

**State Records Authority of New South Wales**

**Functional Retention and Disposal  
Authority: DA216**

**Approved: 24 February 2006**

Department of Environment and  
Conservation

This authority covers records documenting the  
function of environmental management and  
conservation



## Functional Retention and Disposal Authority

DA no DA216

SR file no 05/0326

**Public office** Department of Environment and Conservation

**Scope** This functional retention and disposal authority covers records documenting the function of *environmental management and conservation*.

**Authority** This functional retention and disposal authority is issued under section 21(2)(c) of the *State Records Act 1998*. It has been approved by the Board of the State Records Authority in accordance with section 21(3) of the State Records Act.

**Authorised**

David Roberts  
Director  
State Records Authority of New South Wales

2/3/2006  
Date

# How to use the Functional Retention and Disposal Authority

## The disposal process

Disposing of State records involves assessing the value of records for future use, identifying those State records that have continuing value as State archives and identifying how soon the remainder can be destroyed or otherwise disposed of. Disposal can also involve transfer of ownership or custody of records and the alteration of records.

This functional retention and disposal authority is issued 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.

This authority has been prepared as part of the records disposal program of the agency. Two primary objectives of this program are to ensure that records are kept for as long as they are of value and to enable the destruction or other disposal of records once they are no longer of value. 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. 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.

## Purpose of the authority

This functional retention and disposal authority authorises the destruction or other disposal of State records as required by the State Records Act.

## Using 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 is to be used to sentence records. Sentencing is the examination of records in order to identify the disposal class to which they belong. This process enables the sentencing officer to determine the appropriate 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 classes from being used to sentence records which perform the same function. The information 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 Disposal Authority – Records of short term value that have been imaged*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technologically dependent records is available for the periods prescribed.

## Disposal action

Records that are identified as being required as State archives should be stored in controlled environmental conditions. Control of these records should be transferred to State Records when they cease to be in use for official purposes.

Records that have been identified as being authorised for destruction may only be destroyed once a public office has ensured that all requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office may 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.

In some cases State Records may withhold authorisation for the disposal of a particular disposal class or possibly a whole function or activity. This would be used where records have been identified as having some immediate short term requirements for retention such as pending legal action. These records will need to be re-appraised at the end of a designated period. This re-appraisal process is necessary as the circumstances which instigate the need for the records to be retained for a longer period may also affect the 'value' of the records.

Regardless of whether a record has been authorised 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 authorisation of State Records.

## **Custody**

The custody column in the functional retention and disposal authority is designed to assist public offices in identifying storage requirements for records prior to destruction or transfer. The directions in this column are recommendations only and are *not* mandatory. The type of information includes directions on how long records should be retained in the office and how long they should be kept in off-site/ secondary storage. A recommendation to retain records in the agency for more than 25 years does not imply that a *still in use determination* has been approved by State Records (see Part 4, Section 28 of the State Records Act 1998).

## **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 State Records should be notified. The public office that inherits the new function will need the approval of State Records to use any existing functional retention and disposal authority to sentence the records that document the function/s.

## **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 will be made and authorised.

#### 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  
Department of Environment and Conservation**

DA no: DA216

Dates of coverage: 1879+

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No	Function/Activity	Description	Disposal Action
1.0.0	<b>AIR QUALITY MANAGEMENT</b>	<p>The development of environmental protection policies, strategies and remediation programs for air quality improvement and the reduction of air pollution, including smoke, dust, cinders, solid particles of any kind, gases, mists, odours and radioactive substances.</p> <p>See <b>SCIENTIFIC SERVICES</b> for records relating to accreditation by the National Association of Testing Authorities (NATA)</p> <p>See <b>LICENSING &amp; PERMITS</b> for records relating to the issue, renewal and administration of licensing</p> <p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p> <p>See <i>General Disposal Authority - Administrative Records - CONTRACTING - OUT</i> for records relating to contracts and tenders for the provision of services by external contractors or consultants</p> <p>See <i>General Disposal Authority - Administrative Records - CONFERENCES</i> for records relating to conferences organised by the agency or, staff attendance at external conferences</p> <p>See <i>General Disposal Authority - Administrative Records - COMMUNITY RELATIONS</i> for records relating to visits and tours by the public or professionals from overseas or Australian interested parties</p> <p>See <i>General Disposal Authority - Administrative Records - PROPERTY</i> for agreements with the Bureau of Meteorology regarding equipment on Bureau land to collect air pollution data</p>	



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No	Function/Activity	Description	Disposal Action
1.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice relating to air quality issues. This includes the provision of advice to the minister, executive, public and other government agencies.	
1.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
1.1.2		Records relating to the provision of routine or ad hoc progress updates, advice to management and summarised ad hoc advice provided to other parts of the agency on practices relating to air quality management	Retain minimum of 15 years after last action, then destroy
1.1.3		Daily public advices such as 'Don't Light Tonight Unless Your Heater's Right' or 'No Burn' notices	Retain minimum of 15 years after issue, then destroy
1.2.0	<b>Agreements</b>	The activities associated with the establishment, maintenance, review and negotiation of agreements between the agency and other parties relating to air quality improvement or pollution reduction measures and the interpretation of the State's obligations under the terms of international, national or state agreements.	
1.2.1		Records relating to sector wide Memorandums Of Understanding (MOU's) or agreements with industry for the purposes of air quality improvement or pollution reduction e.g. the 1989-99 MOU with industry to reduce the volatility of petrol in summer in the Greater Metropolitan Region	Required as State archives
1.2.2		Records relating to the interpretation of the State Government's obligations under international treaties, protocols etc or state wide agreements which are unique to NSW	Required as State archives
1.3.0	<b>Assessments</b>	The assessment and analysis of air quality and review of particular impacts over time. Air quality impact assessments determine whether or not emissions from a premise will achieve the appropriate environmental outcomes.  See <b>ENVIRONMENTAL IMPACT ASSESSMENTS</b> for assessment reports of development applications relating to specific sites	
1.3.1		Records relating to air quality impact assessments of criteria pollutants, hydrogen	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		fluoride, deposited dust, total suspended particulate matter, individual odorous and toxic air pollutants and complex mixtures of odours	50 years after last action, then destroy
1.4.0	<b>Authorisation</b>	Activities relating to specific authorisations that are not regulated under licences. Most authorisations are administered to conform to industry standards.	
1.4.1		Records relating to authorisations to sell, buy and use Chloro Fluoro Carbons (CFCs). This includes applications for authorisations and their approval and reports submitted by authorised persons relating to the use of CFCs.	Retain minimum of 7 years after authorisation cancelled, expired or suspended, then destroy
1.4.2		Records relating to the monitoring of the use of halon as a fire protection mechanism. This includes records relating to approving the installation of fixed halon flooding systems, reclamation of halons and authorising persons to sell portable halon fire extinguishers.	Retain minimum of 10 years after last action, then destroy
1.5.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For complaints that proceed to investigation see <b>Investigation</b>	
1.5.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
1.6.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government agencies or the public about proposed agency standards, plans, policies, compliance conditions, changes and amendments to protect and improve air quality.  For records relating to public submissions on license conditions see <b>LICENSING &amp; PERMITS</b>	
1.6.1		Records of public submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards for the improvement of air quality and pollution reduction. This includes records of submissions received, reports of the outcomes of meetings,	Required as State archives

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No	Function/Activity	Description	Disposal Action
		forums etc.	
1.6.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
1.7.0	<b>Incidents</b>	<p>The activities associated with reporting incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution arising from an incident. Incidents may include local events or events that occur interstate or overseas where these may have implications for NSW.</p> <p>For records relating to incidents which proceed to an investigation see <b>Investigations</b></p> <p>For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b></p> <p>For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b></p>	
1.7.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 15 years after last action, then destroy
1.8.0	<b>Investigations</b>	<p>The activities associated with undertaking an investigation in response to a complaint or to determine the nature and extent of an air pollution incident. This includes where pollution has actually occurred or is likely to occur or in response to a complaint.</p> <p>For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b></p>	
1.8.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
1.8.2		Records relating to investigations that do not involve loss of life or significant or	Retain minimum of

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		long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	15 years after last action, then destroy
1.9.0	<b>Monitoring</b>	The activities undertaken to monitor or give warning of pollution and to measure any emissions, leaks, spills or other escape of substances that cause pollution. Includes measurements of the volume of air borne pollutants, climate change and ozone depletion.	
1.9.1		Sydney and Regional Pollution Index, quarterly air quality monitoring reports on pollutants such as ozone, nitrogen oxides, particles and visibility and records of 24 hour summary reports on air quality	Required as State archives
1.9.2		Records relating to network quality data, including calibration data, collected from the monitoring stations	Required as State archives
1.10.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
1.10.1		Records relating to the formulation of agency policies concerning air quality management. Includes master copy of final approved version, policy proposals, background research and advice from other agencies on effects and impact of air pollution, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
1.11.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for the improvement of air quality and reduction in air pollution, especially from energy generators and vehicle emissions. Programs may be implemented by the agency or by others. Examples of programs include: Smoky Vehicle Enforcement Program, Wood Smoke Reduction Program, and, the Local Air Improvement Program.  See <b>GRANTS AND FUNDING</b> for records relating to the management and budgeting of each program. See <b>Reporting</b> for formal statements or findings arising from program evaluation	
1.11.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after

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			program completion, then destroy
1.11.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after program completed, then destroy
1.12.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  See <b>Research</b> for final research reports	
1.12.1		Final versions of formal internal reports, reports to external organisations and published reports relating to air quality	Required as State archives
1.12.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
1.12.3		Statutory compliance reports submitted by the agency to the National Environmental Protection Council (NEPC) detailing the State's compliance with the standards and goals in the National Environment Protection Measure for Air (ANEPM)	Required as State archives
1.12.4		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
1.13.0	<b>Research</b>	The activities involved in scientific and technical investigations.  See <b>Monitoring</b> for the ongoing testing, analysing and reporting on those elements which impact on air quality.	
1.13.1		Master copies of agency commissioned research reports	Required as State archives
1.13.2		Research data where original scientific data cannot be replaced or replicated	Required as State archives

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No	Function/Activity	Description	Disposal Action
1.13.3		Routine research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
1.13.4		Working papers, drafts and research management correspondence	Retain minimum of 20 years after last action, then destroy
1.13.5		Addresses/presentations delivered as part of research project by agency staff	Retain minimum of 5 years after last action, then destroy
1.14.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification of international, national and state-wide standards that are interpreted and implemented into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
1.14.1		Records relating to the development of state, national or international standards where the agency has significant input	Required as State archives
1.14.2		Records relating to the development of state, national or international standards where the agency has insignificant or no input	Retain minimum of 10 years after last action, then destroy
2.0.0	<b>ASSET MANAGEMENT</b>	<p>The function of managing the capital assets of the agency located in the parks, reserves and gardens it manages. Includes buildings, offices, workshops, roads, access and fire trails, walking tracks, visitor centres and visitor facilities, water supply, sewage and waste treatment and removal systems.</p> <p>See <i>General Disposal Authority - Administrative Records - PROPERTY MANAGEMENT</i> for records of the operation of office facilities located outside of parks and gardens</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT - PLANNING</i> - for overall planning with respect to the management of assets to achieve corporate objectives</p> <p>See <i>General Disposal Authority - Administrative Records - EQUIPMENT</i> for records relating to the acquisition of computers and communications equipment, except</p>	

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No	Function/Activity	Description	Disposal Action
		for emergency equipment See <i>General Disposal Authority - Administrative Records - CONTRACTING-OUT</i> for records of tenders for the provision of services by external contractors, consultants or service providers See also <i>General Disposal Authority - Administrative Records - EQUIPMENT</i> for maintenance records See also <i>General Disposal Authority - Financial and Accounting Records</i> for asset registers	
2.1.0	<b>Acquisition</b>	The process of gaining ownership or use of property and other items required in the conduct of business or to protect wilderness areas through purchase, donations, requisitions, lease or other means.	
2.1.1		Records relating to the acquisition of properties which are considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia or which are listed on the agency's Heritage and Conservation Register	Required as State archives
2.1.2		Records relating to acquisition of assets or premises not considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia or which are not listed on the agency's Heritage and Conservation Register	Retain minimum of 7 years after disposal or transfer of asset or 7 years after action completed, whichever is longer, then destroy
2.1.3		Records relating to the acquisition of private objects and private records significant to the history of national parks, state parks, historic sites and reserves.	Retain until private objects and private records are disposed of, then destroy
2.2.0	<b>Capital Works and Construction</b>	The process of managing large scale high cost construction (buildings, roads, bridges etc.) which usually require fundraising in the form of loan or investment to enable their construction.	
2.2.1		Records relating to the design and construction of buildings and structures meeting any of the following criteria:	Required as State archives

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		<ul style="list-style-type: none"> <li>• which are considered to be of heritage significance (ie listed on the agency's Heritage and Conservation register or considered to be of heritage significance by the Heritage Council of NSW or the National Trust of Australia)</li> <li>• which have received architectural or design awards</li> <li>• which are local landmarks or of significance or meaning to a particular site and/or locality</li> <li>• which are representative of design, construction or usage for particular purposes</li> <li>• which have been the subject of major public controversy.</li> </ul> <p>Includes records relating to proposed and completed construction, such as:</p> <ul style="list-style-type: none"> <li>• site surveys, archaeological surveys, impact assessment studies, and geotechnical investigations</li> <li>• sketches, design proposals, and site plans</li> <li>• technical specifications, 'issued for construction' and 'as-built' drawings (e.g. architectural, structural, elevations etc.), maps and plans</li> <li>• photographic records of construction activities, including prints and negatives</li> </ul>	
2.2.2		<p>Records relating to the design and construction of other buildings and structures. Includes:</p> <ul style="list-style-type: none"> <li>• site surveys, archaeological surveys, impact assessment studies, and geotechnical investigations</li> <li>• sketches, design proposals, and site plans</li> <li>• technical specifications, 'issued for construction' and 'as-built' drawings (e.g. architectural, structural, electrical, plumbing, heating and air-conditioning, etc.), maps, and plans</li> <li>• photographic records of construction activities, including prints and negatives</li> <li>• quality assurance documentation, including non-conformances etc</li> </ul>	<p>Retain minimum of 7 years after disposal or transfer of building or 7 years after action completed, whichever is longer, then destroy</p>
2.2.3		<p>Records relating to capital works and construction proposals that do not proceed</p>	<p>Retain for a minimum of 5 years after last action, then destroy</p>



