

STATE RECORDS

of South Australia

General Disposal Schedule 23

**For Natural Resources Management Boards in
South Australia**

Effective from 01 July 2019 to 30 June 2021

Version 1



Government of South Australia

State Records

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Approval for Commencement of this Schedule

STATE RECORDS ACT 1997

Government of South Australia

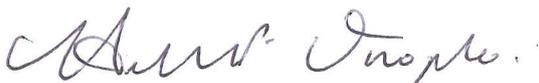
GENERAL DISPOSAL SCHEDULE NO. 23, VERSION 1

for

Natural Resources Management (NRM) Boards (and
predecessor agencies)

Effective: 1 July 2019 to 30 June 2021

Approved by



Chair, State Records Council



Director, State Records

Preface

In 2004, the South Australian Government introduced legislation that established a new structure for ecologically sustainable development of the State's natural resources. The *Natural Resources Management Act 2004* came into full operations on 1 July 2005 and replaced the *Animal and Plant Control (Agricultural Protection and Other Purposes) Act 1986*, the *Soil Conservation and Land Care Act 1989* and the *Water Resources Act 1997*.

The Natural Resources Management (NRM) Council was established as the peak body for natural resources management. The Council prepares the State NRM Plan and works with South Australia's eight regional NRM Boards, other agencies and peak bodies to collectively implement the Plan.

Each NRM Board is established as a body corporate to drive regional delivery of natural resources management in accordance with the Act. The NRM Boards were established in 2005. They brought together Boards that existed under former legislation including local Catchment Water Management, Soil Conservation and Animal and Plant Control Boards. The aim of the Boards is to achieve a more integrated and coordinated approach to the management of soil, water, coastal and marine environments, native plants and animals as natural resource assets.

The role of each Board is to manage, protect and in some cases restore and sustain their region's precious natural resources for future generations.

The NRM regions are:

- Adelaide and Mount Lofty Ranges
- Alinytjara Wilurara
- Eyre Peninsula
- Kangaroo Island
- Northern and Yorke
- South Australian Arid Lands
- South Australian Murray-Darling Basin and
- South East.

Each NRM Board consists of both community and government representatives with a wide range of skills and experience. The management of the business and operations of each Board is conducted by, or under the supervision of, a General Manager and by other staff to whom management functions are properly delegated. The General Manager is responsible for implementing Board policies and decisions, and managing the business and performance of the staff.

General Disposal Schedule (GDS) 23 has been developed using a functional analysis approach. The Schedule is structured around a minimum set of functions that reflect the operations of all the NRM Boards, to one extent or another. Functions are then broken down into more specific activities and processes. The types of records created as a

consequence and as evidence of such functions, activities and processes are also incorporated.

GDS 23 is designed to be independent from organisational structures.

GDS 23 aims to cater for all NRM Boards within South Australia. It is anticipated that the Schedule captures the language and terminology familiar to and used by Board members and staff.

In adopting a functional approach it is expected that GDS 23 will have longer-term applicability, useability and relevance to the NRM sector.

Acknowledgments

This General Disposal Schedule was developed and prepared by Helen Onopko and Suzanne Pickert of Records & Archive Services in conjunction with State Records and representatives of the eight NRM Boards.

Consultation with historian Caroline Cosgrove also took place.

Feedback and comments from the NRM sector in South Australia as well as Ms Cosgrove is acknowledged with much appreciation.

Introduction

Scope

GDS 23 applies to operational records commonly created or received by all NRM Boards in South Australia. For the purposes of GDS 23 a NRM Board includes the actual Board, the General Manager and supporting staff, NRM Groups and any predecessor agencies.

For records that are of a general administrative or financial nature, Boards should refer to *General Disposal Schedule No. 15 for State Government Agencies*. Cross-references to GDS 15 (as amended), where appropriate, are set out in this schedule.

GDS 23 does not cover records of the Natural Resources Management Council. Disposal coverage for these records will be provided for by a disposal schedule of the Department of Water, Land and Biodiversity (under development).

GDS 23 is intended to be a comprehensive schedule encompassing all operational records of NRM Boards that may exist.

Objectives

The aims of GDS 23 are to:

- accurately reflect the functions, activities and associated records of NRM Boards in South Australia
- identify records which are worthy of permanent preservation as part of the State's documentary heritage

- prevent the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of the State Government and
- authorise the destruction of those records not required permanently.

Implementation

Following endorsement of the NRM Boards, determination by State Records and approval of the State Records Council, GDS 23 is issued under the *State Records Act 1997*.

The State Records Act was proclaimed in October 1997 to provide for the preservation and management of official records. GDS 23 is issued as a determination under section 23 of the Act.

Section 23 of the State Records Act states that no official records may be disposed of without the approval of the State Records Council; GDS 23 provides NRM Boards with the means of disposing of their operational records in an orderly, consistent and accountable manner.

GDS 23 was approved by the State Records Council 14 October 2008 and was effective from 14 October 2008 to 30 June 2019. It was further extended for another two years, 1 July 2019 to 30 June 2021 by the State Records Council 14 April 2019.

This GDS has been issued in hard copy to each of the eight NRM Boards. GDS 23 has also been issued in electronic form via State Records' website (www.archives.sa.gov.au) to allow ease of use and greater accessibility.

Any modification of the disposal schedule by end users is not permitted. Changes can only be made with the approval of State Records and the State Records Council.

Updates/Amendments

GDS 23 is effective from 14 October 2008 to 30 June 2019 unless reviewed earlier as instructed by the Boards, State Records or the State Records Council. Amendments approved by the State Records Council may be issued during this period.

GDS 23 is effective from 1 July 2019 to 30 June 2021 as approved by the State Records Council 14 April 2019.

Previous Disposal Schedules Revoked

GDS 23 supersedes the Adelaide and Mount Lofty Ranges NRM Board RDS 2006/12 Version 1 (approved by the State Records Council on 10 October 2006).

