

## State Records Authority of New South Wales

### **Functional Retention and Disposal Authority: FA253**

This authority covers records documenting the function of Crown Lands management

Issued to Department of Lands – Crown Lands Division

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Records Authority of New South Wales in accordance with section 21(3) of the Act.



# State Records Authority of New South Wales

## Functional Retention and Disposal Authority

**Authority no** FA253

**SR file no** 07/0421

**Scope**

This functional retention and disposal authority covers records documenting the function of Crown lands management from 1792 onwards.

**Public office**

Department of Lands – Crown Lands Division

**Approval date**

David Roberts  
Director  
State Records Authority of New South Wales

20/02/2008  
Date

## About the Functional Retention and Disposal Authority

### Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

### The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21 (2)(c) of the *State Records Act 1998* (NSW). Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of State Records with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. The State Records Authority ('State Records') reviews and approves organisations' retention and disposal authorities under the *State Records Act 1998*.

This authority is the product of an appraisal process conducted in accordance with State Records' *Standard on the appraisal and disposal of State records*. It is the duty of a public office, in submitting a draft functional retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

State Records' decisions take into account both the administrative requirements of the public office in discharging its functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records' functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the*

*identification of State archives*. The Policy also explains the roles and responsibilities of State Records and of public offices in undertaking appraisal processes and disposal activities.

## **Implementing the authority**

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. Advice on sentencing can be obtained from State Records.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see also the *General Retention and Disposal Authority – Imaged records*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

## **Disposal action**

### ***Records required as State archives***

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Records when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Records regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Records' control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

### ***Records approved for destruction***

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, FOI requests) where the records may be required as evidence. Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Records recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Records.

### **Custody**

The custody column in the functional retention and disposal authority is designed to assist public offices in identifying storage requirements or transfer arrangements for records identified as State archives (ie with a Disposal action of 'Required as State archives'). The directions in this column are recommendations only and are *not* mandatory. The type of information may include directions on how long records should be retained in the office and how long they should be kept in off-site, off-line or secondary storage prior to their transfer as State archives. A recommendation to retain records in the organisation for more than 25 years does not imply that a *still in use determination* (see Part 4, Section 28 of the State Records Act 1998) or that a distributed management agreement (see Part 4, Section 30 of the State Records Act 1998)

has been approved by State Records. Advice on arrangements for managing and transferring State archives can be obtained from State Records.

### **Administrative change**

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable functional retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Records for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Records to discuss use of any existing functional retention and disposal authority approved for use by a predecessor organisation.

### **Amendment and review of this authority**

State Records must approve any amendment to this authority. Public offices that use the authority should advise State Records of any proposed changes or amendments to the authority.

State Records recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Records and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

### **Contact Information**

State Records  
PO Box 516 Kingswood NSW 2747  
Telephone: (02) 8247 8627  
Facsimile: (02) 8247 8626  
E-mail: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)

**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered

Function	Activity	Reference
<b>CROWN LAND AUTHORISATIONS</b>		1.0.0
	Appeals (decisions)	1.1.0
	Authorisation	1.2.0
	Disposal	1.3.0
	Easements and Licences	1.4.0
	Enclosure Permits	1.5.0
	Enquiries	1.6.0
	Evaluation	1.7.0
	Fees	1.8.0
	Leasing-Out	1.9.0
	Policy	1.10.0
	Procedures	1.11.0
	Reporting	1.12.0
<b>CROWN LANDS MANAGEMENT</b>		2.0.0



**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered
--

Function	Activity	Reference
	Aboriginal Cultural Heritage	2.1.0
	Acquisition	2.2.0
	Agreements	2.3.0
	Appeals (decisions)	2.4.0
	Assessments	2.5.0
	Boundary Determinations	2.6.0
	Conservation	2.7.0
	Construction	2.8.0
	Determinations	2.9.0
	Enquiries	2.10.0
	Evaluation	2.11.0
	Fire Management	2.12.0
	Joint Ventures	2.13.0
	Land Assessments	2.14.0
	Maintenance	2.15.0

**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered
--

Function	Activity	Reference
	Monitoring	2.16.0
	Pest and Weed Control	2.17.0
	Planning	2.18.0
	Policy	2.19.0
	Procedures	2.20.0
	Project Management	2.21.0
	Public (Crown) Roads Management	2.22.0
	Reporting	2.23.0
	Surveillance	2.24.0
<b>LAND BOARDS AND RESERVE TRUSTS</b>		3.0.0
	Audit	3.1.0
	Authorisation	3.2.0
	Disputes	3.3.0
	Funds Allocation	3.4.0

**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered

Function	Activity	Reference
	Notification	3.5.0
	Policy	3.6.0
	Procedures	3.7.0
	Reporting	3.8.0
<b>LAND DISPUTE RESOLUTION</b>		4.0.0
	Disputes	4.1.0
	Inquiries	4.2.0
<b>LAW ENFORCEMENT</b>		5.0.0
	Infringements	5.1.0
	Investigations	5.2.0
	Liaison	5.3.0
	Policy	5.4.0
	Reporting	5.5.0
<b>NATIVE TITLE AND ABORIGINAL LAND</b>		6.0.0

**Functional Retention and Disposal Authority  
Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered

Function	Activity	Reference
<b>RIGHTS</b>		
	Advice	6.1.0
	Agreements	6.2.0
	Appeals (decisions)	6.3.0
	Claims	6.4.0
	Enquiries	6.5.0
	Investigations	6.6.0
	Liaison	6.7.0
	Policy	6.8.0
	Procedures	6.9.0
	Reporting	6.10.0
<b>PUBLICATION</b>		7.0.0
	Drafting	7.1.0
	Production	7.2.0
<b>TECHNOLOGY AND TELECOMMUNICATIONS</b>		8.0.0

**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

List of Functions and Activities covered
--

Function	Activity	Reference
	Database Management	8.1.0
	Evaluation	8.2.0
<b>ADDITIONAL RECORDS</b>		
	Records relating to the administration and management of Crown land in New South Wales created prior to 1884	9.1.0
	Financial, personnel and general administrative records of the Crown Lands Division 1900 – 1940	9.2.0

**Functional Retention and Disposal Authority**  
**Crown lands management (Department of Lands – Crown Lands Division)**

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
1.0.0	<b>CROWN LAND AUTHORISATIONS</b>	The function of alienating Crown land whether it is temporal, use based or title based as part of the exploitation of Crown lands for the benefit the general public of NSW. Includes Crown lands sales, tenures and permits.		
1.1.0	<b>Appeals (decisions)</b>	The activities involved in the process of appealing against decisions by application to a higher authority.  See <b>LAND DISPUTE RESOLUTION – Disputes</b> for records relating to land board appeals.		
1.1.1		Records relating to appeals against Crown land authorisation decisions to a higher authority such as the Land and Environment Court or the Supreme Court and which are precedent setting in nature or result in significant changes to the agency's policies and/or procedures. Records include appeal application, notice of hearing, subpoena notices, submissions, decisions, court orders, etc.	Required as State archives	Transfer 10 years after last action
1.1.2		Records relating to appeals against Crown land authorisation decisions to a higher authority such as the Land and Environment Court or the Supreme Court and which are <b>not</b> precedent setting in nature or result in significant changes to the agency's policies and/or procedures. Records include appeal application, notice of hearing, subpoena notices, submissions, decisions, court orders, etc.	Retain in agency	
1.2.0	<b>Authorisation</b>	The process of seeking and granting permission to undertake a requested action.		
1.2.1		Registers maintained by Crown land agents recording	Required as State	Transfer when no