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2.3.0	<b>Disposal</b>	The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction.	
2.3.1		Records relating to the disposal of properties which are considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia or which are listed on the agency's Heritage and Conservation Register	Required as State archives
2.3.2		Records relating to disposal of assets or premises not considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia or which are not listed on the agency's Heritage and Conservation Register, through sale or transfer	Retain minimum of 7 years after disposal/ transfer of asset or 7 years after date of last action, whichever is longer, then destroy
2.4.0	<b>Maintenance</b>	The activities associated with the up keep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc	
2.4.1		Maintenance records relating to buildings and structures listed on the agency's Heritage and Conservation Register etc where the work affects the fabric or structure of the building or is carried out as part of a refurbishment/ conservation project	Required as State archives
2.4.2		Records relating to the conduct of routine maintenance and repair work on buildings and structures (including heritage structures where the work does not impact significantly on the structure or fabric of the building.)	Retain minimum of 7 years after disposal of asset, then destroy
2.4.3		Asset Maintenance System records. Records include lists of assets, work orders, and maintenance records	Retain minimum of 7 years after last action, then destroy
2.4.4		Records relating to the establishment and maintenance of air quality monitoring sites throughout the State	Retain minimum of 7 years after monitoring site disposed of, then destroy
2.5.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	

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2.5.1		Asset management strategic plans	Retain until superseded, then destroy
2.5.2		Records relating to feasibility studies for the management of assets	Retain minimum of 5 years after last action, then destroy
2.6.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement.	
2.6.1		Records relating to agency asset management programs	Retain minimum of 10 years after last action, then destroy
3.0.0	<b>BIODIVERSITY CONSERVATION</b>	<p>Activities to identify and conserve the variety of all forms of life, the different plants, animals and micro-organisms, the genes they contain, and the ecosystems of which they form a part.</p> <p>Disposal classes under this function apply to the records of the NPWS from 23 onwards.            See DA 155 CONSERVATION PLANNING for NPWS records up to 23            See also <b>ECOSYSTEM CONSERVATION, ENVIRONMENTAL PLANNING STRATEGIES</b> and <b>NATURAL RESOURCE MANAGEMENT</b>            See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation            See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
3.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical	

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		advice and legal advice relating to biodiversity conservation. This includes the provision of advice to the minister, executive, public and other government agencies.	
3.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
3.1.2		Records relating to the provision of routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the Department, relating to biodiversity conservation	Retain minimum of 15 years after last action, then destroy
3.2.0	<b>Agreements</b>	<p>Activities associated with the establishment, maintenance, review, negotiation and the agency's implementation of formal agreements for biodiversity protection and conservation. Agreements may be made between nations, states, local government or other agencies. The implementation of these agreements occurs under programs, monitoring and research.</p> <p>For records relating to assessments of the impact of proposed development on biodiversity see <b>ENVIRONMENTAL IMPACT ASSESSMENT</b></p>	
3.2.1		Records relating to the interpretation of the State's obligations under National, International and State environmental agreements concerning biodiversity conservation, e.g. Convention on Biological Diversity and the Convention for the Protection of World Cultural and Natural Heritage.	Required as State archives
3.3.0	<b>Assessments</b>	Activities involving evaluation, measurement, estimating quantity, value or importance of biodiversity. Includes assessments of the values and quantities of ecosystems, fisheries, aquatic species diversity, native vegetation and natural resource communities. For scientific or technical advice about assessments see Advice.	
3.3.1		Baseline data which cannot be replaced or replicated	Required as State archives
3.3.2		Baseline data which can be replaced or replicated	Retain until reference ceases,

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No	Function/Activity	Description	Disposal Action
			then destroy
3.4.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For records of complaints that proceed to investigation see <b>Investigation</b>	
3.4.1		Records relating to complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
3.5.0	<b>Consultation</b>	Activities relating to identification, communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, compliance conditions, changes, amendments to protect and improve biodiversity	
3.5.1		Records of public submissions or comments received as part of formal consultation processes undertaken to support the development of agency policies, plans, standards initiatives for Biodiversity Conservation. This includes records of submissions received, reports of the outcomes of meetings, forums etc	Required as State archives
3.5.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
3.6.0	<b>Incidents</b>	Events involving the loss of biodiversity, usually as a result of a serious impact, such as bushfires, floods, where the agency may collect data. Includes local and overseas events.  For records relating to incidents which proceed to an investigation see <b>Investigations</b> For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b> For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b>	
3.6.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an	Retain minimum of 10 years after last

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No	Function/Activity	Description	Disposal Action
		investigation or prosecution	action, then destroy
3.7.0	<b>Investigations</b>	The activities associated with undertaking an investigation in response to a complaint or to determine the nature and extent of an incident where pollution or environmental damage has actually occurred or is likely to occur.  For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b>	
3.7.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
3.7.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Retain minimum of 10 years after last action, then destroy
3.8.0	<b>Monitoring</b>	Activities involving the measurement of decline in biodiversity.  See <b>Assessments</b> for the measurement and evaluation of biodiversity to establish benchmarks and baseline data See also <b>Research</b> for surveys and specific projects	
3.8.1		Master copy of agency commissioned biological surveys, detailing the measurement in the decline/improvement in biodiversity	Required as state archives
3.9.0	<b>Planning</b>	Activities involving the development of plans to support biodiversity conservation.	
3.9.1		Master copy of plans to support biodiversity conservation such as threat abatement and ecosystem recovery plans.	Required as State archives
3.9.2		Records relating to the development, establishment and evaluation of plans to support biodiversity conservation such as threat abatement and ecosystem recovery plans.	Retain for a minimum of 50 years after last action, then destroy
3.9.3		Records relating to advice and implementation of aspects of biodiversity	Retain for a

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No	Function/Activity	Description	Disposal Action
		conservation provided to the regions or other agencies or bodies developing plans. This includes records relating to the development of action or business plans to support major initiatives, projects, programs etc.	minimum of 50 years after last action, then destroy
3.10.0	<b>Policy</b>	The activities of developing policies and directions so that the agency can meet its international and national obligations under agreements and implement biodiversity strategies, e.g. policy on biotechnology and its uses	
3.10.1		Records relating to the formulation of agency policies on biodiversity conservation. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
3.11.0	<b>Programs</b>	The processes associated with establishing procedures, activities, objectives, developing delivery methods, and the implementation of strategies to achieve management objectives. Programs may be implemented by the agency or by others. Examples of programs include: Estuary Management Program, National Reserve System Program, and, NSW Biodiversity Survey Program.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See <b>Reporting</b> for formal statements or findings arising from program evaluation.	
3.11.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
3.11.2		Records relating to program management, schedules, arrangements, delivery methods and, contacts lists	Retain minimum of 5 years after program completed, then destroy
3.12.0	<b>Research</b>	The activities involved in scientific and technical investigations usually for a specific objective or to discover something new.	
3.12.1		Master copies of agency commissioned research reports	Required as State archives

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No	Function/Activity	Description	Disposal Action
3.12.2		Research data where original scientific data cannot be replaced or replicated	Required as State archives
3.12.3		Routine research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
3.12.4		Working papers, drafts and research management correspondence	Retain minimum of 20 years after last action, then destroy
3.13.0	<b>Strategies</b>	Activities associated with the development of detailed plans for achieving objectives and outcomes within a given timeframe. Strategies include: National Strategy for the Conservation of Australia's Biological Diversity & NSW Biodiversity Strategy	
3.13.1		Records relating to the development of strategies where the agency has influenced or had primary responsibility for the development of the strategy	Required as State archives
3.13.2		Records relating to the development of strategies where the agency has minor or no input into the strategy	Retain minimum of 10 years after last action, then destroy
4.0.0	<b>CATCHMENT MANAGEMENT</b>	<p>The function of assessing the needs and resources in a catchment area and assisting in the development of plans for their management.</p> <p>See DA 155 WATER MANAGEMENT for NPWS records relating to catchment management up to 2003</p> <p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental,</p>	

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No	Function/Activity	Description	Disposal Action
		interdepartmental etc)	
4.1.0	<b>Advice</b>	The activities associated with advising Catchment Management Authorities (CMA's), offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to catchment management	
4.1.1		Records relating to the provision of advice to individual Catchment Authorities concerning the development of plans and management of resources within an area or to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
4.1.2		Records relating to the provision of routine or ad hoc progress updates, advice to management, ad hoc advice to other parts of the agency and advice received/sent from sections of the agency summarised at the whole of agency level on practices relating to catchment management	Retain minimum of 15 years after last action, then destroy
4.2.0	<b>Assessments</b>	The assessment of the health or decline of river systems and impacts over time, e.g. Australian River Assessment System, National Assessment of Water Borne Erosion, and assessments undertaken by the Healthy Rivers Commission.  See <b>ENVIRONMENTAL IMPACT ASSESSMENT</b> for assessments of development proposals.	
4.2.1		Baseline data which cannot be replaced or replicated.	Required as State archives
4.2.2		Baseline data which can be replaced or replicated.	Retain until reference ceases, then destroy
4.3.0	<b>Auditing</b>	Activities to conduct environmental audits making comparisons with national and state benchmarks.	
4.3.1		Records relating to externally conducted environmental audits on water catchment areas	Retain minimum of 20 years after audit, then destroy



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No	Function/Activity	Description	Disposal Action
4.4.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For records of complaints that proceed to investigation see <b>Investigation</b>	
4.4.1		Records relating to complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
4.5.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, policies, changes, amendments with regard to assessing the needs and resources in a catchment area.	
4.5.1		Records of public submissions or comments received as part of formal consultation processes undertaken to support the development of agency policies, plans, and standards regarding catchment area management. This includes records of submissions received, reports of the outcomes of meetings, forums etc.	Required as State archives
4.5.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action then destroy
4.6.0	<b>Incidents</b>	The activities associated with reporting incidents affecting catchments, e.g. land clearing, agricultural practices, illegal dumping of hazardous wastes etc.  For records relating to incidents which proceed to an investigation see <b>Investigations</b> For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b> For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b>	
4.6.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 15 years after last action, then destroy
4.7.0	<b>Investigations</b>	The activities associated with undertaking an investigation in response to a	

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No	Function/Activity	Description	Disposal Action
		complaint or to determine the nature and extent of an incident where pollution or environmental damage has actually occurred or is likely to occur.  For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b>	
4.7.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
4.7.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Retain minimum of 15 years after last action, then destroy
4.8.0	<b>Planning</b>	Activities for assisting in the development of catchment management plans and water allocation and sharing plans.	
4.8.1		Records relating to agency input into and submissions regarding the development of catchment management and water sharing allocation plans	Required as State archives
4.8.2		Cases where the agency holds copies for reference, provides minor comments or takes no action	Retain minimum of 7 years after last action, then destroy.
4.9.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives. Includes agency input into guidelines for each of the NSW Catchments and the agency's position with respect to water licensing.	
4.9.1		Records relating to the formulation of agency policies on catchment management. Includes master copy of final approved version, policy proposals, research, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
4.9.2		Records relating to agency input into and interpretation of policy and guidelines on	Required as State

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No	Function/Activity	Description	Disposal Action
		water licensing and water allocations.	archives
4.10.0	<b>Programs</b>	<p>The processes associated with establishing procedures, activities, objectives, developing delivery methods, and the implementation of strategies to achieve management objectives. Use this term for overall program management - objectives, funding allocation, evaluation, program reports. Examples of programs are: National River Health and soil erosion control.</p> <p>See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See Reporting for formal statements or findings arising from program evaluation.</p>	
4.10.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
4.10.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after program completed, then destroy
4.11.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research.	
4.11.1		Final versions of formal internal reports, reports to external organisations and published reports relating to catchment management.	Required as State archives
4.11.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports.	Retain minimum of 5 years after last action, then destroy
4.11.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments etc	Retain minimum of 2 years after last action, then destroy
4.12.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national	

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No	Function/Activity	Description	Disposal Action
		and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
4.12.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives
4.12.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
4.13.0	<b>Strategies</b>	Activities associated with the development of detailed plans for achieving planned outcomes, within a given timeframe. Strategies include: Water Conservation and Metropolitan Water Strategy	
4.13.1		Records relating to the development of strategies where the agency has influenced or had primary responsibility for the development of the strategy	Required as State archives
4.13.2		Records relating to the development of strategies where the agency has minor or no input into strategies	Retain minimum of 10 years after last action, then destroy
5.0.0	<b>CHEMICALS &amp; PESTICIDES MANAGEMENT</b>	<p>Activities to assess, regulate and reduce harmful effects from the use of chemicals and their wastes in the environment and on humans and non target animals and plants.</p> <p>See <b>LICENSING &amp; PERMITS</b> for records relating to the issue of licenses and Chemical &amp; Pesticide Control Orders</p> <p>See <b>RADIATION CONTROL</b> for records relating to radiation regulation and management.</p> <p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc</p>	

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No	Function/Activity	Description	Disposal Action
		(includes internal and external groups, private, local, intergovernmental, interdepartmental etc)	
5.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to chemicals and pesticides management	
5.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or new or innovative practices. This includes ministerial and executive briefings, legal advice sought and received concerning the interpretation of policy and practices or relating to matters of public accountability, major public interest or controversy.	Required as State archives
5.1.2		Records relating to the provision of routine or ad hoc progress updates, receipt of advice on health effects of chemicals and pesticides, advice to management, ad hoc advice provided to other parts of the Department, and advice received/sent from sections of the agency that are summarised at the whole of agency level on practices relating to chemical and pesticide management.	Retain minimum of 15 years after last action, then destroy
5.2.0	<b>Assessments</b>	The activities relating to the assessment of chemicals, pesticides and herbicides to determine their impact and longevity. Includes the agency's participation in scientific and technical committees conducting chemical reviews and the identification of harmful chemicals through registration. Includes the assessment of processes to treat chemicals and chemical wastes, and the assessment of or testing of remediation processes, methodologies, and technologies used in remediation of contaminated sites.  <i>See General Retention and Disposal Authority - Administrative records COMMITTEES for records of advisory committees or of committees with which the agency has been involved</i>	
5.2.1		Records relating to the evaluation, assessment or testing of remediation processes, methodologies, and technologies used in the remediation of contaminated sites	Retain minimum of 100 years after development, then destroy
5.2.2		Records relating to the assessment of proposed technologies to treat certain chemical wastes (e.g. scheduled chemical wastes) to establish their effectiveness	Retain minimum of 15 years after last