Complementary Disposal Schedules

A records disposal schedule, currently under development, for the Department of Water, Land and Biodiversity will complement GDS 23 in that it will cover the records of the Natural Resources Management Council.

Consultation

In developing GDS 23 consultation occurred through visits to all of the head offices from which the eight NRM Boards operate. Once the disposal classes were documented and compiled for all of the Boards, they were then circulated for validation by key staff via a second distribution.

Caroline Cosgrove was consulted as an external stakeholder and professional historian interested in conservation, the environment and pastoralism. Her comments have been considered in the development of GDS 23.

Adequate Records Management

Outcome 3 of *Adequate Records Management: Meeting the Standard* (State Records, 2002) requires records to be disposed of systematically in accordance with the State Records Act. For NRM Boards an important aspect of compliance with the Standard is the application of both GDS 23 and GDS 15 as a routine part of their records management program. Retention periods in both GDS 15 and GDS 23 may be applied to records on creation and registration for later review; alternatively records may be sentenced when they become non-current.

Legislation Affecting Recordkeeping Requirements

Legislation that specifically affects the recordkeeping requirements of NRM Boards include:

- *Natural Resources Management Act 2004*
- *Development Act 1993*
- *Land and Business (Sales and Conveyancing) Act 1994.*

Indigenous Considerations

The determinations within GDS 23 are consistent with Recommendation 21 of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families.

The principles outlined in GDS 16, relating to Native Title claims, have also been considered in the development of this Schedule. GDS 23 refers to occupation and use of land, and therefore has relevance to Native Title. Relevant records include the following:

- records relating to current and historical occupation and use of specific geographical locations
- records relating to land tenure – records that deal with ownership of control of land by various types of land holder
- records relating to land use and land management – records documenting how, by whom and for what purpose, the land is used
- indexes and registers which aid searching document collections
- maps, charts and plans which show boundaries, geographical names and topography.

Examples of records documenting the above include:

- documented discussions with communities and local councils and their advisory groups regarding operations and the collaboration on, and development of, strategies
- records of administrative actions and agreements
- applications and rights to use the land for a particular purpose
- specific property dossiers of continuing activity, general correspondence, authorities and consents
- environmental reports and impact statements
- records of land use for agriculture, aquaculture, dams, bores, reservoirs, fishing, harvesting and use of indigenous flora and fauna, irrigation and pastoral land management.

The records listed above are not exhaustive and there may be other records that have relevance to native title. All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Record Formats

GDS 23 applies to records in any format. This includes paper, microform (film or fiche), audiovisual, graphic, photographic and electronic media.

Custody and Transfer of Records

Permanent Records

In accordance with section 19 of the State Records Act permanent records (as defined in this GDS) are required to be transferred to State Records once such records are 15 years old or administrative use has ceased, whichever occurs sooner. For instructions on the transfer process NRM Boards need to refer to the *Records Creation to Archive Flow Chart*, available from State Records' website (www.archives.sa.gov.au).

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director, State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The storage of temporary value records is governed by the Across-Government *Records of Temporary Value: Management and Storage* standard and guideline available from State Records' website.

An approved service provider list (ASPL) has been established for the storage of temporary value records and associated services.

Access Rights and Responsibilities

NRM Boards need to ensure that records, irrespective of format, will remain accessible for the duration of the designate retention period. By “accessible” it is meant that the information contained within a record remains readable for the life of the record. In addition, “accessible” also refers to the retrievability and availability of a record. Whether stored on or off-site, a record needs to be able to be retrieved and made available as soon as practicable (and, in any case, within 30 days).

Access to Records in the Custody of a NRM Board

For records in the custody of a NRM Board, conditions stipulated in the *Freedom of Information Act 1991* and the *Information Privacy Principles Instruction* need to be adhered to.

Access to Records in the Custody of State Records

Access to records in the custody of State Records is governed by section 26 of the State Records Act, which stipulates:

“The agency responsible for an official record in the custody of State Records may, in consultation with the Manager [Director, State Records] – (a) determine that access to the record (other than by the agency) is not subject to any restrictions...; or (b) determine conditions excluding or restricting access to the record”.

For further details on public access to records in the custody of State Records, NRM Boards can refer to the *Public Access Determinations Guideline* (State Records, 2007) available from State Records’ website. This guideline explains the rights and responsibilities of agencies in defining access determinations.

Retention Periods and Reactivation

Retention periods for temporary records shown in GDS 23 are minimum retention periods for which records must be retained before they are destroyed.

Retention periods are triggered by disposal actions listed in the Schedule.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

The reactivation of a record is triggered by such events as:

- record retrieved to meet a Freedom of Information (FOI) request
- record retrieved to meet a subpoena
- record accessed for research
- record identified as being of significant risk management status
- record identified as being required for possible legal proceedings.

There is no requirement to destroy temporary records if a NRM Board has a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, NRM Boards should take all steps to reduce the storage costs of time-expired records.

Where a record contains information that falls into two or more disposal classes in either GDS 15 or GDS 23, it must be sentenced in accordance with the disposal class with the longest retention period. However, where a record contains information covered by a disposal class within both GDS 15 and GDS 23, it must be sentenced in accordance with the disposal class in GDS 23.

Destruction of Records

Records authorised for destruction may be destroyed when the designated retention period has elapsed.

All NRM Boards are required to notify State Records that records in their custody are due for destruction prior to physical destruction takes place.

To notify State Records, NRM Boards need to use the *Intention to Destroy Records Report* available from State Records' website.

NRM Boards must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format can only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

NRM Boards are required to keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Normal Administrative Practice

The destruction of some official record that are of a transitory nature only may be permitted under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by NRM members and staff during the course of their duties.

For further information regarding the application of NAP, NRM Boards should refer to the Introduction of GDS 15, available from State Records' website.

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where an NRM Board is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete, including appeals and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be retained permanently in accordance with a motion approved by the State Records Council on 19 February 2008.