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		summary details of transactions or authorisations relating to the permitted use, occupancy or sale of Crown lands.	archives	longer in use
1.2.2		Records relating to applications for registration as land agents, including applications, investigations, objections to applications, and determinations.	Retain minimum of 10 years after registration is terminated or suspended, then destroy	
1.3.0	<b>Disposal</b>	The process of disposing of property no longer required by the Crown by sale, transfer, termination of lease, auction or destruction. Includes the process of arranging and administering the release of general Crown land by sale for purposes such as building homes, rural production, commercial or industrial use when it has been determined that a parcel of Crown land is no longer required for any Government or community purpose. Also includes sale by acquisition from other Government departments and sale of land on behalf of other Government departments. Includes undertaking land survey and title registration for the disposal of the land.		
1.3.1		Records relating to the disposal of Crown land by sale. Records include assessments and investigations, including records relating to statutory processes such as land assessment, native title extinguishment and Aboriginal land claims investigations, contracts of sale, details of negotiations, conditions imposed on the owner and conditions of sale.	Required as State archives	Transfer 10 years after last action
1.3.2		Records relating to successful applications to purchase a Crown road. Records include applications, approvals and	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		details of any associated conditions of approval e.g. covenants and records of decision making processes.		
1.3.3		Records relating to unsuccessful applications to purchase a Crown road. Records include applications, records of decision making processes, and notifications of outcomes of applications.	Retain minimum of 10 years after last action, then destroy	
1.3.4		Records relating to successful applications for consent to transfer land comprised in a Crown holding by way of sale, lease, etc. Records include applications, approvals, and records of decision making processes.	Required as State archives	Transfer 10 years after transfer of the title
1.3.5		Records relating to unsuccessful applications for consent to transfer land comprised in a Crown holding by way of sale, lease etc. Records include applications, records of decision making processes, and notifications of outcomes of applications.	Retain minimum of 7 years after last action, then destroy	
1.3.6		Records relating to successful applications for the removal of restrictions on subdivision on a former perpetual lease. Records include applications, searches and decisions.	Required as State archives	Transfer 10 years after last action
1.3.7		Records relating to unsuccessful applications for the removal of restrictions on subdivision on a former perpetual lease. Records include applications, searches and decisions.	Retain minimum of 7 years after last action, then destroy	
1.3.8		Records relating to the transfer of control of a Crown road to another public authority (such as a local or municipal council). Records include applications, searches and decisions.	Required as State archives	Transfer 10 years after last action
1.3.9		Records relating to administrative arrangements for auctions	Retain minimum of	

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		for the disposal of Crown land, includes arrangements with agents.	10 years after last action, then destroy	
1.4.0	<b>Easements and Licences</b>	Rights, attached to land, permitting rights of way or entitlements of use to others for a specific purpose.		
1.4.1		Registers recording summary details of easements or licences permitting rights of way or entitlements of use to others for specific purposes.	Required as State archives	Retain in agency
1.4.2		Records relating to the establishment, maintenance, review and negotiation of memoranda of understanding and formal agreements with other agencies concerning codes of practice for the conduct of construction and maintenance activities on Crown lands. This includes agreements in relation to sites of Aboriginal or other cultural or heritage significance. Records include draft and final versions of agreements, records of meetings and discussions and negotiations.	Required as State archives	Transfer 10 years after termination of agreement
1.4.3		Records relating to easements and licences for the conduct of activities on Crown land such as mining, trig stations, extractive industries, pipelines and powerlines, and power stations, where the land has been irretrievably affected or where remediation action has been undertaken and has been unsuccessful. Includes records relating to the grant of the licence or easement and any associated agreements or conditions, records relating to the management of pollution incidents, records relating to the nature and extent of contamination and remediation of the land, and records of meetings, negotiations and agreements in relation to same.	Required as State archives	Transfer 10 years after easement ceases or licence expires and remediation or further action has ceased
1.4.4		Records relating to easements and licences for the conduct of activities on Crown land such as mining, trig stations,	Retain in agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		extractive industries, pipelines and powerlines, and power stations, where there has been a minor or nil effect on the land or where there has been a major effect on the land and successful remediation action has been undertaken. Records include documentation of contamination, agreements, draft agreements, records of meetings and negotiations in relation to same. Records include documentation of contamination and remediation, draft and final, approved versions of agreements to conduct activities on land, and records of meetings and negotiations in relation to same.		
1.4.5		Records relating to the creation of easements to provide for right of way to land-locked properties.	Retain in agency	
1.4.6		Records relating to the construction and maintenance of structures by third parties on Crown land where the Department or the Minister is the permissive authority. Records include applications and approvals, plans and drawings.	Retain in agency	
1.4.7		Records relating to the authorisation or approval of encroachments on Crown Lands, i.e. where a fee is paid to Crown Lands to maintain the encroachment. Records include applications, approvals, notice of cessation of encroachment and all correspondence in relation to same.	Retain in agency	
1.5.0	<b>Enclosure Permits</b>	The activities associated with permitting the enclosure of Crown lands. Includes enclosure of Crown roads and watercourses.		
1.5.1		Records relating to the grant of permission for the enclosure of or exemptions from the requirement to maintain access to Crown land. This includes the enclosure of Crown roads or	Retain in agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		watercourses, permits for the cultivation or economic use of land inconsistent with access, and permits issued for unauthorised enclosures. Records include initial applications, as well as applications to add to or to amalgamate existing enclosures or transfer exemptions, and notifications of or correspondence concerning the cancellation of a permit or exemption.		
1.5.2		Records relating to applications for the enclosure of Crown roads or watercourses which are <b>not</b> granted. Records include initial applications as well as applications to add to or to amalgamate existing enclosures and notifications of or correspondence concerning the cancellation of the enclosure.	Retain minimum of 7 years after last action, then destroy	
1.5.3		Records relating to the issue of directions, including directions issued by the Minister or by a local land board, to the holder of an enclosure permit to erect or remove structures (such as gates on the road). Records include investigations, directions and all related correspondence.	Retain in agency	
1.6.0	<b>Enquiries</b>	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.		
1.6.1		Records relating to enquiries made by the general public or another organisation regarding the financial status of a tenure holder or the status of land.	Retain minimum of 7 years after action completed, then destroy	
1.7.0	<b>Evaluation</b>	The process of determining the suitability or potential of existing programs, or systems, or services in relation to meeting the needs of a given situation. Includes ongoing monitoring.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
1.7.1		Records relating to evaluations of major programs or services supporting Crown lands alienation processes which result in recommendations for legislative change or changes to organisational policy concerning the use or management of Crown lands, or set precedents for the management or administration of disposal or permitted use authorisation processes. Includes terms of reference, proposals, reports, findings and recommendations.	Required as State archives	Transfer 10 years after action completed
1.7.2		Records relating to evaluations of programs or services supporting Crown lands alienation processes which do <b>not</b> result in changes to agency policy or set precedents for the management or administration of authorisation processes. Includes terms of reference, proposals, reports, findings and recommendations.	Retain minimum of 5 years after last action, then destroy	
1.8.0	<b>Fees</b>	The activities involved in the collection and management of money, other than salary or allowances, charged to or by an organisation for goods or services rendered.		
1.8.1		Records relating to the development and amendment of schedules of fees for Crown lands authorisations, including minimum rent determinations and fees relating to the issue of permits, licences etc. Records include investigations and policy determinations, draft fee schedules, government and community consultation undertaken as part of the process, and records of determinations.	Required as State archives	Transfer 10 years after last action
1.8.2		Records relating to the implementation of schedules of fees, including procedure documents for the calculation, determination and levying of fees and the issuing of fee schedules, including for Crown roads and watercourses.	Retain until superseded, then destroy	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
1.8.3		Records relating to objections to fees whether successful or unsuccessful. Records include objection, determination and related correspondence with leaseholder or applicant.	Retain minimum of 7 years after last action, then destroy	
1.8.4		Records relating to rent redeterminations under individual contracts.	Retain minimum of 7 years after superseded, then destroy	
1.8.5		Records relating to reimbursements for cancellations of leases, licences, easements, permits and other agreements.	Retain minimum of 6 years after audit, then destroy	
1.8.6		Records relating to the collection of monies in relation to leases, licences, easements, permits and other agreements.	Retain minimum of 6 years after audit, then destroy	
1.8.7		Records relating to the collection of monies in relation to leases, licences, easements and other agreements, enclosures and other uses of Crown roads and watercourses, where payment is <b>not</b> in arrears and/or the account is <b>not</b> in debt. Includes annual rents and fees.	Retain minimum of 7 years after debt acquitted, then destroy	
1.8.8		Records relating to applications for hardship relief. Records include applications, correspondence with the applicant and any internal advice associated with the matter.	Retain minimum of 7 years after debt acquitted, then destroy	
1.8.9		Records relating to the collection of rates on behalf of other agencies.	Retain minimum of 6 years after audit,	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
			then destroy	
1.9.0	<b>Leasing-Out</b>	<p>The activities involved in leasing-out Crown lands, including subleases, and the conversion of these leases.</p> <p>See <b>CROWN LAND AUTHORISATION - Authorisations</b> for registers containing details of authorised or permitted uses of Crown lands.</p> <p>See <b>CROWN LANDS MANAGEMENT – Assessments</b> for records relating to applications to cultivate land or to clear land or native vegetation in the western division.</p> <p>See <b>TECHNOLOGY AND TELECOMMUNICATIONS – Database Management</b> for summary information on tenures contained in database systems.</p>		
1.9.1		<p>Maps and plans supporting the management and administration of Crown land tenures. This includes maps and plans of parishes, counties, towns, environs, administrative and irrigation areas etc. detailing place names, boundaries, roads, land portions, tenure, status or lease information and associated references, schedules etc. and all annotations and attachments.</p>	Required as State archives	Transfer when reference use ceases
1.9.2		<p>Card indexes to tenures (Tenure Cards – District and Head Office). Details recorded include lease no., land district, gazetted, term of lease, term extended, purpose of lease, lessee or transferees, address, date application or transfer, particulars of land, portion, parish, county, shire, area, and annual rent.</p>	Required as State archives	Transfer when administrative and reference use ceases