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No	Function/Activity	Description	Disposal Action
		in meeting desired outcomes	action, then destroy
5.2.3		Records relating to statutory assessments of chemicals conducted by the agency. This includes records of submissions received from the public or the Hazards Chemicals Advisory Committee.	Required as State archives
5.2.4		Records relating to national assessments of a chemical, including reports, recommendations and advice	Retain minimum of 15 years after last action, then destroy
5.3.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For complaints that proceed to investigation see <b>Investigation</b>	
5.3.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
5.4.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public about proposed agency standards, plans, policies, guidelines, compliance conditions, changes and amendments concerning chemical and pesticide management.  For public consultation on license conditions see <b>LICENSING &amp; PERMITS</b>	
5.4.1		Records of submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards for the management and regulation of chemical and pesticide manufacture and use.	Required as State archives
5.4.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
5.5.0	<b>Incidents</b>	The activities associated with reporting incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution arising from an incident.  For records relating to incidents which proceed to an investigation see <b>Investigations</b>	

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No	Function/Activity	Description	Disposal Action
		For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b> For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b>	
5.5.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 15 years after last action, then destroy
5.6.0	<b>Issues Management</b>	Activities involving data collection and assessment of new and emerging issues where the agency holds a watching brief. Examples include: impact of pesticides used in and around water, i.e. herbicides, insecticides, and sewer line pesticides, rice pesticides, acrolein; aerial spraying, spray equipment, the requirements of buffer zones around water; antifouling paints on vessels and in water cooling towers; and, environmental residues.	
5.6.1		Records relating to the collation of background data and assessment of emerging issues	Retain until reference ceases, then destroy
5.7.0	<b>Investigations</b>	The activities associated with undertaking an investigation in response to a complaint or to determine the nature and extent of a chemical or pesticide pollution incident where pollution has actually occurred or is likely to occur.  For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b>	
5.7.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
5.7.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and	Retain minimum of 15 years after last action, then destroy

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No	Function/Activity	Description	Disposal Action
		correspondence.	
5.8.0	<b>Monitoring</b>	The activities undertaken to monitor or give warning of pollution and to measure any emissions, leaks, spills or other escape of low risk and non regulated chemicals and pesticides such as paints; cleaning agents, such as detergents; varnishes; cosmetics; weed killers; insecticides; baits; and wood, pool and pet treatments.	
5.8.1		Records relating to the monitoring of low risk chemicals and pesticides such as the use of household and garden chemicals and pesticides and their disposal	Retain minimum of 10 years after last action, then destroy
5.9.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
5.9.1		Records relating to the formulation and promulgation of agency policies and guidelines on chemicals and pesticides management. Includes master copy of final approved version, policy proposals, research, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
5.10.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others. Examples of programs include ChemCollect and the collection and disposal of out of date pharmaceuticals.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See <b>Reporting</b> for formal statements or findings arising from program evaluation	
5.10.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
5.10.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after program completed,



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No	Function/Activity	Description	Disposal Action
			then destroy
5.11.0	<b>Registration</b>	The activities involved in recording and maintaining summary records in relating to the declaration of hazardous chemicals and wastes and the regulation or control of their use.  For records relating to the issue of chemical control orders see <b>LICENSING AND PERMITS</b>	
5.11.1		Registers of hazardous chemicals, declared chemical wastes, chemical control orders and licences authorising the use of hazardous chemicals.	Required as State archives
5.12.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  See <b>Research</b> for research reports	
5.12.1		Final versions of formal internal reports and reports to external organisations relating to the management and regulation of chemical and pesticides manufacture and use. This include scientific reports on the registration of pesticides.	Required as State archives
5.12.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
5.12.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
5.13.0	<b>Research</b>	The activities involved in scientific and technical investigations usually for a specific objective or to discover something new.	
5.13.1		Master copies of agency commissioned research reports	Required as State archives
5.13.2		Routine research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
5.13.3		Research data where original data cannot be replaced or replicated	Required as State

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No	Function/Activity	Description	Disposal Action
			archives
5.13.4		Working papers, drafts and project management correspondence	Retain minimum of 20 years after last action, then destroy
5.13.5		<p>Pesticide research permit application files, 1980-1995 - records relating to the issue and renewal of permits for research into pesticides</p> <p><b>Note:</b> This series of files was inherited from the Department of Agriculture as part of the transfer of responsibilities for pesticides management in 1995. In 1995 responsibility for the regulation of pesticides research was transferred to the Commonwealth. The Department has never exercised this responsibility and the files do not contain reports on the outcomes of research.</p>	Retain minimum of 10 years after permit expires, is revoked, cancelled or suspended, then destroy
5.14.0	<b>Reviewing</b>	The activities involved in re evaluating or re examining products, processes, procedures, standards or systems.	
5.14.1		Records relating to the review of research permits issued by the Commonwealth	Retain minimum of 10 years after last action, then destroy
6.0.0	<b>COMMUNITY EDUCATION</b>	<p>The function of developing and implementing education and interpretation programs for the general community and schools with the aim of increasing the public's awareness of environmental issues and encouraging environmental responsibility. Also includes the provision of professional advice and input into government education policy and development of State science curriculum.</p> <p>See <i>General Disposal Authority - Administrative Records - CONTRACTING OUT</i> for agreements and records dealing with contractors who develop and deliver agency education programs</p> <p>For records relating to conferences either held by the agency or attended by agency staff see <i>General Disposal Authority - Administrative Records - CONFERENCES</i></p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental,</p>	

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No	Function/Activity	Description	Disposal Action
		interdepartmental etc)	
6.1.0	<b>Addresses/ presentations</b>	The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.	
6.1.1		Final versions of presentations and other addresses to support the community education function such as addresses associated with protection of the environment and waste resource and recovery	Retain minimum of 5 years after last action, then destroy
6.1.2		Working papers relating to the development of presentations, addresses etc. Includes drafts, comments etc.	Retain until reference ceases, then destroy
6.2.0	<b>Advice</b>	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
6.2.1		Records documenting the offering of advice by or to the organisation concerning community education and community awareness of environmental issues.	Retain minimum of 10 years after last action, then destroy
6.3.0	<b>Arrangements</b>	The activities associated with the management and administration of bookings for community education programs and activities. Includes applications, approvals, confirmations, and condition of use.	
6.3.1		Records relating to arrangements for and the delivery of training courses or community education programs. Includes accommodation, travel and venue bookings, catering arrangements, liaison with agency representatives, registrations and participant lists	Retain minimum of 3 years after last action, then destroy
6.4.0	<b>Competitions</b>	The conduct of competitions to raise public awareness and encourage local participation	
6.4.1		Records relating to the details and general conditions of competitions and the selection of winning entries	Retain minimum of 3 years after competition closes, then destroy
6.4.2		Competition entries	Retain minimum of 1 years competition closes, then destroy
6.5.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with stakeholders, local and state government and the public, about proposed agency	

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No	Function/Activity	Description	Disposal Action
		standards, plans and policies etc re community education	
6.5.1		Records of submissions or input from consultation on community education initiatives and strategies, eg Working Paper: Environmental Education in NSW: Towards a three-year plan	Retain minimum of 20 years after last action, then destroy
6.5.2		Records relating to arrangements and planning for the consultation processes e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
6.6.0	<b>Curriculum Programs</b>	The activities associated with the development of syllabus-linked programs and associated curriculum support materials for the community and industry	
6.6.1		Selected samples of course syllabi for industry, community and outreach programs	Required as State archives
6.6.2		Records relating to the development, evaluation and modification of curriculum programs. Includes proposals for new courses, approvals and accreditation.	Retain minimum of 10 years after last action, then destroy
6.6.3		Teacher Kits. Includes lesson plans, teachers notes, work books, marking guides etc.	Retain until superseded, then destroy
6.7.0	<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.	
6.7.1		Records relating to routine enquiries on the community education function	Retain minimum of 2 years after last action, then destroy
6.8.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
6.8.1		Approved final versions of plans relating to the development and implementation of community education programs and initiatives. Includes records relating to the development of plans, i.e. research and assessment needs.	Retain minimum of 10 years after superseded, then destroy
6.8.2		Routine administrative records relating to the planning process, includes drafts, comments etc.	Retain minimum of 10 years after last action, then destroy
6.9.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so	

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No	Function/Activity	Description	Disposal Action
		that the agency can meet its objectives.	
6.9.1		Final policy documents relating to the community education function, including working papers, research papers, drafts, comments, etc.	Required as State archives
6.9.2		Administrative records relating to policy implementation.	Retain until reference ceases, then destroy
6.10.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
6.10.1		Master sets of manuals, guidelines, handbooks, instructions etc supporting the community education function.	Retain minimum of 10 years after procedures superseded, then destroy
6.10.2		Records relating to the development of procedures for community education.	Retain minimum of 5 year after last action, then destroy
6.11.0	<b>Programs</b>	<p>Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others and are focused on industry groups, schools and the community. Examples of education and training programs include: Urban Stormwater Education Program; Protecting Our Places Program; Industry Partnership Program; and, Education for Sustainability Professional Development Program.</p> <p>For formal statements or findings arising from the evaluation of programs see <b>Reporting</b></p>	
6.11.1		Records relating to program objectives, methodology, development of resources, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
6.11.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after

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No	Function/Activity	Description	Disposal Action
			program completed, then destroy
6.11.3		Course evaluation sheets and questionnaires	Retain minimum of 3 years after last action, then destroy
6.12.0	<b>Projects</b>	Activities relating to projects with specific objectives, often arising from programs, that are funded separately.	
6.12.1		Records relating to project objectives, outcomes, results, reports and project management.	Retain minimum of 20 years after program completion, then destroy
6.13.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  For research reports see <b>Research</b>	
6.13.1		Final versions of formal internal reports and reports to external organisations relating to the community education function.	Retain minimum of 20 years after last action then destroy
6.13.2		Periodic internal reports relating to routine administrative matters. Includes reports on statistical and other surveys.	Retain minimum of 5 years after last action, then destroy
6.13.3		Records relating to the compilation of agency reports. Includes working papers, drafts, comments etc.	Retain minimum of 2 years after last action, then destroy
6.13.4		Summarised reports detailing relevant data from various governments departments annual reports regarding the NSW Environmental Education Plan	Retain minimum of 10 years after last action, then destroy
6.14.0	<b>Research</b>	Activities supporting the conduct of specific research undertaken by agency staff or commissioned.	
6.14.1		Master copies of agency commissioned research reports	Required as State

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No	Function/Activity	Description	Disposal Action
			archives
6.14.2		Working papers, drafts and project management correspondence	Retain minimum of 20 years after last action, then destroy
6.15.0	<b>Strategies</b>	Activities associated with the development of detailed plans for achieving planned outcomes, within a given timeframe.	
6.15.1		Records relating to the development of strategies where the agency has influenced or had primary responsibility for the development of the strategy	Required as State archives
6.15.2		Records where the agency makes minor input into strategies	Retain minimum of 10 years after last action, then destroy
6.16.0	<b>Training</b>	The activities associated with the development of training materials for Local Governments, the community and industry.	
6.16.1		Final versions of course material for training. Includes course session plans, presentations (eg PowerPoint or overhead slides/transparencies), handouts, participant workbooks, training manuals, final course evaluation reports, etc.	Retain minimum of 10 years after last action, then destroy
6.16.2		Draft copies and working documents associated with the development of course material.	Retain until administrative use ceases, then destroy
7.0.0	<b>CONTAMINATED SITES MANAGEMENT</b>	<p>The function of identification, investigation and remediation of sites contaminated with pollutants that are unsafe or unfit for the current or intended use of the land (including groundwater) or otherwise environmentally degraded. The types of sites include former chemical industries, gasworks, landfills, cattle/sheep tick dips, timber treatment plants etc.</p> <p>See <b>ENVIRONMENTAL IMPACT ASSESSMENTS</b> for assessments on contaminated land.                      For records on the evaluation of remediation processes used on contaminated sites see <b>CHEMICALS AND PESTICIDES MANAGEMENT</b>                      See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and</p>	

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No	Function/Activity	Description	Disposal Action
		regulatory impact statements relating to the agency's own or other agencies' legislation See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)	
7.1.0	<b>Accreditation</b>	Activities associated with the accreditation of site auditors to provide independent advice on contaminated sites management.	
7.1.1		Records relating to the evaluation and accreditation of site auditors. Includes records of initial application and renewal of accreditation	Retain minimum of 10 years after accreditation expires, then destroy
7.1.2		Records relating to unsuccessful applications for accreditation	Retain minimum of 2 years after last action, then destroy
7.2.0	<b>Assessments</b>	Activities involving the identification of the number and severity of contaminated sites across NSW that are not site specific, through surveys, research and scientific analysis. Assessments inform the policy and strategy development. For site specific investigations see <i>Investigations</i> .	
7.2.1		Baseline data which cannot be replaced or replicated.	Required as State archives
7.2.2		Baseline data which can be replaced or replicated.	Retain until reference ceases, then destroy
7.3.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with stakeholders, local and state government and the public, about proposed agency standards, plans, guidelines, policies re Contaminated Sites	
7.3.1		Records of submissions or comments received as part of formal consultation	Required as State



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No	Function/Activity	Description	Disposal Action
		processes undertaken to assist the development of agency policies, guidelines or standards for the management of contaminated sites eg Guidelines for the Assessment of Former Gasworks Sites. This includes records of submissions received, reports of the outcomes of meetings, forums etc	archives
		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
7.4.0	<b>Policy</b>	Activities associated with the formulation of agency policies and guidelines regarding the management of contaminated sites.	
7.4.1		Records relating to the formulation of agency policies and guidelines on the assessment, management and remediation of contaminated sites. Includes master copy of final approved version, policy proposals, background research, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
7.5.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others. Examples include: Clean up, cattle tick and sheep dip sites; derelict mine sites and council gasworks remediation.  See <b>GRANTS AND FUNDING</b> for management and budgeting records for each program For reports or formal statements or findings arising from the evaluation of a program see <b>Reporting</b>	
7.5.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
7.5.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after program completed, then destroy