Storage

The selection of primary and secondary storage facilities need to take into account the physical characteristics of the records as well as their sensitivity, retention period and anticipated access rate.

The storage facility for records should be well ventilated, sturdy, intruder-resistant, have minimal natural light and ideally should maintain a stable temperature and humidity. Records should be stored in conditions that are clean and secure with low risk of damage from fire, water, dampness, insects and rodents. Shelving should be appropriate to minimise damage. Containers should be of a strong enough construction to withstand handling, pressure and weight of records and protect records in case of fire and water leaks.

Wherever official records are stored, either with a public or private provider, they remain the property of the State Government and are subject to the provisions of the State Records Act.

Appropriate NRM Board and State Records staff have a right to inspect the storage facility upon notice. Access to the records should be limited to staff of the controlling agency, staff of State Records and employees of temporary storage providers where appropriate. Records should not be disclosed to any other person without the written

permission of the controlling agency. For more information on storage facility requirements and best practice, refer to State Records' *Records of Temporary Value: Management and Storage* standard and guidelines (www.archives.sa.gov.au).

Training

Training in general records management areas is available from State Records. For further information about workshops and courses, NRM Boards should contact State Records or visit its website.

Contacts/Help Desk

For advice on implementing GDS 23, as well as advice on records appraisal, disposal, destruction, transfer and storage, contact Records Management Services, State Records.

For changes or updates to GDS 23, please also contact Records Management Services, State Records.

State Records

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Layout

The Schedule, featured in table portrait format, is arranged as described below:

Function

GDS 23 is divided into seven functions:

- Animal and Plant Management
- Board Management
- Coast Estuarine and Marine Management
- Community Engagement
- Funds Management
- Soil Conservation and
- Water Management.

Each function is shown at the start of each division.

For each function a scope note has been included which provides a definition of the particular function. The scope note also identifies any exclusions or exceptions that the user needs to be aware of. In addition, cross-references to *GDS 15* (as amended) for related but non-operational records are given.

Item Number

The numbering in the Schedule is multi-level:

- functions have single numbers
- activities have two level numbers and
- disposal classes have three level numbers.

For example, on page 24 of the Schedule there are four disposal classes listed under the function of **BOARD MANAGEMENT** and the activity of **Board Membership**. The first disposal class relates to records documenting the establishment and terms of reference of the Board.

The disposal action for records relating to the establishment and terms of reference of the Board, therefore, is identified as follows:

2.	BOARD MANAGEMENT	(FUNCTION)
2.1	Board Membership	(Activity)
2.1.1	Records documenting the establishment and terms of reference of the Board. Includes transition from predecessor Agencies and all subsequent significant changes in purposes.	(Disposal Class)
	PERMANENT	(Disposal Action)

Activity

The activity relating to the particular function is shown in 12 point bold Times New Roman, e.g. **Board Membership**.

Description

Descriptions are at two levels, ranging from activities to specific disposal classes.

Definitions are provided for the activities in the Schedule and are featured in 12 point italic Times New Roman.

Descriptions of each disposal class are then provided under the activity header and description in 12 point Times New Roman.

Disposal Action

Disposal actions relate to the disposal classes arranged under the activity descriptions. Status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records. It is to be noted that the retention period for temporary records is the minimum period.

List of Acronyms

- NRM – Natural Resources Management
- PARS – Plan Amendment Reports
- STEDS - System Tank Effluent Disposal Scheme

List of Definitions

- *Aquifer* - Water bearing formations through which groundwater moves. When a water-bearing rock readily transmits water to wells and springs, it is called an aquifer.
- *Biodiversity* - Biodiversity is the variation of life forms within a given ecosystem. Biodiversity is often used as a measure of the health of biological systems.
- *Declared* – Species that are declared for control or eradication under the NRM Act, 2004
- *Diffuse Discharges* - Non-point source (pipe) pollution into marine waters.
- *Effluent* - Liquid discharged as waste, as from an industrial plant or sewage works.
- *Environmental (not declared)* - Pests that are not declared, but may be controlled if they cause harm to environmental or agricultural assets.
- *Groundwater* - Groundwater comes from rain, snow, sleet, and hail that soaks into the ground. The area that is filled with water is called the saturated zone and the top of this zone is called the water table.
- *Management Action Targets* - Short term targets (1-5 years), relating mainly to management actions or capacity-building. Directly relate to Board's projects within the NRM Plans.
- *Pathogens* - Biological agent that causes disease or illness to its host. Soil contamination has the longest or most persistent potential for harbouring a pathogen.
- *Plan Amendment Reports* - A Plan Amendment Report (PAR) is the process by which the Council, with the approval of the Minister of Urban Development and Planning is able to amend its Development Plan.
- *Point Source Discharges* - Point sources discharge a variety of loads and pollutants to aquatic environments.
- *Resource Condition Targets* - Specific, time-bound and measurable targets for the region, relating largely to resource condition, 20 year targets within NRM Plans.
- *Riparian* - Native vegetation located along or near water courses.
- *Routine (advice)*– Routine advice involves regular questions from the public or community which is expected to be fundamental repetitive facts that do not change or are not controversial
- *Significant (advice)* - Significant or substantial advice involves public interest or controversy and may include advice where the matter has had coverage in the media or has national relevance
- *Surface Water* - Any body of water that comes from precipitation or natural flows on the surface of the earth.