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
1.9.3		Records relating to all forms of tenure or permitted uses (including incomplete purchase, perpetual, conditional, term, long term and special leases, and leases under the Crown Lands Act 1989) where the record of the history of the use of the land provides documentation of the long term environmental impact and conservation values associated with patterns of permissible use of the land. Includes (but is not limited to) all records relating to portions of land where public positive covenants have been established and all records of Western Lands Division tenures which document investigations and monitoring of land use under the tenure. Records include applications for tenure, evaluations, agreements, correspondence and investigations in relation to tenure and land status, applications for conversion, applications to transfer, land board matters, investigations of breaches of contractual arrangements and notices issued in relation to same.	Required as State archives	Transfer 10 years after lease expired or terminated
1.9.4		Records relating to all tenures (including incomplete purchase, perpetual, conditional, term, long term and special leases), where the tenure is successfully converted to a purchase. Records include applications for tenure, evaluations, agreements, correspondence and investigations in relation to tenure and land status, applications for conversion, applications to transfer, and land board matters.	Required as State archives	
1.9.5		Records relating to tenures or permitted uses issued prior to the Crown Lands Act 1989 which do <b>not</b> proceed to purchase, and where the record of the history of the use of the land does <b>not</b> provide documentation of the long term environmental impact and conservation values associated with patterns of permissible use of the land. Include leases where there is no option for conversion, yearly leases	Retain in agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		including tenures known as annual leases, occupation licences and preferential occupation licences, and permissive occupancies and quarry licences. Records include applications for tenure or use, evaluations, agreements, correspondence and investigations in relation to tenure and land status, applications for conversion, applications to transfer, land board matters, investigations of breaches of contractual arrangements or conditions of tenure, and notices issued in relation to same.		
1.9.6		Records relating to leases under the Crown Lands Act 1989 where there is no option for conversion and where the record of the history of the use of the land does <b>not</b> provide documentation of the long term environmental impact and conservation values associated with patterns of permissible use of the land. Records include lease applications, evaluations, agreements, correspondence and investigations in relation to tenure and land status, applications for conversion, applications to transfer, land board matters, investigations of breaches of contractual arrangements or tenure conditions, and notices issued in relation to same.	Retain in agency	
1.9.7		Records relating to applications for leases and tenure licences which are <b>not</b> granted.	Retain minimum of 2 years after last action, then destroy	
1.10.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making and as the basis from which the organisation's operating procedures are determined.		
1.10.1		Records relating to the development and amendment of policy and strategy relating to alienation and permissible	Required as State archives	Transfer 10 years after superseded

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		use, sale or disposal of Crown land. Records include draft documentation, comments, records of meetings held to discuss policy, and final policy documents.		
1.10.2		Records relating to the implementation of policy. Records include circulars and staff communication materials, including materials published on the intranet.	Retain until superseded, then destroy	
1.11.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.		
1.11.1		Final procedures and guidelines relating to requirements or processes for the alienation and permissible use, sale or disposal of Crown land.	Required as State archives	Transfer 10 years after superseded
1.11.2		Records relating to the development of procedures and guidelines on Crown lands authorisation requirements or processes. Records include drafts, comments, and records of meetings and negotiations held to assist the development of procedures.	Retain minimum of 3 years after superseded, then destroy	
1.12.0	<b>Reporting</b>	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and providing formal statements of findings of the results of the examination or investigation.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNMENT RELATIONS - Reporting for reports to Minister, other government agencies, etc.</i></p>		
1.12.1		Final versions of formal reports relating to the alienation of	Required as State	Transfer 10 years

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		Crown land and the administration and management of authorisation processes.	archives	after last action
1.12.2		Working papers relating to the development of reports. Records include draft reports, research and information, and comments.	Retain minimum of 2 years after last action, then destroy	
2.0.0	<b>CROWN LANDS MANAGEMENT</b>	<p>The function of managing the physical attributes of Crown lands including land assessments, authorisation, inspections, compliance activities and support for reserve trusts who undertake management activities for delegated portions of Crown lands.</p> <p>See <b>CROWN LAND AUTHORISATIONS</b> for records relating to the alienation (e.g. authorisation of permitted uses, such as leases, licences or permits, easements etc., or of the disposal) of Crown land.</p>		
2.1.0	<b>Aboriginal Cultural Heritage</b>	Activities involved in the management of places, sites or relics of significance to Aboriginal heritage.		
2.1.1		Records relating to the identification, assessment and management of Aboriginal places, sites and relics located or found on Crown lands, including areas gazetted as Aboriginal places of significance. Records include requests to disturb land or objects of Aboriginal significance and decisions made in relation to same.	Required as State archives	Transfer to 10 years after last action
2.2.0	<b>Acquisition</b>	The processes associated with the acquisition of Crown land.		
2.2.1		Records relating to the acquisition and gazetting of Crown land. This includes where land is acquired through compulsory acquisition or resumption (including where	Required as State archives	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		undertaken on behalf of another government department); a gift, bequest or transfer of a private trust; voluntary surrender; and the withdrawal of a licence or lease. Records include agreements, negotiations held in relation to agreements, gazettal notices, records relating to compensation to parties affected by the acquisition, and records relating conditions placed on land transferred by bequest.		
2.3.0	<b>Agreements</b>	<p>The processes associated with the establishment, negotiation, maintenance and review of agreements in relation to the management of Crown land.</p> <p>See <b>CROWN LAND MANAGEMENT – Joint Ventures</b> for records relating to joint project arrangements with other governments.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records - CONTRACTING-OUT</i> for records relating to agreements for the contracting out or provision of land management services.</p>		
2.3.1		Records relating to agreements between other bodies or persons and the Minister regarding the management of Crown land for specific purposes. Records include draft agreements, records of meetings and negotiations, investigations, and final agreements.	Required as State archives	Transfer 15 years after last action
2.4.0	<b>Appeals (decisions)</b>	<p>The activities involved in the process of appealing against decisions by application to a higher authority.</p> <p>See <b>LAND DISPUTE RESOLUTION</b> for records relating to appeals to land boards.</p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
2.4.1		Records relating to disputes concerning the physical management of Crown lands which are referred to a higher authority such as the Supreme Court and which are precedent setting in nature or result in significant changes to the organisation's policies and procedures. Includes appeal application, notice of hearing, subpoena notices, submissions, decisions, court orders, etc.	Required as State archives	Transfer 10 years after last action
2.4.2		Records relating to disputes concerning the physical management of Crown lands which are referred to a higher authority such as the Supreme Court and which are <b>not</b> precedent setting in nature or do not result in significant changes to the agency's policies and procedures. Includes appeal application, notice of hearing, subpoena notices, submissions, decisions, court orders, etc.	Retain in agency	
2.5.0	<b>Assessments</b>	<p>The process of assessing and reviewing the potential impact on Crown lands of planning and environmental instruments and of development proposals.</p> <p>See <b>CROWN LANDS MANAGEMENT – Land Assessments</b> for records relating to assessments undertaken for the purposes of determining suitable uses for land.</p> <p>See <b>CROWN LANDS MANAGEMENT – Planning</b> for records relating to the development of regional environmental plans (REPS) by the Department, e.g. for the Western Lands Division.</p>		
2.5.1		Records relating to the assessment of development applications (successful or unsuccessful) which result in a high level of public interest or controversy or which result in significant effects on the land or the surrounding area.	Required as State archives	Transfer 10 years after action completed