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No	Function/Activity	Description	Disposal Action
7.6.0	<b>Registration</b>	Activities associated with the identification, labelling and creation of summary records of contaminated sites, including dates of identification and completion of remediation work	
7.6.1		Register of current and former contaminated sites administered by the agency	Required as State archives
7.6.2		Record of searches and queries of register maintained under the Unhealthy Building Land Act 1990	Retain minimum of 7 years after date of last entry, then destroy
7.7.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research.	
7.7.1		Final versions of formal internal reports and reports to external organisations relating to contaminated sites	Required as State archives
7.7.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
7.7.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
7.8.0	<b>Site management</b>	Activities relating to the identification, remediation and validation of contaminated sites, where a site presents a significant risk of harm.	
7.8.1		Site management files for contaminated sites regulated under either the Unhealthy Building and Land Act and Contaminated Land Management Act. Case files include: investigation reports; declarations; voluntary agreements; remediation plans; site audits; advice; monitoring; and maps, etc	Required as State archives
7.8.2		Records relating to sites identified as not posing a serious risk ie sites which are not visited or investigated. The owner of the site is requested to undertake any remediation if necessary. Records include complaints and correspondence regarding the site	Retain minimum of 7 years after date of last action, then destroy
7.8.3		Records relating to sites that were at one time in the past gazetted as UBL, but where the reasons prompting the gazettal had been satisfactorily met and the	Retain minimum of 50 years after

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No	Function/Activity	Description	Disposal Action
		gazettal revoked and the reason for declaring the land to be unhealthy would not meet current criteria for declaration as contaminated land e.g. land deemed to be unhealthy because of the low-lying nature of the land and remediated through filling to a particular level etc.	gazettal revoked, then destroy
8.0.0	<b>CORPORATE GOVERNANCE</b>	<p>The function of providing the structure and framework for the direction and control of the agency and to ensure efficient use of and stewardship for resources. This includes managing the membership and administration of bodies, such as boards and trusts that advise on, oversight or provide a framework for the direction and control of the organisation or certain of its functions and activities (eg the Environment Protection Authority Board, former Board of Resource NSW, the Environmental Trust).</p> <p><i>See General Disposal Authority - Administrative Records - COMMITTEES for records of meetings of advisory committees, panels etc</i>  <i>See General Disposal Authority - Administrative Records - CORRUPTION - for records relating to protected disclosures or allegations made with respect to the conduct of Board or other members of the organisation</i></p>	
8.1.0	<b>Disclosures</b>	The process of recording members' disclosures or declarations of financial and business interests	
8.1.1		Registers of disclosures or declarations of interests by board or trust members	Required as State archives
8.1.2		Records relating to member's declaration or advice of their interests	Retain minimum of 7 years after Board member's term expires, then destroy
8.2.0	<b>Meetings</b>	The activities associated with gatherings held to formulate, discuss, update, or resolve issues. Includes arrangements, agenda, taking of minutes, etc.	
8.2.1		Master set of agenda, minutes, briefing or background papers or reports	Required as State archives
8.2.2		Records relating to routine organisational matters for meetings, such as notices of meetings and arrangements.	Retain minimum 1 year after last

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No	Function/Activity	Description	Disposal Action
			action, then destroy
8.3.0	<b>Membership</b>	The activity of handling appointments to governing or advisory bodies such as Boards and Trusts. Includes nominations, acceptances and resignations of members.	
8.3.1		Records relating to the appointment of persons governing or advisory bodies. Includes nominations, appointment pro-forma, letters of appointment, gazettal notices, approvals, conditions, resignations and associated correspondence.	Required as State archives
8.3.2		Registers of members of boards, trusts etc	Required as State archives
8.3.3		Records relating to routine administrative matters concerning appointments.	Retain minimum of 2 years after last action, then destroy
8.4.0	<b>Policies/Procedures</b>	The activity of developing and establishing decisions, directions and precedents, as well as documenting standard methods of operation for the agency. This includes policies, procedures, guidelines, instructions (including work instructions), business rules and directives.	
8.4.1		Records relating to final policy documents and master sets of procedure manuals and handbooks relating to the management of the governing or advisory body and the responsibilities of members.	Required as State archives
8.4.2		Records relating to the development and implementation of policies and procedures relating to the management of governing or advisory body and responsibilities of members. Includes policy proposals, research and working papers, drafts etc.	Retain minimum 1 year after last action, then destroy
8.5.0	<b>Remuneration</b>	The activity of managing the payment, reward or other benefit for work or services performed by members.	
8.5.1		Records relating to travelling and subsistence allowances paid to members	Retain minimum of 7 years after member's term expires, then destroy
8.6.0	<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 or findings of the results of the	

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No	Function/Activity	Description	Disposal Action
		examination or investigation.	
8.6.1		Final versions of formal reports relating to the governance of the organisation	Required as State archives
8.6.2		Working papers documenting the development of all reports. This includes: draft reports, research and information and comments.	Retain minimum of 2 years after last action, then destroy
9.0.0	<b>CULTURAL HERITAGE</b>	<p>The function of the survey and identification, conservation, protection, care and management of Aboriginal and historic objects, places and sites. Includes research into cultural heritage. Includes sites located throughout NSW, including those on private property or on Crown land. Includes the consideration and issuing of permits to destroy Aboriginal relics and activities to preserve or restore buildings, sites monuments and places of heritage value.</p> <p>See also DA155 For records relating to the acquisition of Aboriginal objects see entry 1.1.2 in DA155</p>	
9.1.0	<b>Museums</b>	Activities relating to the establishment and operation of local museums and displays.	
9.1.1		Records relating to the acquisition of objects (other than Aboriginal objects) and records significant to the history of the estate of NPWS.	Retain until objects and records disposed of, then destroy
10.0.0	<b>DANGEROUS GOODS CONTROL</b>	<p>The function of policy development for the transport of dangerous goods by rail and road, such as infectious and hazardous material, flammable and toxic gases and pesticides.</p> <p>See <b>LICENSING &amp; PERMITS</b> for records relating to the issue of licences and permits See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p>	

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No	Function/Activity	Description	Disposal Action
		<p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
10.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to dangerous goods transport issues	
10.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
10.1.2		Records relating to the provision of routine or ad hoc progress updates, advice to management and summarised ad hoc advice provided to other parts of the agency on practices relating to dangerous goods	Retain minimum of 15 years after last action, then destroy
10.2.0	<b>Approvals</b>	Approvals, determinations and exemptions issued by the agency in relation to transport of dangerous goods. Approvals include: tank vehicle designs; routes for transport and training courses. Determinations include: classifications of dangerous goods; what goods are compatible with dangerous goods; routes that may or may not be used for transport of dangerous goods. Exemptions is where legislation is not complied with as a case has been brought forward where dangerous goods can be transported in a better way which by passes legislation. The exemptions can cover any requirements in the legislation.	
10.2.1		Records relating to the making and issuing of approvals, determinations and exemptions for the transport of dangerous goods	Retain minimum of 7 years after expiration of approval, determination and exemption, then

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No	Function/Activity	Description	Disposal Action
			destroy
10.3.0	<b>Assessments</b>	The activity of assessing potential hazards posed by the transport of dangerous goods	
10.3.1		Periodic analysis of trends, rates and quantities etc, of dangerous goods transported	Retain minimum of 20 years after last action, then destroy
10.4.0	<b>Campaigns</b>	A specific part of a program that aims to change public perceptions or behaviours. Activities may involve advertising, education, outreach, training or other forms of awareness raising. Examples include, driver awareness of safety and emergency procedures when transporting dangerous goods	
10.4.1		Records relating to the establishment and implementation of campaigns including objectives, methodology and evaluation reports. Also includes records on generic training and promotional material for campaigns.	Retain minimum of 20 years after last action, then destroy
10.5.0	<b>Classifications</b>	Activities involved in the identification and labelling requirements of dangerous goods as detailed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (the 'ADG Code') such as for flammable and toxic gases, flammable substances etc	
10.5.1		Information and guidelines on warning signs for the transport of dangerous goods	Retain until superseded, then destroy
10.6.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation. For complaints that proceed to investigation see Investigation	
10.6.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
10.7.0	<b>Incidents</b>	The activities associated with reporting incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution or harm arising from an incident. Incidents may include local events or events that occur interstate or overseas where these may have implications for NSW.  For records relating to incidents which proceed to an investigation see	

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No	Function/Activity	Description	Disposal Action
		<p><b>Investigations</b> For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b></p> <p>For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b></p>	
10.7.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution. Includes accident reports involving the transport of dangerous goods.	Retain minimum of 15 years after last action, then destroy
10.8.0	<b>Investigations</b>	<p>The activities associated with undertaking an investigation in response to a complaint or to determine the nature and extent of an incident involving the transport of dangerous goods where pollution has actually occurred or is likely to occur.</p> <p>For investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b></p>	
10.8.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
10.8.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Retain minimum of 15 years after last action, then destroy
10.9.0	<b>Policy</b>	Activities associated with the formulation of agency policies and guidelines regarding the transport of dangerous goods e.g. National Uniform Road Transport Policy	
10.9.1		Records relating to the formulation of agency policies and guidelines on the transport of dangerous goods. Includes master copy of final approved version, policy proposals, background research and advice, draft versions circulated for	Required as State archives



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No	Function/Activity	Description	Disposal Action
		comment and consultation purposes including amendments, interpretation and clarifications.	
10.10.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See <b>GRANTS AND FUNDING</b> for records relating to the management and budgeting for each program For reports or formal statements or findings arising from the evaluation of a program see <b>Reporting</b>	
10.10.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
10.10.2		Records relating to program management, schedules, arrangements, delivery methods, and, contacts lists	Retain minimum of 5 years after program completed, then destroy
10.11.0	<b>Registration</b>	The creation of summary records of dangerous goods licences and registers of determinations, exemptions and approvals	
10.11.1		Summary registration details of vehicle and driver licences and of determinations, exemptions and approvals made with respect to the transport of dangerous goods.	Retain minimum of 10 years after last action with regard to licence, approval, determination or exemption, then destroy
10.12.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research.	
10.12.1		Periodic internal reports relating to routine operational or administrative matters.	Retain minimum of

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		Includes statistical and survey reports.	5 years after last action, then destroy
10.12.2		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
10.13.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
10.13.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives
10.13.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
10.14.0	<b>Training</b>	Activities involving training programs for government ( - not industry) drivers who are applying for licences for the transport of dangerous goods.	
10.14.1		Records relating to the training course materials and register of training delivery	Retain minimum of 10 years after superseded, then destroy
11.0.0	<b>ECONOMIC ANALYSIS</b>	The economic analysis of pressures on environmental services and conservation, including assessments of benefits and costs, and distributional effects; evaluation of policy proposals for improving environmental and conservation outcomes; including proposing and evaluating economic instruments for improving environmental and conservation outcomes.	
11.1.0	<b>Cost Benefit Analysis</b>	Activities regarding the considerations of costs and benefits of developing proposals for certain environmental controls, including material on costings and evaluation.	
11.1.1		Records relating to the costing and evaluation of the cost benefit of proposed standards for environmental controls.	Retain minimum of 10 years after last action, then destroy
11.2.0	<b>Economic Instruments</b>	Activities associated with the development of mechanisms to encourage industry	

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		and others to use production methods, techniques and components not damaging to the environment - includes material on disincentives imposed on particular companies, incentives and other market mechanisms.	
11.2.1		Records relating to the development, testing and evaluation of mechanisms to encourage industry and others to use production methods, techniques and components not damaging to the environment.	Retain minimum of 10 years after last action, then destroy
11.3.0	<b>Economic Modelling</b>	The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.	
11.3.1		Records relating to models of economic planning	Retain minimum of 10 years after last action, then destroy
12.0.0	<b>ECOSYSTEM CONSERVATION</b>	<p>The function of identification and conservation of landscape scale natural features, different patterns of vegetation with associated animal populations, promotion of ecosystem health and regulation of the environmental processes that influence the whole ecosystems. Ecosystems represent large-scale geophysical patterns, and also includes mapping and assessments of bio-regions. Biodiversity conservation is a sub-set of Ecosystems conservation.</p> <p>See DA 155 CONSERVATION PLANNING for NPWS records up to 2003.            See also <b>BIODIVERSITY CONSERVATION, ENVIRONMENTAL PLANNING STRATEGIES</b> and <b>NATURAL RESOURCE MANAGEMENT</b>            See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation            See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	

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No	Function/Activity	Description	Disposal Action
		See <i>General Disposal Authority - Administrative Records</i> - STANDARDS for the development and implementation of standards	
12.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to air quality issues	
12.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
12.1.2		Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the Department and, advice received and sent from sections of the Department that are summarised at the whole of agency level on practices relating to ecosystem conservation	Retain minimum of 15 years after last action, then destroy
12.2.0	<b>Assessments</b>	The assessment and analysis of ecosystems and the review of particular impacts on them over time.  See <b>Environmental Impact Assessment</b> for assessments of development applications relating to specific sites	
12.2.1		Baseline data which cannot be replaced or replicated	Required as State archives
12.2.2		Baseline data which can be replaced or replicated	Retain until reference ceases, then destroy
12.3.0	<b>Classification</b>	Activities to identify the characteristics and values of different ecosystems to be used for identification, assessments and mapping.	
12.3.1		Records relating to the identification of the characteristics and values of different ecosystems to be used for identification, assessments and mapping.	Required as State archives
12.4.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, compliance conditions, changes, amendments to protect and conserve ecosystems	

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No	Function/Activity	Description	Disposal Action
12.4.1		Records of submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards for the conservation of ecosystems	Required as State archives
12.4.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
12.5.0	<b>Monitoring</b>	Activities involving measuring the impact on ecosystems as a consequence of human activity, pollution, water flows or climate changes.  See <b>ASSESSMENTS</b> for measurements and evaluation of ecosystem characteristics and distribution to establish benchmarks and baseline data	
12.5.1		Records relating to the monitoring of ecosystems, e.g. decline, improvements, effect of surrounding environment	Required as State archives
12.6.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
12.6.1		Approved final versions of plans relating to the ecosystem conservation function. Includes major initiatives, projects, programs etc.	Required as State archives
12.7.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
12.7.1		Records relating to the formulation of agency policies and guidelines on ecosystem conservation. Includes master copy of final approved version, policy proposals, background research, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
12.8.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See <b>GRANTS AND FUNDING</b> for management and budgeting records for each program For reports or formal statements or findings arising from the evaluation of a program see <b>Reporting</b>	
12.8.1		Records relating to program objectives, methodology, evaluation and summary	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		reporting of program	20 years after program completion, then destroy
12.8.2		Records relating to program management, schedules, arrangements, delivery methods, and contacts lists	Retain minimum of 5 years after program completed, then destroy
12.9.0	<b>Registration</b>	Activities associated with the identification, labelling and registration of important ecosystems. This includes the official listing and identification of significant habitats, such as world heritage listings, designed to protect the natural ecosystem.	
12.9.1		Records relating to the registration of NSW wetland sites to the Australian National Directory of Important Wetlands and the registration of significant NSW ecosystems for protection. Records include research, background information and reports supporting the registration.	Required as State archives
12.10.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.  For reports on research see <b>Reporting</b>	
12.10.1		Final versions of formal internal reports and reports to external organisations relating to the identification and conservation of ecosystems	Required as State archives
12.10.2		Periodic internal reports relating to routine administrative matters. Includes reports on statistical and other surveys.	Retain minimum of 5 years after last action, then destroy
12.10.3		Records relating to the compilation of agency reports. Includes working papers, drafts, comments etc.	Retain minimum of 2 years after last action, then destroy
12.11.0	<b>Research</b>	Activities supporting the conduct of specific research projects undertaken by agency staff or commissioned.	