List of Functions and Activities

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General Disposal Schedule No.23
Disposal Schedule

ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1	ANIMAL AND PLANT MANAGEMENT		
1	ANIMAL AND PLANT MANAGEMENT	The function of managing and controlling plants, animals and pathogens to support industry and biodiversity within the region.	
1.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (AAA)</i>	
1.1.1		Records relating to the provision of significant advice. Includes control recommendations for plants and animals that go beyond public information on labels, may create a precedent or unknown future impact, e.g. new or untested substances.	PERMANENT
1.1.2		Records relating to the provision of routine advice. Includes control recommendations for pesticides and herbicides, native plants, and infestation information as per public and product labelling.	TEMPORARY Destroy 8 years after last action.
1.1.3		Records documenting the assessment of threats, such as repetitive and regular rabbits and foxes, and subsequent advice by Advisory Groups, Local Action Planning Groups, Non-Government Organisations and NRM Groups. Includes recommended actions for all risk categories.	TEMPORARY Destroy 8 years after last action.
1.1.4		Records documenting referrals to NRM Boards regarding the assessment of applications by the Native Vegetation Council under the Native Vegetation Clearance Act (as amended).	PERMANENT
1.2	Compliance	<i>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. (AAA)</i>	
1.2.1		Records of licences for the Board, authorised officers and pest control programs for the storage of chemicals, fire arms and explosives.	TEMPORARY Retain until 2040, retention subject to a review at that date.
1.2.2		Records documenting the certification and licensing of Authorised Officers. Includes pest management, explosives and transportation, coxswains.	TEMPORARY Retain until 2040, retention subject to a review at that date.

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Disposal Schedule

ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1	ANIMAL AND PLANT MANAGEMENT		
1.2.3	Compliance (contd)	Records of permits for the NRM Board to transport explosives.	TEMPORARY Retain until 2040, retention subject to a review at that date.
1.2.4		Records that authorise officers to provide and use baits.	TEMPORARY Retain until 2040, retention subject to a review at that date.
1.2.5		Records documenting the NRM Board gun licences.	TEMPORARY Retain until 2040, retention subject to a review at that date.
1.3	Contracting-out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (AAA)</i>	
1.3.1		Records relating to the hiring and use of consultants, contractors and suppliers for animal and plant control tasks under specialty contract and/or which result in major public interest. Includes work requests and internal job sheets.	PERMANENT
1.3.2		Records relating to the hiring and use of consultants, contractors and suppliers for minor animal and plant control tasks such as routine street spraying for weed control. Includes work requests and internal job sheets.	TEMPORARY Destroy 8 years after action completed.
1.3.3		Contractors progress and final reports against the outcomes for Resource Condition Targets (RCTs) or Management Action Targets (MATs).	PERMANENT
1.3.4		Records of annual certification of prospective contractors.	TEMPORARY Destroy 8 years after last action.

General Disposal Schedule No.23
Disposal Schedule

ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1 ANIMAL AND PLANT MANAGEMENT			
1.4	Inspecting	<i>The activity of conducting inspections or site visits and carrying out follow-up contacts. See also item 1.5 ANIMAL AND PLANT MANAGEMENT – Regulating.</i>	
1.4.1		Records documenting livestock inspections and reports. Includes inspection services at the livestock exchange.	TEMPORARY Destroy 10 years after last action.
1.4.2		Records documenting weed identification – provided on a property or brought by a landholder to a service centre for identification, or referred to external parties.	TEMPORARY Destroy 2 years after last action.
1.4.3		Reports of declared plants and infestations growing on properties and roadsides.	TEMPORARY Destroy 2 years after report date.
1.4.4		Records of inspectors work schedules regarding animal and plant management.	TEMPORARY Destroy 2 years after last action.
1.4.5		Records documenting inspections or site visits, regarding animal and plant management where no breach or infringement of the NRM Act (as amended) has occurred. See: item 1.5.4 where a breach or infringement has occurred.	TEMPORARY Destroy 10 years after last entry.
1.4.6		Database records recording work schedules, inspections and visits for reporting to the Board regarding animal and plant management.	TEMPORARY Destroy 10 years after system closed or superseded or date migrated to successor system.
1.5	Regulating	<i>The activity of monitoring the compliance of other individuals and organisations with mandatory requirements, legislation, national and international standards. Includes the serving of notices, legal actions and prosecutions arising from breaches and infringements, the assessment of applications, licensing and certification. See also item 1.4 ANIMAL AND PLANT MANAGEMENT – Inspecting.</i>	

General Disposal Schedule No.23
Disposal Schedule

ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1 ANIMAL AND PLANT MANAGEMENT			
1.5.1	Regulating (contd)	Records documenting programs for declared plants and animals. See also: 1.6.2 for environmental (i.e. not declared) plants and animals.	PERMANENT
1.5.2		Records documenting the management and storage of dangerous goods and substances, including ammunitions, explosives, chemicals and those at mixing stations – e.g. 10/80 baits. See also: GDS 15.11.92 OCCUPATIONAL HEALTH & SAFETY – Risk Management.	PERMANENT
1.5.3		Records documenting approvals for operating stores and mixing stations for dangerous substances. Includes reports of inspections and audits.	PERMANENT
1.5.4		Records of serving of notices, legal actions, and prosecutions arising from breaches and infringements of the NRM Act (as amended). See: item 1.4.5 where no breach or infringement has occurred.	PERMANENT
1.5.5		Records of requests from and supply to landholders for strychnine, 10/80 and other dangerous substances.	PERMANENT
1.5.6		Memoranda of Understanding between Boards, for supply of 10/80 to landholders whose property occupies two or more NRM Board areas.	PERMANENT
1.5.7		Records documenting animal and plant information that relates to searches undertaken prior to sale of property under the Land and Business (Sales and Conveyancing) Act (as amended) – <u>where notices have been issued</u> .	TEMPORARY Destroy 7 years after last action.
1.5.8		Records documenting animal and plant information that relates to searches undertaken prior to sale of property under the Land and Business (Sales and Conveyancing) Act (as amended) – <u>where no notices have been issued</u> .	TEMPORARY Destroy 3 months after last action.

