing and implementing policy and programs;
- developing joint ventures and partnerships (agreements);
- establishing and managing funding programs, including the disbursement and allocation of funds;
- liaison with government, government agencies, industry, and international, state and territory governments, and community groups;
- participating in committees and meetings with government, government agencies, industry bodies, and international, state and territory governments to plan, manage, collaborate and coordinate programs. Includes discussions and provision of advice;
- managing public relations and promoting and raising awareness about sustainability, climate change and capacity-building; includes sponsorships;
- assessing and reporting on the condition, use and management of Australia's agricultural, fisheries and forestry resources; and
- undertaking research projects, trials and surveys, including unpublished research papers.

The performance of the core business is supported by general activities such as:

- providing and receiving advice;
- negotiating and establishing agreements;
- audit programs;
- awards, prizes or honours that provide recognition for excellent achievements;
- managing committees and meetings;
- providing discretionary compensation, ex gratia and act of grace payments to departmental clients;
- organising and participating in conferences;
- determining fees and charges;
- establishing, negotiating and managing joint ventures;
- planning, developing and implementing policies and procedures;
- maintaining registers and summary records;
- reporting, reviewing and risk management; and
- setting and implementing standards.

SUSTAINABLE RESOURCE MANAGEMENT

Cross references to other Department of Agriculture and Water Resources core businesses

For development of scientific research or economic advice on subject matter, use **ECONOMIC & SCIENTIFIC ADVICE**.

Cross references to AFDA Express Records Authority

For employee compensation, use **COMPENSATION**.

For the preparation and passage of the agency's legislation through Parliament, use **GOVERNMENT RELATIONS**.

For speeches by the Minister, use **GOVERNMENT RELATIONS**.

For managing acquisition, tendering and contracting-out arrangements use **PROCUREMENT**.

Cross references to other records authorities

For records of grants and funding administration, use **GRA 28 GRANT MANAGEMENT**.

For statutory and non-statutory advisory bodies, use **GRA 26 ADVISORY BODIES**.

Class no	Description of records	Disposal action
62218	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency on significant and/or controversial issues with far reaching social, economic and/or international implications; • negotiation, establishment, maintenance and review of significant agreements including final signed version of significant joint ventures or contracts; • formal acknowledgment of organisations' and individuals' significant contributions to sustainable resource management or climate change; • final records and papers of significant committees or meetings; • final conference proceedings, significant reports, speeches, and papers from agency; • significant funding programs that have widespread economic and social impact, or cultural or community importance, such as the Adaption Research Program and Caring for Our Country; • development, establishment and implementation of the agency's policies; • development, implementation and evaluation of international or national public awareness campaigns or educational programs; • master control records (lists, indexes or registers) of significance; • summary records of information captured into major sustainable resource management or climate change systems; • final version of significant reports regarding sustainable resource management or climate change. Includes working papers; • final version of unpublished formal reports. Includes working papers; • significant research, such as projects that made a major contribution to research, are world firsts, are controversial, subject to extensive interest or debate, involve major new or innovative techniques. Includes the conduct of the research; 	Retain as national archives

SUSTAINABLE RESOURCE MANAGEMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • master copies of standards and benchmarks; • significant plans and planning; • management of significant programs; and • significant liaison activities, including international liaison activities. 	
62219	<p>Records documenting:</p> <ul style="list-style-type: none"> • research that is not significant, ground breaking, a world first or controversial. Includes the conduct of the research; • the development and implementation of industry standards or benchmarks; and • negotiations, establishment, maintenance and review of routine agreements. 	Destroy 25 years after action completed
62220	<p>Records documenting:</p> <ul style="list-style-type: none"> • audit programs; • routine internal and external committees and meetings; • final versions of routine joint venture agreements or contracts; • the establishment, conduct and finalising of minor research projects; and • disbursing and allocating funding for sustainable resource management and climate change programs. 	Destroy 12 years after action completed
62221	<p>Records documenting:</p> <p>routine operational administrative tasks supporting the core business; and</p> <p>Sustainable Resource Management activities other than those covered in classes 62218 to 62220, including:</p> <ul style="list-style-type: none"> • routine advice provided or received by the agency relating to sustainable resource management and climate change; • recognition of organisations and individuals contributions to sustainable resource management and climate change; • routine arrangements supporting award ceremonies; • working papers of significant committees or meetings about sustainable resource management and climate change; • compensation claims; • arrangements for agency conferences relating to sustainable resource management and climate change; • determining fees and charges for services; • administrative processes for significant funding programs; • routine sustainable resource management and climate change programs; • establishing and managing routine funding programs for 	Destroy 7 years after action completed

SUSTAINABLE RESOURCE MANAGEMENT

Class no	Description of records	Disposal action
	<p>sustainable resource management and climate change programs;</p> <ul style="list-style-type: none"> • agency-wide, section or business unit's plans supporting sustainable resource management and climate change. Includes state, regional or overseas offices; • procedures; • sponsorship of events to help raise the agencies profile and outcomes; • compliments and complaints received relating to sustainable resource management and climate change issues; • enquiries; • working papers and support records to prepare lists, indexes or registers of sustainable resource management and climate change; • final version of periodic reports required on a regular basis by external government bodies. Includes working papers; • review of agency programs and operations; • risk management; • attendance of staff at conferences arranged by other organisations relating to sustainable resource management and climate change; • unsuccessful applications for both significant and routine programs, apart from summary records; • liaison activities undertaken with other government organisations, professional associations, private sector organisations and community groups relating to sustainable resource management and climate change; • working papers used in developing all plans, including drafts, reports analysing issues, and comments received from other areas of the agency; • working papers documenting the development of all sustainable resource management and climate change policies; • responses to surveys requested by other government agencies; • dissemination of research findings; and • routine reports relating to sustainable resource management and climate change. 	