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No	Function/Activity	Description	Disposal Action
12.11.1		Master copies of agency commissioned research reports	Required as State archives
12.11.2		Research data where original scientific data cannot be replaced or replicated	Required as State archives
12.11.3		Research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
12.11.4		Working papers, drafts and project management correspondence	Retain minimum of 20 years after last action, then destroy
13.0.0	<b>EMERGENCY MANAGEMENT</b>	<p>Activities to plan responses to pollution incidents and to manage emergency responses to pollution accidents, fires, floods or other incidents involving danger to people or property. Once an incident has been made safe by the NSW Fire Brigade, the agency oversees the environmental clean-up and the disposal of any spilled or contaminated materials.</p> <p>See DA 155 FIRE MANAGEMENT for records relating to emergency responses to bushfires in or a risk to National parks                      See <b>CONTAMINATED LAND MANAGEMENT</b> for records relating to the rehabilitation of land following contamination See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
13.1.0	<b>Agreements</b>	The activities associated with the establishment, maintenance, review, negotiation and the agency's implementation of formal agreements relating to emergency management. Agreements may be made between nations, states, local government or other agencies.	
13.1.1		Records relating to the agreement and MOU between the agency and NSW Fire Brigade	Retain minimum of 20 years after agreement expires, then destroy
13.2.0	<b>Emergency Response</b>	Activities involving emergency response procedures to fire, floods, toxic and	

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No	Function/Activity	Description	Disposal Action
		chemical spills, chemical gas leaks and oil spills, etc which require immediate and emergency services to protect life and property, both on and off parks.	
13.2.1		Records relating to responses to emergency issues or incidents: includes sub plans to co ordinate the response and advice to external agencies	Retain minimum of 10 years after incident or after last action, whichever is the longer, then destroy
13.3.0	<b>Incidents</b>	Activities involving an emergency response to pollution incidents. The Authority offers specialist advice to emergency services, the public and companies in relation to the containment, clean-up and rehabilitation of areas after spills. It is also empowered to prosecute individuals or companies for spills.  For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b>	
13.3.1		Records relating to significant environmental incidents where there is loss of life or significant damage to public health or the environment	Required as State archives
13.3.2		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 10 years after last action, then destroy
13.3.3		Records relating to long term monitoring of environmental damage and chronic health implications of environmental incidents such as spills, toxic emissions etc	Retain minimum of 100 years after incident, then destroy
13.4.0	<b>Planning</b>	The processes of formulating environmental emergency management plans at a state, regional and local level	
13.4.1		Final copy of agency state disaster plan, sub plans and functional area plans	Required as State archives
13.4.2		Records relating to inter agency emergency response plans established to provide assistance in the event of environmental protection and pollution incidents	Retain 5 years after superseded, then destroy
13.4.3		Records relating to agency comments on and input into emergency plans received	Retain until



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No	Function/Activity	Description	Disposal Action
		for general comment or information from other organisations	superseded, then destroy
13.4.4		Background papers and information regarding the development and review of emergency plans	Retain until administrative or reference use ceases, then destroy
13.5.0	<b>Procedures</b>	Standard methods of operating laid down by the agency, according to formulated policy	
13.5.1		Final copies of agency standing operating emergency response procedures and guidelines	Retain minimum of 10 years after superseded, then destroy
13.5.2		Background papers and information regarding the development and review of the standing operating emergency response procedures and guidelines	Retain minimum of 10 years after last action, then destroy
13.6.0	<b>Registration</b>	The activities involved in recording and maintaining summary records to support emergency response operations.	
13.6.1		Information on individuals and organisations which are able to provide resources, equipment, products and advice to minimise the environmental effects of hazardous materials incidents (Hazmat register)	Retain until superseded, then destroy
13.6.2		Contact lists or details of relevant people to contact in the event of various environmental emergencies	Retain until superseded, then destroy
13.7.0	<b>Reporting</b>	Activities associated with analysis and reporting on individual environmental incidents including results of the particular incident, eg impact on local flora and fauna of oil spill, release of toxic gases etc, detailing the affected area, measures taken to halt the spread of the contaminant, advice given regarding the incident and future recommendations.	
13.7.1		Records relating to the analysis and results of environmental incidents, including recommendations, advice, debrief reports and other reports where the incident was precedent setting, controversial or resulted in a coronial enquiry	Required as State archives

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No	Function/Activity	Description	Disposal Action
13.7.2		Records including response reports, debrief reports and advice given on environmental incidents where the incident was not precedent setting or controversial or did not result in a coronial enquiry	Retain minimum of 7 years after last action, then destroy
13.8.0	<b>Training</b>	The activities involved in the training of agency and external agency staff on emergency response situations	
13.8.1		Records relating to training materials for emergency response training	Retain until superseded, then destroy
13.8.2		Records relating to proposals and requests for training	Retain minimum of 10 years after last action, then destroy
13.8.3		Records detailing agency personnel that have been trained and when	Retain minimum of 10 years after last action, then destroy
13.8.4		Training activity reports	Retain minimum 1 year after last action, then destroy
13.8.5		Addresses/presentations delivered as part of training by agency staff to external clients	Retain until superseded, then destroy
14.0.0	<b>ENVIRONMENTAL IMPACT ASSESSMENTS</b>	<p>The assessment of development applications to determine the probable environmental impact of the proposed development and any resulting pollution under the Environmental Planning and Assessment Act. Evaluations include technical and scientific advice, the collection of data and assessment of the environmental and cultural heritage impacts.</p> <p>See DA 155 ENVIRONMENTAL IMPACT ASSESSMENT for NPWS records up to 2003            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)            See <i>General Disposal Authority - Administrative Records - STANDARDS</i> for records</p>	

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No	Function/Activity	Description	Disposal Action
		relating to the development and implementation of standards	
14.1.0	<b>Assessments</b>	Activities relating to the assessment by the agency of development applications in relation to the environmental impacts of activities such as agriculture, rural land use, commercial or industrial development, major projects, mineral exploration, mining and extractive industries, residential, roads or utilities development.	
14.1.1		Environmental Impact Assessments on sites contaminated by hazardous chemicals. Records include assessment, development proposal, developers reports and advice by the agency regarding the assessment etc	Required as State archives
14.1.2		Records referred by local or state government relating to specific local areas and development proposals: <ul style="list-style-type: none"> <li>• where the agency opposes a significant development proposal, or</li> <li>• where there is a high level of public interest in or controversy concerning the proposal</li> </ul>	Required as State archives
14.1.3		Impact assessment reports regarding other development applications, including site/premise plan, description of the activities carried out on the site/premise, surveys and statistical reports and assessment data. Also includes records referred by local or state government relating to specific local areas and development proposals not opposed by the agency.	Retain minimum of 50 years after last action, then destroy
14.2.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
14.2.1		Records relating to the formulation of agency policies concerning the assessment of development applications. Includes master copy of final approved version, policy proposals, background research, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
14.3.0	<b>Procedures</b>	Standard methods of operating laid down by the agency according to formulated policy.	
14.3.1		Procedures and guidelines regarding the assessment of DAs	Retain until superseded, then destroy
14.4.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research.	

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No	Function/Activity	Description	Disposal Action
14.4.1		Final versions of formal internal reports and reports to external organisations relating to Environmental Impact Assessments	Required as State archives
14.4.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports.	Retain minimum of 5 years after last action, then destroy
14.4.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
15.0.0	<b>ENVIRONMENTAL PLANNING STRATEGIES</b>	<p>State wide focus for environmental and ecologically sustainable development and planning, arising from the development of international, national and state wide, regional or local government policies. The policies are implemented through a whole of government approach to regional planning via the development of bioregional plans and statutory environment instruments. Includes the agency's input into statutory planning instruments such as the Local Environment Plans (LEPs), Regional Environment Plans (REPs) and State Environmental Planning Policies (SEPPs).</p> <p>See DA 155 CONSERVATION PLANNING for NPWS records up to 2003            See also <b>BIODIVERSITY CONSERVATION, ECOSYSTEM CONSERVATION</b> and <b>NATURAL RESOURCE MANAGEMENT</b>            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)            See <i>General Disposal Authority - Administrative Records - INQUIRIES</i> for records relating to the conduct of formal Inquiries</p>	
15.1.0	<b>Environmental Planning Instruments (EPI)</b>	Activities associated with responding to requests for comments on EPI's.	
15.1.1		Environmental Planning Instruments where the agency has significant input or makes submissions towards the development of SEPPs, LEPs and REPs	Required as State archives
15.1.2		Environmental Planning Instruments where the agency has minor input towards	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		the development of SEPPs, LEPS and REPs e.g. Rezoning	7 years after last action, then destroy
15.2.0	<b>Policy</b>	Activities associated with the development of polices for the protection of the environment. See Economics for records relating to cost/benefit assessments of the economic and social impact of the policy.	
15.2.1		Records relating to the formulation and promulgation of policies for the protection of the environment as required by legislation. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
15.3.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Examples include the Metropolitan Development Program.  See <b>GRANTS AND FUNDING</b> for management and budgeting records for each program See <b>Reporting</b> for formal statements or findings arising from an evaluation of programs	
15.3.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
15.3.2		Records relating to program management, schedules, arrangements, delivery methods, and contacts lists	Retain minimum of 5 years after program completed, then destroy
15.4.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research.	
15.4.1		Final version of the State of the Environment Report	Required as State archives
15.4.2		Records relating to the compilation of the State Of The Environment reports.	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		Includes working papers, drafts, comments etc.	15 years after last action, then destroy
15.4.3		Final versions of formal internal reports and reports to external organisations relating to environmental planning strategies/sustainable frameworks	Required as State archives
15.4.4		Periodic internal reports relating to routine administrative matters. Includes reports on statistical and other surveys.	Retain minimum of 5 years after last action, then destroy
15.4.5		Records relating to the compilation of agency reports. Includes working papers, drafts, comments etc.	Retain minimum of 2 years after last action, then destroy
15.5.0	<b>Reviewing</b>	The activities involved in re-evaluating or re-examining products, processes, procedures, standards or systems. Includes recommendations and advice resulting from these activities.	
15.5.1		Records relating to the review of environmental planning instruments and protection of the environment policies	Retain minimum of 10 years after last action, then destroy
15.6.0	<b>Strategies (State &amp; Region wide)</b>	Activities associated with the development of detailed plans for achieving objectives and outcomes, within a given timeframe. See also <b>Planning</b>	
15.6.1		Records where the agency has significant input or makes submissions towards the development of strategies, e.g. Ecologically Sustainable Development Strategies	Required as State archives
15.6.2		Records where the agency makes minor input to strategies	Retain minimum of 10 years after last action, then destroy
16.0.0	<b>GRANTS AND FUNDING</b>	The function of providing grants and funding to other organisations and receiving external or non-agency budget sources for which the agency must apply and account for separately. Funding may be attracted from international bodies, Federal govt, research funding bodies or conservation programs. Funding programs administered by the agency include the Stormwater Trust, Environmental Trust, Conservation groups, DEC Research and Development Grants Program, National Parks and Wildlife Grants and Sponsorships Program, Industry Partnership Program, Clean Air Fund, etc.	

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No	Function/Activity	Description	Disposal Action
		See <b>CORPORATE GOVERNANCE</b> for records of Trust meetings and membership See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, advisory panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)	
16.1.0	<b>Applications</b>	Activities relating to the agency applying to outside sources of funding for projects, and, the agency receiving applications for funding they administer.  See <b>Evaluation</b> for records relating to the evaluation of applications for grants or funding administered by the agency For records relating to individual successful applications made by the agency and external agencies and resulting program/project records refer to classes of program/project records within the relevant functional area	
16.1.1		Unsuccessful applications for funding either: <ul style="list-style-type: none"> <li>• by the agency to an external funding body, or</li> <li>• from an external agency to the agency</li> </ul> Includes expressions of interest, applications and response letter.	Retain minimum of 2 years after last action, then destroy
16.1.2		Expressions of interest and applications for funding, either from the agency or to the agency, which were withdrawn or not proceeded with	Retain minimum of 6 months after last action, then destroy
16.2.0	<b>Enquiries</b>	The activities associated with the handling of requests for information from individuals or organisations regarding funding administered by the agency	
16.2.1		Records relating to enquiries from external agencies regarding grants or funding programs administered by the agency	Retain minimum of 2 years after last action, then destroy
16.3.0	<b>Evaluation</b>	Activities relating to the evaluation of grant applications, including decisions to approve, or the receipt of grants for successful applications	
16.3.1		Records relating to the evaluation processes and summarised decisions about grants provided or received	Retain minimum of 7 years after last action, then destroy
16.4.0	<b>Priorities</b>	The activities associated with the agency assessing priority areas which require funding from external agencies and planning for future funding programs	

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No	Function/Activity	Description	Disposal Action
16.4.1		Records relating to the evaluation of external projects/programs to determine their success, identifying priorities for next round of funding, and, planning how the money should be allocated etc. Records include summary reports of projects/programs detailing their success, budget deadlines met, priority areas of funding identified and plans re allocating future funding etc	Retain minimum of 10 years after last action then destroy
16.5.0	<b>Programs/Projects</b>	<p>Activities relating to the management and budgeting of each grant obtained by the agency from external sources, or, a grant given by the agency to external agencies through a successful funding application.</p> <p>For actual program or project records see relevant Function that project or program falls under. For records relating to planning and the identification of priorities for future funding see <b>Priorities</b></p>	
16.5.1		<p>Records relating to the administration and budgeting of programs and projects where the:</p> <ul style="list-style-type: none"> <li>• grant was obtained from external sources, or</li> <li>• grant was given by the agency to an external body or agency</li> </ul> <p>Records include the budgets, program management and administration</p>	Retain minimum of 7 years after program ends/funding ends, whichever is longer, then destroy
16.6.0	<b>Registration</b>	Activities associated with creating summary records of grants and funding received from external sources under arrangements where the agency must account separately.	
16.6.1		Summary records of successful grants received by the agency and the allocation of monies for projects. Records are used to monitor projects and assess activities supported by external funding.	Retain minimum of 30 years after last action, then destroy
16.7.0	<b>Reporting</b>	<p>Activities associated with developing formal statements of project outcomes and achievements made to external bodies who have provided grant funding.</p> <p>See individual programs/projects for reports from agencies who have received funding from the agency See <i>General Retention and Disposal Authority – Administrative records</i> for the annual report of the Environmental Trust</p>	