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Disposal Schedule

ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1 ANIMAL AND PLANT MANAGEMENT			
1.6	Research and Monitoring	<p><i>The activity of developing frameworks for investigating and monitoring natural resources and site and resource assessment. Includes establishing baseline biodiversity inventories, reporting on resource conditions, trends and targets and hosting technical and scientific reference groups.</i></p> <p>See also: GDS 15.16.42 STRATEGIC MANAGEMENT – Evaluation.</p>	
1.6.1		Records documenting risk assessments on native plant species.	PERMANENT
1.6.2		Records documenting the monitoring and control of pest plants or animals that are of regional significance and are <i>not declared</i> , e.g., Italian Buckthorn.	PERMANENT
1.6.3		Records documenting seed collecting, seed and cutting propagation and species lists for seedbank and nursery operations. See also: GDS 15.5 FINANCIAL MANAGEMENT for commercial activities.	PERMANENT
1.6.4		Records documenting programs and projects carried out to manage the natural resources through animal and plant control.	PERMANENT
1.6.5		Dossier files for properties, Aboriginal Communities or Incorporated Bodies containing specific details, including location maps, debt recovery, correspondence, interviews, and reports.	PERMANENT
1.6.6		Records documenting Crown Land claims, estimates and work required, sent to the State Government governing agency.	PERMANENT
1.6.7		Maps and spatial records documenting pest infestations.	PERMANENT
1.6.8		Spray sheets documenting weed control operations for landholders.	PERMANENT
1.6.9		Database records monitoring the condition of the resources through animal and plant control.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
1 ANIMAL AND PLANT MANAGEMENT			
1.6.10	Research and Monitoring (contd)	Records of surveys and other data collection activities relating to natural resources management through animal and plant control.	PERMANENT
1.6.11		Records documenting research trials of chemicals for chemical companies for registration, including recommendations and reports.	PERMANENT
1.6.12		Off-label use permits from the Australian Pesticides Veterinary Medicine Association (APVMA), approving new and secondary uses of trialled chemicals for the purposes of pest animal and plant control.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
2 BOARD MANAGEMENT			
2	BOARD MANAGEMENT	The function of managing the Board, documenting its composition through time, its decision making processes and the passage of directing the Natural Resources Management (NRM) Offices and predecessor Agencies. Includes establishment, appointment and retirement of Members and Deputies, terms of reference, proceedings, minutes, reports and agenda.	
2.1	Board Membership	<i>The activity of creating and establishing the Board, setting its decision making processes and terms of reference, and changes through time. Includes appointment and retirement of Board Members.</i>	
2.1.1		Records documenting the establishment and terms of reference of the Board. Includes transition from predecessor Agencies and all subsequent significant changes in purpose.	PERMANENT
2.1.2		Records documenting the appointment and retirement of Board Members and Deputies.	PERMANENT
2.1.3		Maps and spatial records of the geographic limits of the Board area.	PERMANENT
2.1.4		Records documenting General Manager and Presiding Member Forums.	PERMANENT
2.2	Groups and Committees	<i>The activity of providing an operational service to the Board in the engagement of the community, assistance to the Board in the development and ongoing review of NRM plans, and the management, implementation and review of NRM programs at the local level. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports and agenda. Includes all committees, NRM and District Groups established by the Board.</i>	
2.2.1		Records documenting the meetings of the NRM Groups, including reports, agenda and minutes.	PERMANENT
2.2.2		Records documenting the establishment, membership and terms of reference for Advisory Committees to the Board or NRM District Groups.	PERMANENT
2.2.3		Records documenting the meetings of the Advisory Committees to the Board or NRM or District Groups, including reports, agenda and minutes.	PERMANENT
2.2.4		Records documenting the establishment, membership and terms of reference for internal Committees of the NRM Board.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
2 BOARD MANAGEMENT			
2.2.5	Groups and Committees (contd)	Records documenting the meetings of the internal Committees of the NRM Board, including reports, agenda and minutes.	PERMANENT
2.2.6		Records documenting the meetings of external Committees where NRM Board is represented, e.g., Box Flat Dingo Committee.	PERMANENT
2.2.7		Records relating to external committees for which the NRM Board provides the secretariat or provides operational advice, e.g., State Floodplain Committee.	PERMANENT
2.2.8		Agenda, reports, minutes and circulars of defunct predecessor Boards, Commissions or Committees.	PERMANENT
2.3	Meeting Arrangements	<i>The activity of arranging Board meetings.</i>	
2.3.1		Records documenting accommodation, travel, and catering for Board Members attending Board meetings.	TEMPORARY Destroy 2 years after last action.
2.4	Proceedings	<i>The activity of documenting the proceedings of the Board.</i>	
2.4.1		Records documenting the Board proceedings. Includes notices of all meetings, agenda, minutes, confidential minutes in camera, associated or briefing papers and reports.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
3	COAST ESTUARINE AND MARINE MANAGEMENT		
3	COAST ESTUARINE AND MARINE MANAGEMENT	The function of managing, integrating and protecting coast, estuarine and marine resources, supporting biodiversity and establishing baselines and ongoing monitoring programs. Includes diffuse and point source discharges from land based activities.	
3.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (AAA)</i>	
3.1.1		Records relating to the provision of significant advice about coast, marine and estuarine resources that may involve public controversy, create a precedent or unknown future impact.	PERMANENT
3.1.2		Records relating to the provision of routine advice concerning the coastal and marine environments.	TEMPORARY Destroy 8 years after last action.
3.1.3		Records documenting the assessment of threats such as known, regular, introduced species, and subsequent advice by Advisory Groups, Local Action Planning Groups, Non-Government Organisations and NRM Groups. Includes recommended actions for all risk categories.	TEMPORARY Destroy 8 years after last action.
3.2	Contracting-out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (AAA)</i>	
3.2.1		Records relating to the hiring and use of consultants, contractors and suppliers for coastal and marine management tasks under specialty contract and/or which result in major public interest. Includes work requests and internal job sheets.	PERMANENT.
3.2.2		Records relating to the hiring and use of consultants, contractors and suppliers for minor coastal and marine management tasks. Includes work requests and internal job sheets.	TEMPORARY Destroy 8 years after action completed.
3.2.3		Contractors progress and final reports against the outcomes for Resource Condition Targets (RCTs) or Management Action Targets (MATs).	TEMPORARY Destroy 25 years after last action.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
3 COAST ESTUARINE AND MARINE MANAGEMENT			
3.3	Inspecting	<i>The activity of conducting inspections or site visits and carrying out follow-up contacts.</i> <i>See also item 3.4 COAST ESTUARINE AND MARINE MANAGEMENT – Regulating.</i>	
3.3.1		Records documenting inspections or site visits and follow-up contacts where no breach or infringement of the NRM Act (as amended) has occurred. See: item 3.4.1 where a breach or infringement has occurred.	TEMPORARY Destroy 10 years after last entry.
3.4	Regulating	<i>The activity of monitoring the compliance of other individuals and organisations with mandatory requirements, legislation, national and international standards. Includes the serving of notices, legal actions and prosecutions arising from breaches and infringements, the assessment of applications, licensing and certification.</i> <i>See also item 3.3 COAST ESTUARINE AND MARINE MANAGEMENT – Inspecting.</i>	
3.4.1		Records of serving of notices, legal actions, and prosecutions arising from breaches and infringements of the NRM Act (as amended). See: item 3.3.1 where no breach or infringement has occurred.	PERMANENT
3.5	Research and Monitoring	<i>The activity of developing frameworks for investigating and monitoring natural resources and site and resource assessment. Includes establishing baseline biodiversity inventories, reporting on resource conditions, trends and targets and hosting technical and scientific reference groups.</i> See also: GDS 15.16.42 STRATEGIC MANAGEMENT - Evaluation	
3.5.1		Records of surveys and other data collection activities relating to assessing and managing coastal, estuarine and marine natural resources.	PERMANENT
3.5.2		Records documenting strategies and action plans as a result of risk assessments on coastal or marine threats.	PERMANENT
3.5.3		Records documenting programs and projects carried out to manage the natural resources in coastal and marine environments. Includes managing erosion and sand dunes.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
3 COAST ESTUARINE AND MARINE MANAGEMENT			
3.5.4	Research and monitoring (contd)	Inventories of coastal fisheries habitats.	PERMANENT
3.5.5		Database records monitoring the condition of the resources of coastal and marine environments.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
4 COMMUNITY ENGAGEMENT			
4	COMMUNITY ENGAGEMENT	<p>The function of engaging the community and building capacity by providing education, training and practical skills, collaborating with industry and local government, commenting on industry development, facilitating and attending meetings, promoting NRM as a vital link, and keeping the community up to date.</p> <p>Includes landholders, schools, local government and lobby groups, committees and partnerships.</p>	
4.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (AAA)</i>	
4.1.1		Records relating to advice given to external bodies relating to Plan Amendment Reports (PARs) and comments on development applications. Includes responses to development proposals, e.g., mining initiatives, in Aboriginal community and Incorporated Bodies' lands.	PERMANENT
4.2	Community Events	<i>The activity of attending or arranging events with the public to provide information, enhance NRM external relationships and to promote NRM services and image.</i>	
4.2.1		Records documenting regular and once-off community events such as farm tours, field days, mining information days, exhibitions, Progress Association meetings. Includes calendars of events.	PERMANENT
4.2.2		Records documenting workshops conducted for Aboriginal communities. Includes networking women, enterprise fostering and regional planning.	PERMANENT
4.2.3		Records documenting administrative arrangements for publicising, conducting and attending community events.	TEMPORARY Destroy 2 years after last action.
4.3	Contracting-out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (AAA)</i>	
4.3.1		Records relating to the hiring and use of consultants, contractors and suppliers for community and Board Member education tasks. Includes work requests and internal job sheets.	TEMPORARY Destroy 8 years after last action.
4.3.2		Contractors' progress and final reports against required outcomes.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
4 COMMUNITY ENGAGEMENT			
4.4	Education and Training	<i>The activities associated with all aspects of education and training needed by the community and provided by the Board.</i>	