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		Includes development applications lodged by third parties.		
2.5.2		Records relating to the assessment of successful and unsuccessful development applications which do <b>not</b> result in a high level of public interest or controversy and which do <b>not</b> result in significant effects on the land or the surrounding area.	Retain in agency	
2.5.3		Records relating to the review and assessment of environmental planning instruments where the agency has significant input or makes submissions towards the development of State, Local and Regional Environmental Planning instruments (SEPPs, LEPs and REPs).  See <b>CROWN LANDS MANAGEMENT – Planning</b> for records relating to the development of regional environmental plans (REPS) by the Department, e.g. for the Western Lands Division.	Required as State archives	Transfer 10 years after last action
2.5.4		Records relating to the review and assessment of environmental planning instruments where the agency has minor input towards the development of State, Local and Regional Environmental Planning instruments (SEPPs, LEPs and REPs).	Retain in agency	
2.5.5		Records relating to applications for permission to clear native vegetation on State protected or leasehold land or to clear and cultivate leasehold land within the Western Division. Records include applications (approved or not approved), investigations, assessment and final reports.	Required as State archives	Retain in agency
2.6.0	<b>Boundary</b>	The process of determining the landward boundary for a		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
	<b>Determinations</b>	road or reserve fronting either tidal or non tidal waters.		
2.6.1		Records relating to applications for boundary determinations for mean high water mark and non tidal rivers where Crown reservations have a boundary with freehold land. Records include initial applications and supporting documentation and final determination.	Required as State archives	Transfer 10 years after action completed
2.7.0	<b>Conservation</b>	<p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of property or assets. Includes the management of heritage property, remediation of contaminated land and the conservation of Aboriginal sites.</p> <p>See <b>CROWN LANDS MANAGEMENT - Construction</b> for records relating to the construction, major renovation or restoration of buildings, structures or environs.</p> <p>See <b>CROWN LANDS MANAGEMENT - Maintenance</b> for records relating to the ongoing maintenance of property.</p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT – Conservation for records relating to the remediation of contaminated sites.</i></p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT – Conservation for summary records created to record and facilitate the identification and ongoing management of heritage assets, e.g. heritage and conservation registers.</i></p>		
2.7.1		Records relating to the identification and assessment of	Required as State	Transfer 10 years

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>Crown land assets where the assessment has confirmed that the asset is of heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include:</p> <ul style="list-style-type: none"> <li>-internal organisational assessments</li> <li>-records of consultation with communities and other stakeholders</li> <li>-consultants' reports</li> <li>-nominations and submissions on proposed listings</li> <li>-correspondence with heritage bodies</li> <li>-notifications of inclusion on heritage listings</li> <li>-notifications of permanent heritage orders.</li> </ul>	archives	after last action
2.7.2		<p>Records relating to the identification and assessment of Crown land assets where the assessment has determined that the asset is <b>not</b> of heritage significance. Includes records relating to assets provisionally listed on the organisation's heritage and conservation register that, once assessed, are subsequently removed. Records include:</p> <ul style="list-style-type: none"> <li>-internal organisational assessments</li> <li>-records of consultation with communities and other stakeholders</li> </ul>	Retain in agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> <li>-consultants' reports</li> <li>-nominations and submissions on proposed listings</li> <li>-correspondence with heritage bodies</li> <li>-notifications of outcome</li> <li>-notifications of interim heritage orders.</li> </ul>		
2.7.3		<p>Records relating to the ongoing conservation maintenance of Crown land assets that have been identified as having heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>-applications seeking changes to heritage places</li> <li>-notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair</li> <li>-advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation</li> <li>-heritage agreements</li> <li>-records of site inspections and monitoring-records of remedial action.</li> </ul>	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
2.8.0	<b>Construction</b>	<p>The process of making, erecting, renovating or restoring a structure or environs. Includes major maintenance work involving structural changes.</p> <p><i>See General retention and Disposal Authority – Administrative Records - CONTRACTING-OUT for records relating to the contracting-out or outsourcing of construction work including contracts.</i></p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT – Construction for records relating to construction projects or proposals not proceeded with and to the identification and management of hazardous materials (such as asbestos) used or encountered in construction work.</i></p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT - Installation for records relating to the installation of service systems, e.g. installation of heating, plumbing, air conditioning, security equipment, cabling, alarms etc, that do not involve structural changes.</i></p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT - Maintenance for records relating to minor maintenance works.</i></p> <p><i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT – Planning for records relating to the planning of construction programs.</i></p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p><i>See General retention and Disposal Authority – Administrative Records - TENDERING for records relating to receiving and assessing tenders for construction work.</i></p>		
2.8.1		<p>Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is of significance due to the fact that it is:</p> <ul style="list-style-type: none"> <li>-a recipient of a prestigious State, national or international architectural or design award</li> <li>-an important local or regional landmark, or</li> <li>-heritage listed.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>-building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements</li> <li>-records demonstrating public reaction to the construction</li> <li>-plans/designs as approved</li> <li>-plans/designs as executed and variations</li> <li>-specifications</li> <li>-photographs</li> </ul>	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<ul style="list-style-type: none"> <li>-drawings</li> <li>-site diaries and plans</li> <li>-archival recordings of demolition</li> <li>-records of structural changes made for installations, fit-outs and maintenance</li> <li>-records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces</li> <li>-display models of architectural quality.</li> </ul> <p>Use 2.8.3 for project management records.</p>		
2.8.2		<p>Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is not:</p> <ul style="list-style-type: none"> <li>-a recipient of prestigious State, national or international architectural or design awards</li> <li>-an important local or regional landmark, or</li> <li>-heritage listed.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>-building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or</li> </ul>	Retain in agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		heritage impact statements -records demonstrating public reaction to the construction -plans/designs as approved -plans/designs as executed and variations -specifications -photographs -drawings -site diaries and plans -records of structural changes made for installations, fit-outs and maintenance -records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces -display models of architectural quality. Use 2.8.3 for project management records.		
2.8.3		Records relating to project management for construction works. Records include: -records of budget and costs -records of client liaison on non technical matters	Retain minimum of 12 years after last action, then destroy	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>-records of contractual matters such as variations, payment and sign off on construction</p> <p>-records of logistics</p> <p>-site procedures</p> <p>-records of quality and performance measurements</p> <p>-periodic reports</p> <p>-project risk management records and schedules</p> <p>-records of consultations.</p> <p>Use 2.8.1-2 for site diaries.</p>		
2.8.4		<p>Records for projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as non-architectural quality models, correspondence with builders and records relating to minor day-to-day repairs or maintenance of site.</p> <p>Use 2.8.3 for project management records.</p>	Retain minimum of 7 years after last action, then destroy	
2.9.0	<b>Determinations</b>	<p>Activities associated with giving effect to determinations concerning the uses to which Crown Land can be put including gazettal notification of same. Also includes determinations that land can be alienated for tenure purposes.</p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
2.9.1		Records relating to the reservation or dedication of land for a specific purpose or the revocation of the same. Records include investigations, land assessment, native title investigations, waiver approval, survey plans, valuation records. Includes objections and cases that do not proceed.	Required as State archives	Transfer 10 years after last action
2.9.2		Records relating to the conversion of cemeteries to other purposes, including records relating to the removal of gravestones, the filling in of vaults and the removal of corpses. Includes objections and cases that do not proceed.	Required as State archives	Transfer 15 years after last action
2.9.3		Records relating to the declaration and abolition of districts for the purposes of administering Crown land and to the declaration of land for cities, towns and villages and records relating to the amendment of same. Records include investigations, correspondence, and gazettal notices in relation to same.	Required as State archives	Transfer 10 years after last action
2.9.4		Records relating to the vesting of Crown land in the care, control and management of local government authorities or trust bodies. Records include decisions, meetings and liaison and gazettal notices.	Required as State archives	Transfer 10 years after last action
2.10.0	<b>Enquiries</b>	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.		
2.10.1		Records relating to enquiries or requests from the general public or other organisations, including other government organisations, for the provision of data or information regarding the status, physical characteristics, assessment etc of Crown lands. Records include correspondence and replies. Includes enquiries regarding land status, financial	Retain minimum of 7 years after action completed, then destroy	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		status or tenure status or for information products such as data layers for councils, other government departments, etc.		
2.11.0	<b>Evaluation</b>	The process of determining the suitability of potential or existing programs, items of equipment, systems, or services in relation to meeting the needs of a given situation. Includes ongoing monitoring.		
2.11.1		Records relating to evaluation of programs, services, or arrangements supporting the management of Crown lands result in recommendations for legislative change or changes to organisational policy concerning the use or management of Crown lands, or set precedents with respect to arrangements for the management or administration of Crown lands. Includes terms of reference, proposals, reports, findings and recommendations.	Required as State archives	Transfer 10 years after action completed
2.11.2		Records relating to evaluations of programs, services, or arrangements supporting the management of Crown lands which do <b>not</b> result in recommendations for legislative change or changes to organisational policy concerning the use or management of Crown lands, or set precedents with respect to arrangements for the management or administration of Crown lands. Includes terms of reference, proposals, reports, findings and recommendations.	Retain for minimum of 5 years after last action, then destroy	
2.12.0	<b>Fire Management</b>	Activities associated with the management of fire prone land, including the use of fire to achieve land management objectives. Also includes the prevention and control of fires on Crown lands.		
2.12.1		Records relating to the development and implementation of fire management plans. This includes final plans and records	Retain until superseded, then	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		relating to their administration such as rosters, contacts, bushfire controllers and duty officer appointments.	destroy	
2.12.2		Records relating to inter agency arrangements established to provide assistance in the event of fire related emergencies or incidents.	Retain minimum of 10 years after last action, then destroy	
2.12.3		Records relating to fire incidents of precedence, controversy or that result in coronial enquiries. Includes records relating to the analysis and results of bushfires, and recommendations and reports on the management of fires on Crown lands.	Required as State archives	Transfer 10 years after last action
2.12.4		Records relating to fire incidents that are <b>not</b> of precedence or controversial or result in a coronial enquiry. Includes records relating to the analysis and results of bushfires and associated fire reports.	Retain minimum of 50 years after last action, then destroy	
2.12.5		Records relating to policy, procedures and strategies for measures to reduce and remove fire fuel on Crown Lands. Records include drafts and final, approved versions of policies and procedures and background research.	Required as State archives	Transfer 20 years after last action
2.12.6		Records relating to assessments of risks for individual reserves, parks or land areas. Includes records relating to planning for the reduction of fire hazards.	Retain minimum of 50 years after superseded, then destroy	
2.12.7		Records relating to routine operational measures to reduce and remove fire fuel on individual reserves, including arrangements with other agencies.	Retain minimum of 10 years after last action, then destroy	
2.13.0	<b>Joint Ventures</b>	The activities involved in managing joint operations between		