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No	Function/Activity	Description	Disposal Action
16.7.1		Records relating to reports detailing the results of projects and programs submitted by the agency to external bodies who have provided grant funding.	Required as State archives
16.7.2		Working papers documenting the development of all reports. This includes draft reports, research and information and comments.	Retain minimum of 2 years after last action, then destroy
17.0.0	<b>LAW ENFORCEMENT</b>	<p>The function of regulating illegal activities including: contamination of sites, disturbance or pollution of sites without approval or required measures to rehabilitate the site; wildlife offences; destruction of native vegetation, species or heritage sites.</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc).</p>	
17.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to law enforcement matters	
17.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
17.1.2		Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the Department, and advice received and sent from sections of the Department about law enforcement that are summarised at the whole of agency level on practices relating to law enforcement	Retain minimum of 15 years after last action, then destroy
17.2.1	<b>Infringements</b>	<p>The activities associated with the issue of penalty notices for minor breaches of rules or regulations.</p> <p>See <b>Notices</b> for Environment Protection Notices See <b>Offences</b> for records relating to offences</p>	
17.2.1		Records relating to the agency notifying offenders of infringements, and in some	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		cases incurring fines for infringements	5 years after last action, then destroy
17.3.0	<b>Investigations</b>	<p>The activities associated with undertaking an investigation in response to a complaint or incident involving dumping, pollution and non compliance of licence requirements.</p> <p>See also under the relevant function for records of investigations of incidents involving loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution</p>	
17.3.1		Records relating to individual investigation cases which do not lead to prosecution. Records include: investigation reports, recommendations and outcomes, audit reports, prosecution briefs, memoranda of legal advice, prosecution recommendations, testing and monitoring data, background information, complaint reports, log books and witness reports	Retain minimum of 10 years after case completed, then destroy
17.4.0	<b>Notices</b>	Activities associated with the issue of clean-up, prevention and prohibition notices.	
17.4.1		Register of notices issued detailing: type of notice issued; reasons for issue; name and address of recipient and date issued	Retain minimum of 30 years after last action, then destroy
17.5.0	<b>Offences</b>	<p>Activities associated with the prosecution of offences such as dumping rubbish, pollution, breaches of licence conditions, and non compliance with legislation. Breaches may incur on-the-spot fines; warning letters; or orders may be issued ordering clean up action, or compensation payment.</p> <p>See license file for details of offence For offences that lead to prosecution see <b>Prosecutions</b></p>	
17.5.1		Summary details of offences cases. Register records include: name and address of offender; nature of offences; date of offence(s); action taken or agency decision; date case closed; and, record reference	Retain minimum of 30 years after last action, then destroy
17.5.2		Records relating to fines and restrictions imposed on offenders for breaches of Acts and regulations, which the agency enforces.	Retain minimum of 5 years after case completed, then destroy

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No	Function/Activity	Description	Disposal Action
17.6.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
17.6.1		Records relating to the formulation of agency policies, guidelines, rules and procedures for law enforcement. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
17.7.0	<b>Prosecutions</b>	Activities involving litigation and prosecution of offences.	
17.7.1		Records relating to the prosecution of cases: <ul style="list-style-type: none"> <li>• of major public interest or controversy;</li> <li>• which are precedent setting;</li> <li>• result in significant changes to agency policies, or</li> <li>• involve substantial damage to the environment or loss of life.</li> </ul> Records include case files, prosecution briefs, investigation records and briefs	Required as State archives
17.7.2		Records relating to routine prosecution cases	Retain minimum of 10 years after case completed or expiry of statute of limitations, whichever is longer, then destroy
17.8.0	<b>Reporting</b>	The processes associated with initiating or providing a formal response (either internal, external or as a requirement of its corporate policies), statements or findings of the results of their examination or investigation.  For Information reports which proceed to prosecution see <b>Prosecution</b>	
17.8.1		Information reports received from the public either directly by agency staff or through Australian Customs relating to breaches of the NPWS Act.	Retain until reference ceases, then destroy
17.8.2		Observation books e.g. smoke observation books, litter books, defect books etc	Retain minimum of 2 years after last action, then destroy

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No	Function/Activity	Description	Disposal Action
17.8.3		Law enforcement notebooks which are used to record contemporaneous notes during the conduct of an investigations	Retain minimum of 7 years after last action, then destroy
18.0.0	<b>LICENSING AND PERMITS</b>	<p>The function of providing formal authorisation for scheduled development work or scheduled activities, such as the control of polluting activities, wildlife protection and cultural heritage conservation. Also used for load based licensing schemes (LBL) that sets limits on pollutant licences and links licence fees to pollutant emissions.</p> <p>See also <b>LAW ENFORCEMENT</b> for records relating to breaches of licences            See <b>WASTE MANAGEMENT</b> for records of non licensed waste disposal and landfill sites            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
18.1.0	<b>Applications and renewals</b>	<p>Activities associated with applying and renewing licenses for various activities requiring licenses.</p> <p>See <b>Registration</b> for official registers of issued licences or permits</p>	
18.1.1		<p>Records relating to applications for licences to carry out scheduled works or activities:</p> <ul style="list-style-type: none"> <li>• involving organisations who are significant creators of pollution within the local area, or</li> <li>• where the application for/issue of the licence was reviewed by senior management or of major public interest or controversy, precedent setting or resulted in changes to the Department's policies or procedures</li> </ul>	Required as State archives
18.1.2		Records relating to successful applications for licences to carry out scheduled works or activities as required by legislation or regulation. Includes licences to regulate water pollution from non scheduled activities. Records include application form, any additional information required by the agency pertaining to the particular activity, calculation of fees and fee to be paid, and, if applicable to the	Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then

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No	Function/Activity	Description	Disposal Action
		license, load based licensing and load based agreements. Additional records include review of the license, (which includes submissions from public consultation), any notices, correspondence, monitoring etc.	destroy
18.1.3		Unsuccessful licence applications	Retain minimum of 10 years after last action, then destroy
18.1.4		Permits - records relating to routine permissions for temporary and routine activities, such as camping, recreational uses of parks, temporary events etc	Retain minimum of 2 years after last action, then destroy
18.1.5		Licences for the use and sale of all ionising radiation apparatus	Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy
18.1.6		Licences issued to companies to undertake specified activities in relation to declared environmentally hazardous materials	Retain minimum of 10 years after licence lapses, then destroy
18.1.7		Fauna Licensing Files containing original licence application, fee details/receipt, original licence and complete details of all subsequent amendments, transactions, renewals etc.	Retain minimum of 7 years after expiry of licence, then destroy
18.1.8		Fauna Record Books. Records of original transactional data submitted by licensee/certificate holders. See 18.7.2 for summary transactional data.	Retain minimum of 3 years after last action, then destroy
18.1.9		Scheduled premise licenses issued under the Pollution Control Act, 1970	Retain minimum of 7 years after expiry of license, then destroy
18.1.10		Licences to drive a dangerous goods vehicle and licences for vehicles to carry dangerous goods.	Retain minimum of 10 years after

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No	Function/Activity	Description	Disposal Action
			licence expires, is revoked, cancelled or suspended, then destroy
18.1.11		Kangaroo management licensing files for: <ul style="list-style-type: none"> <li>• licence holders and</li> <li>• property licences.</li> </ul> Records include application forms, office response to application forms and the hard copy licences.	Retain minimum of 7 years after expiry of license, then destroy
18.1.12		Records of the returns from kangaroo licence holders and the paper records of the returns from property licences (3 monthly) and chiller returns (weekly).	Retain minimum of 2 years after expiry of license, then destroy
18.1.13		Kangaroo Management System. Database of transactional data relating to issued licences including: <ul style="list-style-type: none"> <li>• licensing data on licence holders</li> <li>• licensing data on properties</li> <li>• returns from licence holders</li> <li>• returns from properties, and</li> <li>• chiller returns</li> </ul>	Retain minimum of 20 years after last action, then destroy
18.1.14		Kangaroo Population Database. Database of kangaroo population estimates calculated from aerial surveys.	Retain minimum of 20 years after last action, then destroy
18.1.15		Statistical reports on kangaroo harvests and populations and final reports on the determination of the annual kangaroo culling quota	Required as State archives
18.1.16		Licences regarding aerial pesticides application operations including: <ul style="list-style-type: none"> <li>• Pilot Pesticide Rating Licence files - records include initial application form, annual fee, training records, aircrew medicals and licences, and qualifications</li> <li>• Aircraft Pesticide Applicator Licence files - records include initial application form, annual fee and insurance policies</li> </ul>	Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy
18.2.0	<b>Compliance</b>	The activities associated with officially checking that licences are held and that	

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No	Function/Activity	Description	Disposal Action
		licence conditions are observed in accordance with regulations and standards.	
18.2.1		Records relating to conduct of audits by the agency to assess licensees' compliance with licensing conditions. Includes records relating to notifications or arrangements for conduct of the audit, reports or correspondence concerning audit outcomes etc	Retain minimum of 7 years after audit completed, then destroy
18.3.0	<b>Monitoring</b>	Activities undertaken to review and measure licensing schemes informally, such as monitoring emissions, discharges or other environmental performance limit conditions in licensing schemes.  See <b>Compliance</b> for official audits of licence holders	
18.3.1		Records relating to standard setting and the evaluation of scientific and monitoring methodology	Required as State archives
18.3.2		Records relating to the monitoring of licence holders to assess the effectiveness of the implementation of licensing schemes or systems e.g. an audit of all operators to ensure that licensees hold appropriate licences and are complying with the terms and conditions of their licences	Retain minimum of 10 years after last action, then destroy
18.4.0	<b>National Pollution Inventory</b>	Activities associated with the agency collecting and assessing emissions data from larger industrial facilities and estimating emissions from smaller companies, mobile and non industrial facilities. The information is transferred to the relevant Commonwealth agency and made available to the public	
18.4.1		National Pollution Inventory forms submitted by facilities detailing estimated emissions of substances to air, land and water	Retain minimum of 4 years after last action, then destroy
18.4.2		Database summarising information received from forms submitted by facilities detailing their estimated emissions	Retain minimum of 2 years after last action, then destroy
18.4.3		Records relating to correspondence with facilities re estimating emissions, submitting their data etc	Retain minimum of 7 years after last action, then destroy
18.5.0	<b>Orders</b>	Activities associated with the issue of chemical and pesticide control orders.  See <b>Reviewing</b> for reviews of orders	

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No	Function/Activity	Description	Disposal Action
		See <b>CHEMICALS AND PESTICIDE MANAGEMENT - Registration</b> for records maintained as part of the Chemicals Control Order register	
18.5.1		Records of chemical and pesticide control order approvals which state the terms of approval, include the date of commencement of the order and basis of the determination. Records include advice to industry and internal agency correspondence and briefings regarding issues or interpretation of the orders.	Retain minimum of 7 years after approval lapses, then destroy
18.6.0	<b>Policy</b>	Activities associated with formulation of agency policies and guidelines regarding licensing and permits	
18.6.1		Records relating to the formulation of agency policies. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
18.7.0	<b>Registration</b>	The official summary list of all licences issued by the agency for the purposes of cultural heritage, environment and wildlife protection.  See <b>CHEMICALS AND PESTICIDE MANAGEMENT</b> for registers of hazardous chemicals, declared chemical wastes, chemical control orders and licences for the use of hazardous chemicals See NPWS DA 155 for register of licences granted under Threatened Species Act, 1997	
18.7.1		Public register of environment protection licences; applications for new licences and to transfer or vary existing licences; environment protection and noise control notices; exemptions from the provisions of the POEO Act or regulations; convictions in prosecutions under the POEO Act; the results of civil proceedings; and licence review information	Retain in agency
18.7.2		Fauna Record summary transaction data held for each licensee/certificate holder and periodic agency copies of reports from the wildlife database	Retain minimum of 10 years after last action, then destroy
18.8.0	<b>Reporting</b>	Activities involving the receipt of information from licence holders to ensure compliance with licence conditions. Also includes formal management reports on the numbers and types of licences, terms and conditions of licences and the administration of licensing regulations.	