4.4.1		Register of courses and training provided by the Board.	PERMANENT
4.4.2		Records documenting training and education needs of the community and of the Board. Includes needs identified through surveys, requirements analyses, and correspondence.	TEMPORARY Destroy 5 years after action completed.
4.4.3		Development of course material - programs, handouts and workshop notes - for training and educating the community. Includes courses conducted by the Board or external consultants.	TEMPORARY Destroy 5 years after course superseded or discontinued.
4.4.4		Records relating to arrangements for training, including transport, programs, authorisations, venue bookings, hire of equipment and catering.	TEMPORARY Destroy 5 years after last action.
4.4.5		Records of attendance provided to members of the community who attend courses suitable for the purposes of Recognition of Prior Learning.	TEMPORARY Destroy 5 years after last action.
4.4.6		Records relating to the evaluation of training and education programs.	TEMPORARY Destroy 2 years after last action.
4.4.7		Monthly events list or calendar of the educational program provided by the Board to the community.	TEMPORARY Destroy 12 months after date of last event.
4.4.8		Contact lists for mailouts and correspondence to interest groups, Incorporated Bodies and landholders.	TEMPORARY Destroy 2 years after last action.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
5	FUNDS MANAGEMENT		
5	FUNDS MANAGEMENT	The function of receiving funds for projects, research and monitoring, and disbursing grants to the community, proponents and organisations.	
5.1	Community Grants	<i>The activity of providing funding to the community, individuals and local councils for approved nominated projects and initiatives.</i>	
5.1.1		Records of successful applications from the community for funding for specific projects and initiatives, e.g. Gawler High School Wetlands Project, Star of the Sea School, Henley Beach Marine Centre Project, Wallop a Woody weed Community Project. Includes NRM Board assessment criteria and works inspections.	PERMANENT
5.1.2		Records of unsuccessful applications from the community for funding for projects and initiatives. Includes NRM Board assessment criteria.	TEMPORARY Destroy 12 months after last action.
5.1.3		Register of successful and unsuccessful applications from the community for funding of projects and initiatives. Includes summary details of applicant, application project/initiative, outcome of application, if unsuccessful the reason why.	PERMANENT
5.2	Revenue	<i>The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls. (AAA)</i>	
5.2.1		Records of revenue contributed through Council and State applied levies.	TEMPORARY Destroy 5 years after last action.
5.2.2		Records documenting Commonwealth/State funding. Includes Investment Strategy, schedule of documents, quarterly progress and acquittals and annual performance reports.	TEMPORARY Destroy 10 years after last action.
5.2.3		Records establishing Service Level Agreements between the NRM Board and government or community. See also: GDS 15.7.6.2 Government Relations – Agreements for Regional Partnerships with government.	TEMPORARY Destroy 7 years after last action.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
5 FUNDS MANAGEMENT			
5.2.4	Revenue (cont'd)	Records of successful applications for funding from providers other than Commonwealth/State funding. Includes acquittals, progress and final reports.	TEMPORARY Destroy 10 years after last action.
5.2.5		Records of all unsuccessful funding applications.	TEMPORARY Destroy 2 years after last action.
5.2.6		Database records reporting on outputs to the Commonwealth, e.g. "Tracker". Includes details of works undertaken, details of property on which funding spent, outcome of funding spent, e.g. number of hectares of revegetation, number of kilometres of fencing, etc.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
6	SOIL CONSERVATION		
6	SOIL CONSERVATION	The function of managing and controlling soil quality, supporting biodiversity and assisting landholders.	
6.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (AAA)</i>	
6.1.1		Records relating to the provision of significant advice about soil resources that may involve public controversy, create a precedent or unknown future impact.	PERMANENT
6.1.2		Records relating to the provision of routine advice concerning soil and land management, e.g. ground cover, soil erosion, salinity.	TEMPORARY Destroy 8 years after last action.
6.1.3		Records documenting the assessment of routine threats, such as regular erosion cycles, and subsequent advice by Advisory Groups, Local Action Planning Groups, Non-Government Organisations and NRM Groups. Includes recommended actions for all risk categories.	TEMPORARY Destroy 8 years after last action.
6.2	Contracting-out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (AAA)</i>	
6.2.1		Records relating to the hiring and use of consultants, contractors and suppliers for soil conservation tasks under specialty contract and/or resulting in major public interest. Includes work requests and internal job sheets.	PERMANENT
6.2.2		Records relating to the hiring and use of consultants, contractors and suppliers for minor soil conservation tasks, such as sampling and testing. Includes work requests and internal job sheets.	TEMPORARY Destroy 8 years after last action.
6.2.3		Contractors' progress and final reports against the outcomes for Resource Condition Targets (RCTs) or Management Action Targets (MATs).	PERMANENT
6.3	Inspecting	<i>The activity of conducting inspections or site visits and carrying out follow-up contacts.</i> <i>See also item 6.4 SOIL CONSERVATION – Regulating.</i>	
6.3.1		Records of inspectors' work schedules relating to soil conservation.	TEMPORARY Destroy 2 years after last action.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
6 SOIL CONSERVATION			
6.3.2	Inspecting (contd)	Records documenting inspections or site visits and follow-up contacts relating to soil conservation where no breach or infringement of the NRM Act (as amended) has occurred. See: item 6.4.1 where a breach or infringement has occurred.	TEMPORARY Destroy 10 years after last entry.
6.3.3		Database records recording work schedules, inspections and visits for reporting to the Board relating to soil conservation.	TEMPORARY Destroy 10 years after system closed or superseded or data migrated to successor system.
6.4	Regulating	<i>The activity of monitoring the compliance of other individuals and organisations with mandatory requirements, legislation, national and international standards. Includes the serving of notices, legal actions and prosecutions arising from breaches and infringements, the assessment of applications, licensing and certification.</i> <i>See also item 6.3 SOIL CONSERVATION – Inspecting.</i>	
6.4.1		Records of serving of notices, legal actions, and prosecutions arising from breaches and infringements of the NRM Act (as amended). See: item 6.3.2 where no breach or infringement has occurred.	PERMANENT
6.5	Research and Monitoring	<i>The activity of developing frameworks for investigating and monitoring natural resources and site and resource assessment. Includes establishing baseline biodiversity inventories, reporting on resource conditions, trends and targets and hosting technical and scientific reference groups.</i> See also: GDS 15.16.42 STRATEGIC MANAGEMENT – Evaluation.	
6.5.1		Dossier files for properties, Aboriginal Communities or Incorporated Bodies containing specific details, including location maps, debt recovery, correspondence, interviews, and reports.	PERMANENT
6.5.2		Records documenting programs and projects for soil conservation. Includes soil erosion and biodiversity.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
6 SOIL CONSERVATION			
6.5.3	Research and Monitoring (cont'd)	Records of metered salinity test results for soil and water, for assessing suitability for stock feed and other uses.	PERMANENT
6.5.4		Database records monitoring the condition of the resource relating to soil conservation.	Permanent Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes.
6.5.5		Records of surveys and other data collection activities relating to soil conservation.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
7 WATER MANAGEMENT			
7	WATER MANAGEMENT	The function of managing water resources and supporting biodiversity within a defined area of responsibility. It includes the rehabilitation of watercourses, maintenance of surface and groundwater quality and the sustainable use and re-use of water. Includes water quality monitoring and the control of pesticides and herbicides.	
7.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. (AAA)</i>	
7.1.1		Records relating to the provision of significant advice about water resources that may involve public safety or controversy, create a precedent or unknown future impact.	PERMANENT
7.1.2		Records relating to the provision of routine advice concerning water management, e.g. river access and houseboat movements.	TEMPORARY Destroy 8 years after last action.
7.1.3		Records documenting the assessment of routine threats, such as algal blooms, and subsequent advice by Advisory Groups, Local Action Planning Groups, Non-Government Organisations and NRM Groups. Includes recommended actions for all risk categories.	TEMPORARY Destroy 8 years after last action.
7.2	Contracting-out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (AAA)</i>	
7.2.1		Records relating to the hiring and use of consultants, contractors and suppliers for water management tasks under specialty contract and/or which result in major public interest. Includes work requests and internal job sheets.	PERMANENT
7.2.2		Records relating to the hiring and use of consultants, contractors and suppliers for minor water management tasks, such as reports of feasibility studies. Include work requests and internal job sheets.	TEMPORARY Destroy 8 years after last action.
7.2.3		Contractors progress and final reports against the outcomes for Resource Condition Targets (RCTs) or Management Action Targets (MATs).	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
7 WATER MANAGEMENT			
7.3	Groundwater Management	<i>The activity of managing and supplementing supplies of underground water for subsequent re-use. Includes monitoring and recovering the aquifers. Groundwater comes from rain, snow, sleet, and hail that soaks into the ground.</i>	
7.3.1		Records documenting groundwater management programs and projects, e.g. aquifer storage and recovery, wetlands, rising water tables, leaky wells.	PERMANENT
7.3.2		Database records managing information on groundwater resources.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes.
7.4	Inspecting	<i>The activity of conducting inspections or site visits and carrying out follow-up contacts.</i> <i>See also item 7.5 WATER MANAGEMENT – Regulating.</i>	
7.4.1		Records of inspectors' work schedules relating to water management.	TEMPORARY Destroy 2 years after last action.
7.4.2		Records documenting inspections or site visits and follow-up contacts relating to water management where no breach or infringement of the NRM Act (as amended) has occurred. See: item 7.5.2 where a breach or infringement has occurred.	TEMPORARY Destroy 10 years after last entry.
7.4.3		Database records relating to water management recording work schedules, inspections and visits for reporting to the Board.	TEMPORARY Destroy 10 years after system closed or superseded or data migrated to successor system.
7.5	Regulating	<i>The activity of monitoring the compliance of other individuals and organisations with mandatory requirements, legislation, national and international standards. Includes the serving of notices, legal actions and prosecutions arising from breaches and infringements, the assessment of applications, licensing and certification.</i> <i>See also item 7.4 WATER MANAGEMENT– Inspecting.</i>	