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.		
2.13.1		Records relating to joint ventures for the management of Crown land or Crown land assets which involve participation with the Commonwealth and/or other state governments or the provision of services to other countries. Records include joint venture agreements and records relating to the review, monitoring, reporting on or renegotiation of the joint venture project or arrangements.	Required as State archives	Transfer 10 years after last action
2.13.2		Records relating to joint venture projects which do <b>not</b> involve participation with the Commonwealth Government or other states or the provision of services to other countries. Records include joint venture agreements and records relating to the review, monitoring, reporting on or renegotiation of the joint venture project or arrangements.	Retain minimum of 7 years after last action, then destroy	
2.14.0	<b>Land Assessments</b>	The process of assessing the physical characteristics and capability of Crown land for the purpose of identifying suitable uses for the land. Includes activities such as investigating the susceptibility to specific hazards, causes of degradation, heritage, catchment and natural resources, and ecological sustainability of the land.		
2.14.1		Records relating to the assessment of the physical characteristics, capability and identification of suitable uses for Crown lands. This includes records of meetings and negotiations, compiled reports and final documents,	Required as State archives	Transfer 10 years after superseded

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		including published reports.		
2.14.2		Public comment provided as a result of the community consultation process for land assessments.	Required as State archives	Transfer 10 years after action completed
2.14.3		Records relating to the organisation of the public exhibition for land assessments.	Retain minimum of 5 years after last action, then destroy	
2.14.4		Inventory of Crown land, including annotations and amendments documenting changes in the status or physical characteristics of Crown land over time.  See <b>TECHNOLOGY AND TELECOMMUNICATIONS – Database management</b> for records associated with the upkeep, support or maintenance of the inventory database e.g. user updates.	Required as State archives	Retain in agency
2.15.0	<b>Maintenance</b>	The activities associated with the maintenance of the physical attributes of Crown land.  <i>See General retention and Disposal Authority – Administrative Records - PROPERTY MANAGEMENT – Maintenance for records relating to routine ground maintenance.</i>		
2.15.1		Records relating to tree maintenance. Includes initial complaints, condition monitoring, inspection reports, maintenance schedules, treatment reports, recommendations, tree removal notices/approvals, etc.	Retain until reference ceases, then destroy	
2.16.0	<b>Monitoring</b>	The activities associated with the observation,		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		measurement, testing and collection of information in relation to the management of Crown land and structures on Crown land.		
2.16.1		Records relating to the monitoring of natural resources on Crown land. Records include investigations, raw data, summary data and reports.	Required as State archives	Retain in agency
2.17.0	<b>Pest and Weed Control</b>	Activities associated with establishing and administering programs to control or reduce the spread of pests and weeds on Crown Lands and in neighbouring areas.		
2.17.1		Records relating to State wide policies and strategies for the management or control of pests (including pest animals) and weeds across Crown lands, for example, Department policy for the management or eradication of prickly pear on Crown lands throughout the State. Records include draft policy documents, records of meetings and negotiations held with stakeholders and final policy documents.	Required as State archives	Transfer 10 years after last action
2.17.2		Records relating to operational measures for pest (including pest animals) and weed control for individual reserves, including arrangements with other agencies, such as local authorities or the Roads and Traffic Authority. Includes arrangements made under the Wild Dog Destruction Act. Records include documentation of method of control, dates control undertaken, and records of effectiveness of control.	Retain minimum 50 years after last action, then destroy	
2.18.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
2.18.1		Plans of management created to provide direction for land	Required as State	Transfer 10 years

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		use and management of reserves or other Crown lands. Includes records of the Department's input into and oversight of plans of management developed by reserve or other trusts.	archives	after superseded
2.18.2		Records relating to the drafting and amendment of plans of management for individual reserves or specific areas or sites.	Retain minimum of 50 years after last action, then destroy	
2.18.3		Records relating to public comments on plans of management submitted during the drafting phase.	Retain minimum of 50 years after last action, then destroy	
2.18.4		Records relating to the organisation of the public exhibition of plans of management or environmental management plans.	Retain minimum of 5 years after last action, then destroy	
2.18.5		Records relating to the development and approval of Regional Environment Plans. This includes final versions of the plan as approved or consented to and records of research, summaries of consultations, drafts, options, cost, cost benefit and strengths and weaknesses analysis and summaries of submissions.	Required as State archives	Transfer 10 years after last action
2.19.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
2.19.1		Records relating to the development and amendment of policy and strategies for the physical management of Crown land assets.	Required as State archives	Transfer 10 years after superseded