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No	Function/Activity	Description	Disposal Action
18.8.1		Records relating to formal management reports on the numbers and types of licences, terms and conditions of licences and the administration of licensing regulations.	Retain minimum of 10 years after last action, then destroy
18.8.2		Reports from licensees regarding compliance activities with licence requirements	Retain minimum of 10 years after licence expires, is revoked, cancelled or suspended, then destroy
18.9.0	<b>Reviewing</b>	The activities associated with reviewing licensing administration	
18.9.1		Records relating to reviews of licensing administration to ensure that environmental objectives are being met.	Retain minimum of 20 years after expiry of license, then destroy
18.9.2		Records relating to the reviews of chemical and pesticide control orders. Records include information on the review of the order	Retain minimum of 20 years after order is reviewed, then destroy
18.9.0	<b>Trading Schemes</b>	Activities using economic instruments for the effective protection and conservation of the environment. Includes discharges of salty water, greenhouse gases, and emissions by licence holders.	
18.9.1		Records relating to the determination of acceptable emissions, allocation of tradeable units to allow participation in trading schemes	Retain minimum of 7 years after last action, then destroy
19.0.0	<b>NATURAL RESOURCE MANAGEMENT</b>	<p>The function of developing strategies for sustainable uses of resources such as energy, forests, minerals, soils, agricultural activities.</p> <p>See DA 155 CONSERVATION PLANNING for NPWS records up to 2003. See also <b>BIODIVERSITY CONSERVATION, ECOSYSTEM CONSERVATION</b> and <b>ENVIRONMENTAL PLANNING STRATEGIES</b> See <b>SUSTAINABILITY FRAMEWORKS</b> for strategies to improve the sustainability of natural resource usage</p>	

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No	Function/Activity	Description	Disposal Action
		<p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
19.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to air quality issues	
19.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
19.1.2		Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the Department, and, advice received and sent from sections of the Department that are summarised at the whole of agency level, on practices relating to natural resource management	Retain minimum of 15 years after last action, then destroy
19.2.0	<b>Agreements</b>	<p>The activities relating to the implementation of international, national and state agreements, and the negotiation of state agreements.</p> <p>For records relating to the Murray Darling Basin Agreement see <b>Murray Darling Basin Initiative</b></p>	
19.2.1		Records relating to the establishment, maintenance, review and negotiation of international, national and state agreements for the management of natural resources	Retain minimum of 7 years after expiry, then destroy
19.3.0	<b>Assessment</b>	Activities involving the assessment and analysis of natural resources, rates of	

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No	Function/Activity	Description	Disposal Action
		depletion and review of particular impacts over time. Includes scientific or technical advice about assessments. Also includes assessments of agriculture, energy consumption and generation, forestry, mining, urban development and transport.  See <b>Environmental Impact Assessment</b> for assessments of development applications relating to specific sites	
19.3.1		Baseline data which cannot be replaced or replicated.	Required as State archives
19.3.2		Baseline data which can be replaced or replicated.	Retain until reference ceases, then destroy
19.4.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For complaints that proceed to investigation see <b>Investigation</b>	
19.4.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
19.5.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public about proposed agency standards, plans, policies, compliance conditions, changes, amendments to protect and improve natural resources.	
19.5.1		Records of submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards relating natural resources management.	Required as State archives
19.5.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
19.6.0	<b>Human Settlements</b>	Activities relating to data collection and analysis, preparing agency input into policies of other agencies on issues of population, residential density, urban development, transport and energy consumption.	

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No	Function/Activity	Description	Disposal Action
		For records on policy development see <b>Policy</b>	
19.6.1		Records relating to the impact of human settlements on natural resources. Human settlements include: energy consumption, population distribution and settlement patterns, use of public transport, urban density and green space	Required as State archives
19.7.0	<b>Incidents</b>	<p>The activities associated with reporting incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution or damage arising from an incident. Incidents may include local events or events that occur interstate or overseas where these may have implications for NSW.</p> <p>For records of incidents which involve the loss of life or significant or long term damage to human health or the environment see <b>Investigations</b></p> <p>For records relating to incidents that proceed to prosecution, see <b>LAW ENFORCEMENT</b></p>	
19.7.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 10 years after last action, then destroy
19.8.0	<b>Investigations</b>	<p>The activities associated with undertaking an investigation in response to a complaint or to determine the nature and extent of an incident where pollution or environmental damage has occurred or is likely to occur.</p> <p>For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b></p>	
19.8.1		Records relating to investigations into incidents or complaints that do not result in prosecution but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
19.8.2		Records relating to investigations into incidents that do not involve loss of life or significant or long term damage to human health or the environment, do not proceed to prosecution and no further action is taken. Records include	Retain minimum of 10 years after last action, then destroy

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No	Function/Activity	Description	Disposal Action
		investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence	
19.9.0	<b>Monitoring</b>	Activities associated with the regular data collection and analysis relating to NSW natural resources	
19.9.1		Monitoring data relating to the decline or improvement of NSW natural resources, where the data is not replicated elsewhere.	Required as State archives
19.9.2		Monitoring data relating to the decline or improvement of NSW natural resources, where the data is replicated elsewhere, e.g. in the State of the Environment Report.	Retain minimum of 5 years after superseded, then destroy
19.10.0	<b>Murray-Darling Basin Initiative</b>	The activities of coordinated bioregional planning involving integrated development, water sharing, water flows and activities that impact on the use of natural resources in the Murray Darling region.  Note: records of the bodies established under the Murray Darling Basin Agreement are maintained by those bodies.	
19.10.1		Agency copies of records relating to the establishment, maintenance, review and negotiation of the Murray Darling Basin Agreement	Retain minimum of 7 years after expiry of agreement, then destroy
19.10.2		Records relating to agency involvement with the Murray Darling Basin Ministerial Council, Commission and Community Advisory Committee	Retain minimum of 20 years after last action, then destroy
19.11.0	<b>Planning</b>	The processes of formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs.	
19.11.1		Approved final versions of strategic plans supporting major initiatives, projects, programs etc for the management of natural resources.	Required as State archives
19.11.2		Records relating to the development of action or business plans supporting natural resource management projects or programs. Includes routine drafts, comments etc.	Retain minimum of 7 years after last action, then destroy
19.12.0	<b>Policy</b>	Activities associated with formulation of agency policies and guidelines	
19.12.1		Records relating to the formulation of agency policies and guidelines on resource	Required as State

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No	Function/Activity	Description	Disposal Action
		management, sustainable development etc. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	archives
19.13.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See <b>GRANTS AND FUNDING</b> for budgeting and marketing records for each program See <b>Reporting</b> for formal statements or findings arising from program evaluation	
19.13.1		Records relating to program objectives, methodology, evaluation and reporting	Retain minimum of 20 years after program completion, then destroy
19.13.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed, then destroy
19.14.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  For research reports see <b>Research</b>	
19.14.1		Final versions of formal internal reports and reports to external organisations relating to natural resource management	Required as State archives
19.14.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
19.14.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last

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No	Function/Activity	Description	Disposal Action
			action, then destroy
19.15.0	<b>Research</b>	The activities involved in scientific and technical investigations, undertaken by agency staff or commissioned.	
19.15.1		Master copies of agency commissioned research reports	Required as State archives
19.15.2		Research data where original scientific data cannot be replaced or replicated	Required as State archives
19.15.3		Research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
19.15.4		Working papers, drafts and project management correspondence	Retain for minimum of 20 years after last action, then destroy
19.16.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
19.16.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives
19.16.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
20.0.0	<b>NEW AREA PROPOSALS</b>	The function of investigation and pursuit of areas (including marine parks) proposed for addition to NPWS estate or to be subject to other conservation instruments including wilderness areas, for the purposes of conservation of natural and cultural heritage. Includes offers of sale to NPWS irrespective of whether or not the proposal results in an addition to the NPWS estate. The area under investigation may be acquired by purchase, donation or by transfer from another government department. Also includes the revocation of existing areas.  See also DA155	

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No	Function/Activity	Description	Disposal Action
20.1.0	<b>Investigations</b>	Activities involving background research, negotiations with landowners, evaluations and recommendations about whether to acquire lands.	
20.1.1		Inquiries from the public about interest by NPWS in land proposed to be purchased by private individuals	Retain for a minimum of 20 years after last action, then destroy
21.0.0	<b>NOISE POLLUTION</b>	<p>The function of reducing and mitigating the impacts of noise and vibration, through the development of policies, strategies and monitoring the impact of pollution.</p> <p>See <b>LICENSING &amp; PERMITS</b> for license records.            See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation            See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities            See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
21.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to noise pollution, especially to local government and the police who have responsibility for noise controls.	
21.1.1		Records relating to requests for advice from agency regional offices, public and other govt agencies with respect to the management of noise pollution issues and their regulation, e.g. problems with noise from licensed premises - should the license be renewed, or an or should the problem proceed to prosecution.	Retain minimum of 10 years after last action, then destroy
21.1.2		Records providing routine or ad hoc progress updates, advice to management, local council or other agencies, ad hoc advice provided to other parts of the	Retain minimum of 15 years after last



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No	Function/Activity	Description	Disposal Action
		Department on noise pollution	action, then destroy
21.2.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For records of complaints and incidents that proceed to investigation see <b>Investigation</b>	
21.2.1		Complaints and incidents which do not proceed to an investigation and no further action is required	Retain minimum of 10 years after last action, then destroy
21.3.0	<b>Consultation</b>	Activities relating to identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, policies, compliance conditions, changes, amendments re noise pollution.  For public consultation and submissions on license conditions see <b>LICENSING &amp; PERMITS</b>	
21.3.1		Records of public submissions or comments received as part of formal consultation processes undertaken to support the development of agency policies, plans, standards or initiatives regarding noise pollution control and regulation	Required as State archives
21.3.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
21.4.0	<b>Investigations</b>	The activities associated with undertaking investigations to determine the nature and extent of a complaint or incident where significant noise has actually occurred or is likely to occur.  For records of investigations that proceed to prosecution see <b>LAW ENFORCEMENT</b>	
21.4.1		Records relating to investigations that do not proceed to prosecution and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence	Retain minimum of 10 years after last action, then destroy

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No	Function/Activity	Description	Disposal Action
21.5.0	<b>Liaison</b>	The activities associated with maintaining regular general contact between the agency and local government and law enforcement agents on issues, methods of control etc. Includes sharing information, informal advice, discussions and collaborating on projects that are not joint ventures.  See <b>Advice</b> for records on formal advisings to other agencies or agents	
21.5.1		Records relating to liaison with the Waterways Authority, NSW police and local government authorities to minimise noise pollution	Retain minimum of 3 years after last action, then destroy
21.6.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
21.6.1		Records relating to the formulation of agency policies and guidelines on noise pollution control and regulation. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
21.7.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others. Examples of programs include: vibration reduction.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See <b>Reporting</b> for formal statements or findings arising from an evaluation of a program	
21.7.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
21.7.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed,

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No	Function/Activity	Description	Disposal Action
			then destroy
21.8.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  For research reports see <b>Research</b>	
21.8.1		Final versions of formal internal reports and reports to external organisations relating to noise pollution	Required as State archives
21.8.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
21.8.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
21.9.0	<b>Research</b>	Activities supporting the conduct of specific research projects undertaken by agency staff or commissioned by the agency	
21.9.1		Master copies of agency commissioned research reports	Required as State archives
21.9.2		Research data where original scientific data cannot be replaced or replicated	Required as State archives
21.9.3		Routine research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
21.9.4		Working papers, drafts and research management correspondence	Retain minimum of 20 years after last action, then destroy
21.10.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
21.10.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives

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No	Function/Activity	Description	Disposal Action
21.10.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
22.0.0	<b>PARK MANAGEMENT</b>	The function of managing lands owned by NPWS or under Joint Management with Aboriginal owners under the National Parks and Wildlife Act, including national parks, state recreational areas and nature reserves. Includes Aboriginal areas, historic sites and marine parks. Includes the management of the public use of Service areas.  See also DA155 for records relating to the management of national parks etc	
22.1.0	<b>Tourism</b>	Activities relating to the promotion of natural and cultural heritage values of parks to encourage tourism	
22.1.1		Log records relating to the public's use of cabins and huts in national parks	Required as State archives
23.0.0	<b>RADIATION CONTROL</b>	The function of protecting people and the environment from exposure to harmful ionising and non-ionising radiation, involving the assessment of exposure risks, incidents, regulation and licensing of activities and equipment.  See <b>CONTAMINATED SITES MANAGEMENT</b> for records relating to land contaminated with radiation. See <b>LICENSING &amp; PERMITS</b> for records relating to the issue of licences for the sale and possession of radioactive substances. See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental,	

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No	Function/Activity	Description	Disposal Action
		interdepartmental etc)	
23.1.0	<b>Accreditation (Auditors)</b>	Activities involved in the accreditation of consulting radiation experts (CRE's).	
23.1.1		Successful applications for accreditation as consulting radiation experts	Retain minimum of 10 years after last expiry, then destroy
23.1.2		Unsuccessful applications for accreditation	Retain minimum of 2 years after last action, then destroy
23.1.3		Radiation consultant accreditation standards and guidelines developed by the agency	Required as State archives
23.2.0	<b>Advice</b>	The activities associated with offering opinions and specialist technical advice to the minister, executive, public and other govt agencies relating to radiation. Advice includes technical and scientific advice on radiation, environment exposures, methods of radiation exposure controls and devices, and, topics such as radiation in mining and mineral sands, naturally occurring radioactive materials and control of radioactive substances	
23.2.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
23.2.2		Records providing routine or ad hoc progress updates, advice to management, local council or other agencies, ad hoc advice provided to other parts of the Department on practices relating to radiation control.	Retain minimum of 15 years after last action, then destroy
23.3.0	<b>Agreements</b>	The activities associated with the establishment, maintenance, review, negotiation of agreements and the agency's implementation of formal agreements relating to radiation and control of exposure to radiation. Agreements are made between nations, states, local government or other agencies.	
23.3.1		Records relating to the interpretation and implementation of the State's obligations under international, national and interstate agreements, such as the nuclear non-proliferation pacts and safe transport of nuclear materials. Records	Required as State archives

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No	Function/Activity	Description	Disposal Action
		include advice, interpretation and implementation of agreement, obligations and impacts of agreement	
23.4.0	<b>Assessments</b>	Activities involving evaluation of processes, equipment, proposals for new activities, environmental impacts where scientific and technical advice may be sought.  For assessments relating to specific sites or development applications see <b>ENVIRONMENTAL IMPACT ASSESSMENT</b>	
23.4.1		Baseline data which cannot be replaced or replicated.	Required as State archives
23.4.2		Baseline data which can be replaced or replicated.	Retain until reference ceases, then destroy
23.5.0	<b>Auditing</b>	Activities to conduct audits of authorised sites and to assess compliance with licence conditions. See Inspections for audits resulting in the identification of significant non-compliance issues and the matter proceeds to an inspection and an order is issued. See also LAW ENFORCEMENT	
23.5.1		Records relating to the management of auditing, including schedules and allocation of audits to authorised staff	Retain minimum of 5 years after action completed, then destroy
23.5.2		Records of audits where compliance is complete, or where minor non-compliance issues are identified and resolved	Retain minimum of 10 years after last action, then destroy
23.6.0	<b>Authorisation</b>	Activities involving evaluation and formal approvals provided to devices for use and places where radioactive substances are stored and used.  See <b>Testing</b> for records relating to the testing of substances, equipment and processes to determine they are safe See <b>Registration</b> for summary records of approvals and authorisations See <b>LICENSING AND PERMITS</b> for records relating to the licensing of users See <b>CONTAMINATED SITES</b> for records relating to the remediation of sites	