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
7 WATER MANAGEMENT			
7.5.1	Regulating (cont'd)	Records documenting the assessment of permit applications for water affecting activities including dams, excavation, deposition of rock, outlined in the NRM Act (as amended), and its predecessor Acts.	PERMANENT
7.5.2		Records of serving of notices, legal actions, and prosecutions arising from breaches and infringements of the NRM Act (as amended). See: item 7.4.2 where no breach or infringement has occurred.	PERMANENT
7.6	Research and Monitoring	<i>The activity of developing frameworks for investigating and monitoring natural resources and site and resource assessment. Includes establishing baseline biodiversity inventories, reporting on resource conditions, trends and targets and hosting technical and scientific reference groups.</i> See also: GDS 15.16.42 STRATEGIC MANAGEMENT – Evaluation.	
7.6.1		Dossier files for properties, Aboriginal Communities or Incorporated Bodies containing specific details, including location maps, debt recovery, correspondence, interviews, and reports.	PERMANENT
7.6.2		Records documenting water usage via landholder, community or incorporated body input, metering of bores or other measuring and monitoring methods.	PERMANENT
7.6.3		Records documenting research conducted on water resources including water quality, quantity, movement, environmental flows and catchment scale.	PERMANENT
7.6.4		Database records documenting investigations of trends in changes of biodiversity at sites associated with River Murray Water.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes.
7.6.5		Records of research conducted by the Board to investigate or improve flood or riparian management. Includes flood data.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes.