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
2.19.2		Records relating to the implementation of policy. Records include Departmental circulars and communication of policy including training materials and materials published on the intranet.	Retain until superseded, then destroy	
2.20.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.		
2.20.1		Records relating to the development of procedures and guidelines concerning the physical management of Crown land assets e.g. procedures and guidelines on the land assessment process, environmental impact and assessment process, on pest and weed control, etc. Records include drafts, records of meetings and negotiations in relation to same and final documents.	Retain minimum of 10 years after superseded, then destroy	
2.21.0	<b>Project Management</b>	Activities associated with the management of projects to identify issues, gaps and opportunities and develop solutions that enhance service provision to the people and communities of country NSW.  See <b>CROWN LANDS MANAGEMENT - Joint Ventures</b> for records relating to projects involving the management of joint operations with other organisations.		
2.21.1		Records relating to projects or programs representing major new initiatives with respect to the physical management of Crown land assets or the provision of community services. This may include projects involving the investigation of issues impacting on leaseholders, trusts, rural communities etc or the issuing of grant funding to assist in dealing with particular issues impacting on leaseholders, trusts, rural communities etc. Records include grant charts and other	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		records used to chart progress of project, project management documentation, briefing notes, correspondence, meeting records, evaluation documentation.		
2.21.2		Records relating to projects or programs that do <b>not</b> represent major new initiatives with respect to the physical management of Crown land assets or the provision of community services. This may include projects involving the investigation of issues impacting on leaseholders, trusts, rural communities etc or the issuing of grant funding to assist in dealing with particular issues impacting on leaseholders, trusts, rural communities etc.	Retain minimum of 20 years after last action, then destroy	
2.22.0	<b>Public (Crown) Roads Management</b>	The activities associated with the management of Public (Crown) roads.  See <b>CROWN LANDS AUTHORISATIONS – Disposal</b> for records relating disposal.  See <b>CROWN LANDS AUTHORISATIONS – Enclosure Permits</b> for records relating to the grant of enclosure permits.		
2.22.1		Records relating to the establishment and closure of Crown roads, whether through gazettal, resumption or registration in Land Titles. Records include applications, records documenting decisions, gazettals, correspondence, land titling records.	Required as State archives	Transfer 20 years after last action
2.23.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>providing formal statements or findings of the results of the examination or investigation.</p> <p><i>See General Retention and Disposal Authority – Administrative records - GOVERNMENT RELATIONS - Reporting for reports to Minister, other government agencies etc.</i></p>		
2.23.1		<p>Reports requested by or submitted to senior executive concerning the outcomes of land management programs, projects or initiatives or on policy and strategic direction for or issues impacting on the physical management of Crown lands.</p>	<p>Required as State archives</p>	<p>Transfer 10 years after last action</p>
2.23.2		<p>Records relating to periodic internal reporting on operational matters concerning Crown lands management processes, operations or activities.</p>	<p>Retain minimum of 5 years after last action, then destroy</p>	
2.24.0	<b>Surveillance</b>	<p>The activity associated with the day-to-day observation and checking of water supply and waterfront infrastructure such as dams, port facilities, lighthouses, jetties, etc to identify surface movement, monitor performance, or determine maintenance required in order to improve efficiency and reduce the risk of failure and/or leakage.</p>		
2.24.1		<p>Records relating to monitoring and surveillance activities carried out to support the management of water supply and waterfront infrastructure such as dams, port facilities, lighthouses, jetties, etc. Records include but are not limited to: records relating to the installation of surveillance instrumentation; instrument measurements and readings; field book sheets; comparison sheets; inspection sheets and associated notes; surveys; investigations, drawings; photos</p>	<p>Retain minimum of 7 years after the disposal/transfer of the structure, then destroy</p>	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		and videos of surveillance activities; surveillance plots, calculation files; and registers. Also includes final versions of surveillance plans and reports, comparison reports, 5 yearly inspection reports, investigation reports, surveillance survey reports, dam behaviour reports etc.		
2.24.2		Final versions of annual surveillance inspection reports.	Retain for minimum of 10 years after superseded, then destroy	
3.0.0	<b>LAND BOARDS AND RESERVE TRUSTS</b>	<p>The function of managing the membership and of overseeing the administration and conduct of activities of bodies such as land boards, trust bodies and commons trusts established for the purposes of managing specific areas comprising the Crown Estate or Crown lands set aside for other public purposes.</p> <p>See <b>CROWN LAND AUTHORISATIONS</b> for records relating to the alienation, disposal and authorisations (e.g. leases, licences or permits) for use of Crown land.</p> <p>See <b>CROWN LANDS MANAGEMENT</b> for records relating to the development of plans of management for reserves or other Crown land areas and for records of land or property management activities.</p> <p>See <i>General Retention and Disposal Authority - Administrative Records - GOVERNING BODIES</i> for records relating to meetings of and appointments to trust bodies.</p>		
3.1.0	<b>Audit</b>	The activities associated with officially checking financial, quality assurance or operational records to ensure they have		

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.		
3.1.1		Records relating to audits of boards or trusts where the audit process is part of a formal inquiry process or where the audit identifies serious mismanagement warranting removal of trust members and/or appointment of and administrator. Records include searches and investigation records and formal audit reports.	Required as State archives	Transfer 10 years after last action
3.1.2		Records relating to audits of boards or trusts where the audit process is <b>not</b> part of formal inquiry process or where the audit does not identify serious mismanagement warranting removal of trust members and/or appointment of an administrator. Records include searches and investigation records and formal audit reports.	Retain minimum of 7 years after last action, then destroy	
3.2.0	<b>Authorisation</b>	The process of seeking and granting permission to undertake a requested action.		
3.2.1		Records relating to the appointment of an administrator to manage the affairs of a trust. Records include appointment and selection records and records detailing reasons for appointment of administrator.	Required as State archives	Transfer 10 years after last action
3.3.0	<b>Disputes</b>	The process of handling formal disputes relating to the management of Crown land.  See <b>LAND DISPUTES RESOLUTION</b> for disputes concerning land use and development heard by local land boards.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		See <b>LAND BOARDS AND RESERVE TRUSTS - Funds Allocation</b> for records relating to disputes concerning the allocation of funding.		
3.3.1		Records relating to issues and disputes between trust bodies, resulting in changes to the authority of a trust or intervention by the Minister. Records include correspondence, reports, records of meetings and negotiations taken to resolve issues and disputes.	Required as State archives	Transfer 10 years after action completed
3.3.2		Records relating to issues and disputes between trust bodies which do <b>not</b> result in changes to the authority of a trust or intervention by the Minister.	Retain minimum of 10 years after last action, then destroy	
3.4.0	<b>Funds Allocation</b>	The activities associated with providing financial support and assistance. Includes applications, assessment and approvals for funding.		
3.4.1		Records relating to successful and unsuccessful applications for funding assistance. Records include application and supporting documentation, assessment recommendations, approval, offer of assistance, offer of acceptance, funding agreement, 'in-confidence' documentation and audited financial reports, progress reports submitted by applicants as part of the funding agreement.	Required as State archives	
3.4.2		Records relating to disputes regarding funds allocation referred to the Minister for resolution. Records include letters of appeal, submissions, determinations, recommendations etc.	Required as State archives	
3.5.0	<b>Notification</b>	The activity of issuing or receiving information concerning an intended or completed action. Includes gazettal of		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		information.		
3.5.1		Records relating to gazettal notices for the establishment and winding up of reserve trusts and land boards. Records include draft notices and records documenting why reserve trusts and land boards are established and/or wound up.	Required as State archives	Transfer 10 years after last action
3.5.2		Records relating to the allocation of parcels of land to trusts, to the adjustment of allocations and to the reallocation of land from one trust to another. Records include draft notices and decisions to make allocations and adjustments.	Required as State archives	Transfer 10 years after last action
3.5.3		Commoners rolls maintained for the purpose of electing members to a commons trust.	Required as State archives	
3.6.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
3.6.1		Records relating to the development of Departmental policy for the management of trusts and land boards and the responsibilities of members.	Required as State archives	Transfer 10 years after superseded
3.6.2		Records relating to the implementation of Departmental or Government policy for the management of trusts and land boards. Records include circulars and communication with staff, including training materials and materials published on the intranet.	Retain until superseded, then destroy	
3.7.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
3.7.1		Final versions of handbooks and guidelines produced by the Department for guidance of members of land boards and reserve trusts in carrying out their duties and responsibilities.	Required as State archives	Transfer 10 years after superseded
3.7.2		Records relating to the drafting of handbooks and guidelines provided by the Department of Lands for the guidance of members of land boards and reserve trusts.	Retain until superseded, then destroy	
3.8.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.		
3.8.1		Final versions of formal reports relating to the governance or performance of trusts or land boards. This includes final reports submitted by the reserve trusts to the Minister.	Required as State archives	Transfer 10 years after last action
3.8.2		Records relating to the drafting of reports including drafts, discussion of drafts, research.	Retain minimum of 10 years after production of final report, then destroy	
4.0.0	<b>LAND DISPUTE RESOLUTION</b>	<p>The resolution of disputes relating to land settlement by local land boards.</p> <p>See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS</b> for records relating to Native Title and Aboriginal Land Claims.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records</i> - LEGAL SERVICES for records relating to litigation entered into by the Department or trust</p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		bodies.		
4.1.0	<b>Disputes</b>	The process of handling formal disputes in relation to Crown land.  See <b>LAND DISPUTE RESOLUTION - Inquiries</b> for records relating to the conduct of public inquiries by land boards into matters referred by the Minister.		
4.1.1		Chairpersons' notebooks.	Retain minimum of 10 years after last action, then destroy	
4.1.2		Records relating to claims heard by land boards under the Dividing Fences Act, Western Lands Act, Commons Management Act, Crown Lands Act and Roads Act which are precedent setting in nature or result in significant changes to policies and/or procedures. Records include applications, notices of hearings, subpoena notices, submissions, decisions, orders etc.	Required as State archives	Transfer 10 years after action completed
4.1.3		Records relating to claims heard by land boards under the Dividing Fences Act, Western Lands Act, Commons Management Act, Crown Lands Act and Roads Act which are <b>not</b> precedent setting in nature and do <b>not</b> result in significant changes to the agency's policies and/or procedures. Records include applications, notices of hearings, subpoena notices, submissions, decisions, orders etc.	Retain in agency	
4.1.4		Records relating to claims heard by land boards under the Water Act and Rural Lands Protection Act. Records include applications, notices of hearings, subpoena notices,	Retain until action completed, then return to agency	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		submissions, decisions, orders etc.	responsible for administering these acts	
4.1.5		Land board decisions.	Required as State archives	Transfer 10 years after last action
4.1.6		Records of proceedings, including transcripts and sound recordings.	Retain minimum of 7 years after action completed, then destroy	
4.1.7		Records relating to the scheduling of hearings, including hearings and listed information, schedules, timetables, correspondence, monthly statistics.	Retain minimum of 2 years after action completed, then destroy	
4.1.8		Land board registers recording details of applicant's name, case no., description of case, hearing date.	Required as State archives	Transfer 10 years after last action
4.1.9		Exhibits obtained from individuals or organisations for proceedings.	Retain minimum of 6 months after action completed, then return to owner. If owner cannot be located, retain minimum of 10 years after finalisation of matter, then destroy.	
4.2.0	<b>Inquiries</b>	The activities associated with the conduct of inquiries by		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		land boards.		
4.2.1		Chairperson's notebooks.	Retain minimum of 10 years after last action, then destroy	
4.2.2		Reports of decisions made in relation to public hearings carried out by land boards.	Required as State archives	Transfer 10 years after action completed
4.2.3		Records of proceedings, including transcripts and sound recordings.	Retain minimum of 7 years after action completed, then destroy	
4.2.4		Records relating to the scheduling of hearings, including hearings and listed information, schedules, timetables, correspondence, monthly statistics.	Retain minimum of 2 years after action completed, then destroy	
4.2.5		Exhibits obtained from individuals or organisations for proceedings.	Retain minimum of 6 months after action completed, then return to owner. If owner cannot be located, retain minimum of 10 years after finalisation of matter, then destroy.	
5.0.0	<b>LAW ENFORCEMENT</b>	The investigation and prosecution of statutory offences.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
5.1.0	<b>Infringements</b>	<p>The activities associated with handling of breaches of the Crown Lands Act and associated regulations.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - LEGAL SERVICES – Litigation for prosecution processes involving the Department.</i></p>		
5.1.1		Records relating to the issuing of notices for breaches of the Crown Lands or other associated Acts and regulations. This includes offences involving the incurrance of fines. Records include notices, issue of fines, correspondence, payment invoices.	Retain minimum of 7 years after last action, then destroy	
5.1.2		Records relating to the issue of notices for offences involving the erection of illegal structures on Crown lands. Records include notices, orders to remove structures, challenges to orders to remove structures, and compensation payments made in relation to the removal.	Retain minimum of 10 years after last action, then destroy	
5.2.0	<b>Investigations</b>	<p>The activity of conducting investigations into the performance of or conduct of activities by individuals and organisations for potential breaches of statutory requirements or conditions. Includes investigations into offences under the Crown or Western Lands Acts and associated regulations.</p> <p>See <b>LAW ENFORCEMENT - Infringements</b> for records relating to the issue of notices.</p>		
5.2.1		Records documenting investigations into potential breaches of statutory requirements or conditions which set a precedent, result in significant changes to policy or procedures, or creates significant media, public or political	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		interest. Records include alleged breach notification, risk assessment, investigation report, interviews, satellite images, maps and plans, photographs, recommendations for further action, referral to enforcement agency.		
5.2.2		Records documenting investigations into potential breaches of statutory requirements or conditions which do <b>not</b> set a precedent, result in significant changes to policy or procedures, or create significant media, public or political interest. Records include alleged breach notification, risk assessment, investigation report, interviews, satellite images, maps and plans, photographs, recommendations for further action, referral to enforcement agency.	Retain minimum of 15 years after action completed, then destroy	
5.2.3		Exhibits seized or obtained during the course of investigations into potential breaches of statutory requirements or conditions.	Retain minimum of 6 months after action completed, then return to owner. If owner cannot be located, retain minimum of 10 years after matter finalised, then destroy.	
5.2.4		Registers of exhibits seized or obtained during the course of investigations into potential breaches of statutory requirements or conditions.	Retain minimum of 7 years after return or disposal of seized items or goods, then destroy	
5.3.0	<b>Liaison</b>	The activity of maintaining regular general contact with law enforcement agents and authorities.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
5.3.1		Records relating to liaison with law enforcement authorities regarding the conduct of law enforcement activities on Crown lands. Includes sharing information, informal advice and discussions.	Retain minimum of 3 years after last action, then destroy	
5.4.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
5.4.1		Records relating to the development of Departmental policy concerning law enforcement on Crown lands.	Required as State archives	Transfer 10 years after superseded
5.4.2		Records relating to the implementation of Departmental policy. Records include Departmental circulars and records of communication with staff including communication on the intranet.	Retain until superseded, then destroy	
5.5.0	<b>Reporting</b>	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNMENT RELATIONS - Reporting for reports to Minister, other government agencies etc.</i></p>		
5.5.1		Final versions of formal reports of the Department or of trust bodies to senior executive, relating to or concerning law enforcement policy or strategic direction.	Required as State archives	Transfer 10 years after last action

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
5.5.2		Periodic internal reports of the Department or of trust bodies relating to the conduct of law enforcement activities and operations.	Retain for minimum of 5 years after last action, then destroy	
6.0.0	<b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS</b>	The function of investigating Aboriginal land and native title claims and any subsequent mediation, negotiation or litigation that may be associated with a land claim case. This includes the investigation of claims relating to Aboriginal land rights made under either State or Commonwealth legislation, the determination or provision of advice concerning the existence of extinguishment of native title or Aboriginal land rights and the mediation and negotiation of claims, including agreements with Aboriginal claimants regarding the recognition of rights or entitlements to title, permissible uses (including permissible future acts), access, future claims, maintenance of culture and heritage etc.		
6.1.0	<b>Advice</b>	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Claims</b> for records relating to legal advice concerning a particular case or claim.</p> <p>See also <i>General Retention and Disposal Authority - Administrative Records - GOVERNMENT RELATIONS - Advice</i> for records relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities.</p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		See <i>General Retention and Disposal Authority - Administrative Records</i> - LEGAL SERVICES - Advice for records relating to legal advice from internal or external legal service providers, including the Crown Solicitor's Office.		
6.1.1		Records relating to the provision of advice by the agency to the Minister on specific or individual claims or to the provision or receipt of advice by or to the agency concerning the management or administration of native title or Aboriginal land rights claims that impacts on policy, procedures or is precedent setting.	Required as State archives	
6.1.2		Records relating to the provision or receipt of routine advice concerning the administration or handling of native title and Aboriginal land claims, for example, advice to district offices on how the Act works generally or how they should proceed with operational matters with regard to the legislation and how it affects Crown lands management, that does <b>not</b> impact on policy, procedures or set precedents.	Retain minimum of 15 years after last action, then destroy	
6.2.0	<b>Agreements</b>	The processes associated with the establishment, maintenance, review and negotiation of agreements.  See <b>CROWN LANDS AUTHORISATION – Leasing-Out</b> for agreements relating to the licensing of land uses.		
6.2.1		Records relating to the establishment, maintenance, review and negotiation of agreements with Aboriginal claimants regarding the recognition of rights to title, use and access to land. This includes agreements or memoranda of understanding reached with native title claimants or claimants under the Aboriginal Lands Rights Act regarding the recognition of rights or entitlements to title, permissible	Required as State archives	Retain in agency