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
7 WATER MANAGEMENT			
7.7	Surface Water Management	<i>The activity of managing flood plains and protecting and rehabilitating watercourses from poor land and soil management, invasion of exotic vegetation, access by stock, poor waste management or land clearances.</i>	
7.7.1		Records documenting the construction of fish passageways at key sites to facilitate natural cycles of native fish populations.	PERMANENT
7.7.2		Records documenting surface water management programs and projects. Includes watercourses, flood plain, riparian and effluent management.	PERMANENT
7.7.3		Records documenting negotiations with Councils for the preparation of flood plain maps.	PERMANENT
7.7.4		Flood plain maps.	PERMANENT
7.7.5		Records documenting flood mitigation schemes.	PERMANENT
7.7.6		Records documenting negotiations with the State or Local Governments to provide effluent treatment or re-use opportunities in any new sewerage or System Tank Effluent Disposal Scheme (STEDS).	PERMANENT
7.7.7		Records documenting the installation of water quality improvement devices, e.g., pollutant traps.	TEMPORARY Destroy 5 years after last action.
7.7.8		Database records managing information on surface water resources.	PERMANENT Actively manage and migrate to ensure ongoing accessibility for evidential and/or historical purposes.
7.8	Water Allocation Planning	<i>The activity of measuring current and projected use of water to enable planning for future use within prescribed areas, and the sustainability of that usage. Water allocation plans set the principles or rules under which water can be allocated on water licences. Principles for the transfer of water allocations are also included.</i>	
7.8.1		Records documenting the developing, amending and reviewing of water allocation plans, setting of the levy and follow-up monitoring reports.	PERMANENT
7.8.2		Records of submissions, consultation, awareness and public meeting feedback leading up to the allocation decision. Includes reviews and transfers of water allocations.	PERMANENT

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ITEM	FUNCTION	DESCRIPTION	DISPOSAL ACTION
7 WATER MANAGEMENT			
7.8.3		Water Allocation Plans and supporting documentation for the prescribed areas, including updates and reviews.	PERMANENT