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>uses (including permissible future acts), access, future claims, maintenance of culture and heritage etc.</p> <p>Records include correspondence concerning the terms and conditions of the agreement, records of meetings, negotiations and mediation held to facilitate the negotiation of terms and conditions of the agreement, and final versions or drafts containing significant changes/alterations or formally circulated for comment.</p>		
6.3.0	<b>Appeals (decisions)</b>	The activities involved in the process of appeals against decisions by application to an external higher authority, such as a court.		
6.3.1		Records relating to appeals against decisions regarding Aboriginal land rights or native title claims or determinations. Records include applications, notices of hearings, subpoena notices, submissions, decisions, court orders etc.	Required as State archives	
6.4.0	<b>Claims</b>	<p>The process of administering and managing claims made under the NSW Aboriginal Land Rights Act 1985.</p> <p>See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Investigations</b> for records relating to investigations initiated by native title claims.</p>		
6.4.1		Register of claims received recording details of assigned claim number, date lodged, file number, location, status, refusal etc reasons, date granted, title granted, Certificate of Title, area, value, appeal date, result date, how finalised, appeal name. Includes district office and head office records.	Required as State archives	Retain in agency

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
6.4.2		Records relating to claims for Crown lands under State Aboriginal land rights legislation. Includes district and head office records relating to investigations, records of meetings, negotiations and mediation held to facilitate claims and all searches undertaken as part of the claim, reports made to the Minister and the Minister's determination in relation to the claim and all correspondence with the lodging party in relation to same.	Required as State archives	Transfer 10 years after case, including all appeals, finalised
6.4.3		Records relating to the organisation of meetings to facilitate the handling or negotiation of claims.	Retain minimum of 2 years after last action, then destroy	
6.5.0	<b>Enquiries</b>	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.  See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Claims</b> for records relating to searches undertaken to facilitate a particular claim.		
6.5.1		Records relating to enquiries made by the general public or another organisation for information on how legislation relating to native title and Aboriginal land claims operates in NSW. Includes district office and head office records.	Retain minimum of 7 years after action completed, then destroy	
6.6.0	<b>Investigations</b>	The activity of conducting investigations into the existence of native title.  See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Agreements</b> for records relating to the negotiation of agreements with claimants.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
6.6.1		Records relating to investigations into native title claims made by Aboriginal claimants. Includes district and head office records relating to investigations, records of meetings, negotiations and mediation held to facilitate claims and all searches undertaken as part of the claim, reports and recommendations submitted to the Ministers and all correspondence with the lodging party in relation to same.	Required as State archives	Retain 10 years after finalisation of case, including all appeals, then transfer to State Records
6.6.2		Records relating to investigations into the existence of native title on behalf of non Aboriginal applicants, e.g. where affected by a native title claim. Includes all correspondence, advice and negotiation with lodging party in relation to same. Includes district office and head office records.	Required as State archives	Retain 10 years after finalisation of case, including all appeals, then transfer to State Records
6.7.0	<b>Liaison</b>	<p>The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professionals in related fields, private sector organisations, and community groups. Includes sharing of informal advice and discussions, and collaborating on projects that are not joint ventures.</p> <p>See <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Agreements</b> or <b>NATIVE TITLE AND ABORIGINAL LAND RIGHTS - Claims</b> for records of liaison, negotiations or meetings undertaken as part of an individual claim or the negotiation of a formal agreement.</p>		
6.7.1		Records relating to liaison activities undertaken with other government agencies or non-government organisations or groups for information sharing purposes. Records include notes or minutes of meetings, informal or formal discussions	Retain minimum of 7 years after last action, then destroy	

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		etc.		
6.8.0	<b>Policy</b>	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
6.8.1		Records relating to the development of policy regarding the investigation and management of Aboriginal land and native title claims. Includes records of meetings to facilitate the development of policy, comments received, draft policy documents, etc.	Required as State archives	Transfer 10 years after superseded
6.8.2		Records relating to the implementation of Departmental policy, including circulars relating to handling or management of native title or land rights claims and investigations. Records include Departmental circulars and records of communication with staff including intranet communications.	Retain until superseded, then destroy	
6.9.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.		
6.9.1		Records relating to procedures and guidelines for the administration and management of native title or land rights claims and investigation processes.	Retain for minimum of 7 years after last action or after superseded or withdrawn, then destroy	
6.10.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to		

\* see *About the functional retention and disposal authority*



## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		provide formal statements of findings of the results of the examination or investigation.		
6.10.1		Final versions of reports to the Minister or senior executive relating to or concerning policy or strategic direction for the management of claims, agreements or Aboriginal land rights.	Required as State archives	Transfer 10 years after last action
6.10.2		Records relating to the development of reports. This includes draft reports, research and information, and comments. Includes head office and district office records.	Retain minimum of 2 years after last action, then destroy	
7.0.0	<b>PUBLICATION</b>	<p>The function of having works, irrespective of format, issued for sale or general distribution internally or to the public.</p> <p>Publications include multi-media publications, CD ROM and online information services.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - PUBLICATION for records relating to the distribution and layout, design, typesetting, printing etc of published materials.</i></p>		
7.1.0	<b>Drafting</b>	The activities associated with preparing preliminary drafts or outlines of publications prior to production.		
7.1.1		Records relating to the drafting of the content of publications and information resources, including supporting background research.	Retain minimum of 10 years after last action, then destroy	
7.2.0	<b>Production</b>	The process involved in producing material into an end result or output, e.g. a product or publication.		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<p>See also under relevant function/activity for requirements for the retention of published guidelines, handbooks or procedure documents such as those relating to administration or management Crown land, Reserves or trust bodies, reserves and for published reports, policy or corporate strategy documents, plans of management etc.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - PUBLICATION for records relating to the distribution and layout, design, typesetting, printing etc of published materials.</i></p>		
7.2.1		<p>One copy of publications produced by the agency which contain detailed information on Crown land administration and management policies, strategic direction or processes (i.e. publications containing detailed information on permitted uses and activities, on tenure, licence and permit types and approval or authorisation requirements or on the statutory obligations of tenure, licence and permit holders.)</p>	Required as State archives	
7.2.2		<p>Brochures, posters, training materials and website information produced by the agency to provide facilitative or summary information to the public to assist them in accessing services, the submission of applications etc.</p>	Retain minimum of 10 years after last action, then destroy	
8.0.0	<b>TECHNOLOGY AND TELECOMMUNICATIONS</b>	<p>The function of developing or acquiring, testing and implementing applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.</p> <p><i>See also General Retention and Disposal Authority – Administrative Records - <b>TECHNOLOGY &amp;</b></i></p>		

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		<b>TELECOMMUNICATIONS.</b>		
8.1.0	<b>Database Management</b>	<p>The activities associated with the administration of Crown land status information and data maintained electronically.</p> <p>See <b>TECHNOLOGY AND TELECOMMUNICATIONS – Evaluation</b> for records relating to the testing or monitoring of data integrity.</p> <p>See <b>TECHNOLOGY AND TELECOMMUNICATIONS – relevant activity (e.g. Maintenance, Security etc)</b> for annotations and amendments made to the Crowns land information management databases which do not document changes in the status of Crown land but are used to keep the database in effective operation on a daily basis, including maintenance, repair, security and system support, for example, adding users to the database. Includes work requests and requests for amendment to system.</p>		
8.1.1		Annotations and amendments made to the Spatial Management System through the Crown Editor and to the Crown Lands Information Database (CLID) which document changes in the status of Crown land and document land assessment information.	Required as State archives	Retain in agency
8.2.0	<b>Evaluation</b>	The evaluation of the integrity and validity of data maintained in the organisation's information management (IM) systems.		
8.2.1		Records relating to the evaluation of the integrity and validity of data documenting the status of Crown lands maintained in the organisation's information management (IM) systems. Records include evaluation parameters,	Required as State archives	Transfer 10 years after action completed

\* see *About the functional retention and disposal authority*

## Crown lands management

Authority no: FA253

Dates of coverage: 1792+

No	Function/Activity	Description	Disposal Action	Custody*
		testing documentation and final reports.  IM systems include the current Crown Lands Information Database and predecessor and successor systems and the Crown Editor within the Spatial Information System.		
9.0.0	<b>ADDITIONAL RECORDS</b>			
9.1.0	<b>Administration and management of Crown lands prior to 1884</b>			
9.1.1		All records relating to the administration and management of Crown land in New South Wales created prior to 1884.	Required as State archives	Transfer when ceases to be of administrative use
9.2.0	<b>Financial, personnel and administrative records, 1900 -1940</b>			
9.2.1		Financial, personnel and general administrative records of the Crown Lands Division, 1900-1940.	For the purposes of this retention and disposal authority, dispose of in accordance with the General Retention and Disposal Authorities for administrative, financial and accounting records	

\* see *About the functional retention and disposal authority*