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No	Function/Activity	Description	Disposal Action
		contaminated with radioactive substances	
23.6.1		Records relating to the disposal of radioactive devices, apparatus or substances	Retain in agency
23.6.2		Records relating to the approval/authorisation of the storage and use of radioactive substances at an approved location	Retain in agency or, where an adequate summary records is maintained, retain minimum of 10 years after last action, then destroy
23.6.3		Records relating to the approval/authorisation of the use of radiation apparatus for diagnostic or therapeutic purposes, medical research, personal monitoring devices and premises where radiation is stored.	Retain in agency or, where an adequate summary records is maintained, retain minimum of 10 years after authorisation expires or is superseded, then destroy
23.6.4		Records of unsuccessful applications	Retain minimum of 20 years after action completed, then destroy
23.7.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For complaints that proceed to investigation see <b>Investigation</b>	
23.7.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
23.8.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed	

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No	Function/Activity	Description	Disposal Action
		agency standards, plans, policies, compliance conditions, changes, amendments re radiation control.	
23.8.1		Records of submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards concerning radiation control	Required as State archives
23.8.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
23.9.0	<b>Incidents</b>	<p>The activities associated with reporting radiation incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution or contamination arising from an incident. Incidents include those involving radiation exposure, usually with serious or potentially serious harmful impact. Incidents may include events occurring interstate or overseas where the agency is not responsible, but may monitor the impacts.</p> <p>See also <b>EMERGENCY MANAGEMENT</b> if the incident is significant. See <b>LAW ENFORCEMENT</b> for incidents that proceed to prosecution.</p>	
23.9.1		Records of minor incident where there is no prosecution or further action taken. Includes accidents or near accidents reported by employers.	Retain minimum of 7 years after last action, then destroy
23.10.0	<b>Inspections</b>	<p>Activities involving the checking of licences and reviews of licence holders to ensure they comply with licence conditions, usually arising from a complaint, or as part of a targeted campaign.</p> <p>See <b>LAW ENFORCEMENT</b> for cases where breaches of law or licence conditions are discovered and result in law enforcement such as the issue of penalty notices or orders</p>	
23.10.1		Records relating to management of inspections activities, including schedules, allocation to staff, number conducted and summary of outcomes.	Retain minimum of 5 years after action completed, then destroy
23.10.2		Records relating to inspections, resulting in no further action	Retain minimum of



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No	Function/Activity	Description	Disposal Action
			10 years after last action, then destroy
23.11.0	<b>Investigations</b>	<p>The activities associated with undertaking investigations in response to a complaint or to determine the nature and extent of an incident where pollution or contamination has actually occurred or is likely to occur. Includes data collection, analysis and the determination of outcomes from radiation incidents that have minor impacts, involve minor harmful effects to people or the environment.</p> <p>See <b>LAW ENFORCEMENT</b> for records relating to investigations into radiation incidents which proceed to prosecution</p>	
23.11.1		Records relating to investigations by the agency into radiation incidents, complaints, breaches and cases of non-compliance with license conditions, which result in loss of life and significant damage to property or the environment but do not result in prosecution. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
23.11.2		Records relating to investigations that do not involve loss of life etc, do not proceed to prosecution and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence	Retain minimum of 10 years after last action, then destroy
23.12.0	<b>Monitoring</b>	<p>The activities undertaken to monitor the safety of equipment, apparatus, devices etc authorised or approved for use</p> <p>See <b>Authorisation</b> for records relating to approvals of radiation detection/monitoring devices</p>	
23.12.1		Records of high dose radiation exposure of employees reported/notified to the Department for the purposes of monitoring the safety of equipment, apparatus, devices etc authorised or approved for use	Retain minimum of 30 years after receipt, then destroy
23.13.0	<b>Policy</b>	The activities of developing policies and directions so that the agency can meet its international and national obligations under agreements and implement radiation control legislation and associated regulations.	

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No	Function/Activity	Description	Disposal Action
23.13.1		Records relating to the formulation of agency policies and guidelines for radiation control. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
23.14.0	<b>Programs</b>	Activities associated with implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See <b>Reporting</b> for formal statements or findings arising from an evaluation of programs	
23.14.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
23.14.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed, then destroy
23.15.0	<b>Projects</b>	Activities relating to one off projects with specific objectives that may be part of a larger program. Usually undertaken by the agency	
23.15.1		Records relating to project objectives, outcomes, results, reports and project management. Results are usually reported in the agency publications	Retain minimum of 20 years after program completion, then destroy
23.16.0	<b>Registration</b>	Activities involving the registration of premises where radiation is stored, devices and apparatus where radioactive substances using radiation, and the approvals for disposal of radioactive substances. Includes a register of incidents.	
23.16.1		Register of premises where radio active substances, apparatus or devices are kept	Retain in agency

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No	Function/Activity	Description	Disposal Action
		or used. Register details include name of owner, site name and what radioactive substances are being kept.	
23.16.2		Summary records of authorisations for the use of devices and apparatus	Retain in agency
23.16.3		Summary records of approvals for disposal or storage of radioactive substances when their initial use is completed. Records the date an approved premise is shut down or decommissioned and where radioactive substances go.	Required as State archives
23.16.4		Summary records of radiation exposures incidents, such as accidents, spills and clean ups	Required as State archives
23.17.0	<b>Remediation</b>	The activities involving cleaning up areas and equipment following incidents of radiation exposure e.g. laboratories and clinical areas.  For records relating to the remediation of land contaminated by radiation see <b>CONTAMINATED SITE MANAGEMENT</b>	
23.17.1		Records relating to the remediation of areas and equipment following incidents of radiation exposure	Required as State archives
23.18.0	<b>Reporting</b>	The processes of providing formal responses, statements of findings or the results of examinations, investigations or as a result of a statutory reporting requirement. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
23.18.1		Final versions of formal internal reports and reports to external organisations relating to radiation control	Required as State archives
23.18.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
23.18.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments etc	Retain minimum of 2 years after last action, then destroy
23.19.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
23.19.1		Records relating to the development of standards where the agency has had	Required as State

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No	Function/Activity	Description	Disposal Action
		significant input or involvement	archives
23.19.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
23.20.0	<b>Testing</b>	Activities involving scientific and technical analysis of radioactive substances, equipment and processes to determine whether they are safe	
23.20.1		Records where tests establish that radioactive substances, equipment and processes are safe	Retain in agency or, where an adequate summary records is maintained, retain minimum of 10 years after last action, then destroy
23.20.2		Records where tests establish that radioactive substances, equipment and processes are unsafe	Retain minimum of 20 years after superseded or new methods or equipment are developed, then destroy
24.0.0	<b>SCIENTIFIC SERVICES</b>	<p>The function of regular and ongoing assessment, monitoring, testing, analysing and reporting on those elements which impact on the state of the environment, to generate knowledge, assess trends and study the effects of human beings on their abiotic and biotic environment. Includes conducting and commissioning scientific research and joint ventures with related institutions and those in the scientific community.</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
24.1.0	<b>Agreements</b>	Processes associated with the establishment, maintenance, review and negotiation	

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No	Function/Activity	Description	Disposal Action
		of agreements.  See also <b>Strategic Alliances</b> for joint operations	
24.1.1		Records relating to the establishment, maintenance, review and negotiation of agreements between the agency and external parties to undertake research on behalf of the agency and/or to undertake joint research with the agency	Retain minimum of 10 years after expiry of agreement, then destroy
24.2.0	<b>Analysis</b>	The activities associated with providing scientific testing and analysis services.	
24.2.1		Records regarding the methodology and development of analysis tools and techniques	Retain minimum of three years or the maximum recalibration interval of equipment, whichever is the longer period, then destroy
24.3.0	<b>Auditing</b>	Activities to conduct environmental audits making comparisons with national and state benchmarks.	
24.3.1		Audits of scientific results and data	Retain minimum of three years or the maximum recalibration interval of equipment, whichever is the longer period, then destroy
24.4.0	<b>Authorisation</b>	Activities relating to specific authorisations that are not regulated under licences. Most authorisations are administered to conform to industry standards.	
24.4.1		Records relating to the authorisation to use animals for ethical scientific research	Retain minimum of 10 years after authorisation

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No	Function/Activity	Description	Disposal Action
			expires, then destroy
24.4.2		Records of authorised and approved scientific analysts	Retain minimum of 5 years after details superseded, then destroy
24.5.0	<b>Control</b>	The activities associated with creating, maintaining and evaluating control mechanisms.	
24.5.1		Sample control records	Retain minimum of three years or the maximum recalibration interval of equipment, whichever ever is the longer period, then destroy
24.6.0	<b>Disposal</b>	The processes of disposing of samples used in scientific analysis.  See <b>RADIATION CONTROL</b> for records relating to the disposal of radioactive substances	
24.6.1		Records regarding the disposal of samples	Retain minimum of 3 years after disposal, then destroy
24.7.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
24.7.1		Approved final versions of plans relating to scientific services. Includes major initiatives, projects, programs etc.	Retain minimum of 20 years after last action, then destroy
24.7.2		Records relating to the development of action or business plans supporting the scientific services function. Includes routine administrative drafts, comments etc.	Retain minimum of 7 years after last action, then destroy

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No	Function/Activity	Description	Disposal Action
24.8.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
24.8.1		Records relating to the formulation of agency policies. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
24.8.0	<b>Procedures</b>	Standard methods of operating laid down by an organisation according to formulated policy.	
24.8.1		Procedure manuals and guidelines for scientific analysis, monitoring, techniques employed and tools used	Retain minimum of 3 years until superseded, then destroy
24.9.0	<b>Quality Management Systems</b>	The continuous improvement of processes, products and services, to meet performance requirements and adhere to standards	
24.9.1		Records relating to National Association of Testing Authorities (NATA) accreditation including reports from and correspondence with NATA	Retain minimum of 7 years after accreditation, then destroy
24.10.0	<b>Strategic Alliances</b>	The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
24.10.1		Records relating to the negotiation and establishment of successful strategic alliances. Includes copies of contracts and/or service level agreements.	Retain minimum of 15 years after date of expiry of agreement, then destroy
24.10.2		Records relating to the negotiation of strategic alliances that do not proceed.	Retain minimum of 5 years after date of last action, then destroy

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No	Function/Activity	Description	Disposal Action
25.0.0	<b>SUSTAINABILITY FRAMEWORKS</b>	<p>The development of strategic methods and practices to move towards environmentally sustainable production, including waste avoidance and prevention, increasing the use of renewable and recovered materials and developing more integrated approaches to managing environmental issues. Includes measures for capacity building both within the agency and to external agencies, such as local councils.</p> <p>See <b>WASTE AVOIDANCE and RECOVERY</b> for records relating to the implementation of sustainability programs and for the NSW Waste Strategy. See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation.</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities.</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc).</p>	
25.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice relating to sustainability issues. This includes the provision of advice to the minister, executive, public and other government agencies.	
25.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
25.1.2		Records providing routine or ad hoc progress updates, advice to management, local council or other agencies, ad hoc advice provided to other parts of the Department on sustainability	Retain minimum of 15 years after last action, then destroy
25.2.0	<b>Consultation</b>	Activities relating to identification, communication and consultation with industry	



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No	Function/Activity	Description	Disposal Action
		stakeholders, local and state government and the public, about proposed agency standards, plans and policies re sustainability	
25.2.1		Records of submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards regarding environmental sustainability	Required as State archives
25.2.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
25.3.0	<b>Planning</b>	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
25.3.1		Approved final versions of plans relating to the sustainability frameworks function. Includes major initiatives, administration of plan, projects, programs etc.	Required as State archives
25.4.0	<b>Program Implementation</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See also <b>GRANTS AND FUNDING</b> See <b>Reporting</b> for formal statements or findings arising from program evaluation.	
25.4.1		Records relating to program objectives, methodology, evaluation and summary reporting of the program	Retain minimum of 20 years after program completion, then destroy
25.4.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed, then destroy
25.5.0	<b>Research</b>	Activities supporting the conduct of specific research projects undertaken by agency staff or commissioned.	
25.5.1		Master copies of agency commissioned research reports	Required as State archives
25.5.2		Research data where original scientific data cannot be replaced or replicated	Required as State

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No	Function/Activity	Description	Disposal Action
			archives
25.5.3		Routine research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
25.5.4		Working papers, drafts and project management correspondence	Retain minimum of 20 years after last action, then destroy
26.0.0	<b>WASTE AVOIDANCE AND RECOVERY</b>	<p>The function of implementing the strategy for waste avoidance and resource recovery to prevent waste, increase the use of renewable and recovered materials, and reduce litter and illegal dumping, including development of product stewardship programs, where full costs are included. Includes activities that develop the capacity of other agencies, especially local councils to implement sustainability programs.</p> <p><i>See General Disposal Authority - Administrative Records - CONTRACTING OUT for records regarding contracts, tenders and expressions of interests for the provision of services by external contractors, consultants or service providers</i></p> <p><i>See General Disposal Authority - Administrative Records - COMMITTEES for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</i></p>	
26.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice relating to waste avoidance and recovery issues. This includes the provision of advice to the minister, executive, public and other government agencies.	
26.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
26.1.2		Records relating to the provision of routine or ad hoc progress updates, advice to management and summarised ad hoc advice provided to other parts of the agency	Retain minimum of 15 years after last

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No	Function/Activity	Description	Disposal Action
		on practices relating to waste avoidance and recovery	action, then destroy
26.2.0	<b>Assessments</b>	Activities associated with data collection and analysis on waste avoidance and recovery.	
26.2.1		Research data such as audits, surveys, methodologies and performance targets where original data cannot be replaced or replicated.	Required as State archives
26.2.2		Routine research data which can be replicated or reproduced from other sources.	Destroy when reference ceases
26.3.0	<b>Awards</b>	Activities providing recognition and promotion of agencies providing achievement in environmental performance and waste minimisation, identifying them as an example for others to emulate and learn from.	
26.3.1		Records relating to awards to industry, organisations and the community for their efforts in reducing waste	Retain minimum of 2 years after last action, then destroy
26.4.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, policies, compliance conditions, changes, amendments re waste avoidance and recovery	
26.4.1		Records, including submissions, relating to consultation activities, including meetings, forums, notices and strategies for consultation on agency specific issues regarding waste avoidance and recovery, i.e. Litter Survey Program	Required as State archives
26.4.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
26.5.0	<b>Partnerships</b>	The activity of establishing and managing partnerships with external organisations where there may be an agreement, joint memorandum of understanding, contributions of funds and/or time	
26.5.1		Records relating to joint ventures and partnerships of major significance or which involve significant contribution of Government resources, supporting the waste avoidance & recovery. Includes Memoranda of Understanding and voluntary agreements.	Required as State archives
26.5.2		Records relating to other joint ventures and partnerships supporting the waste avoidance & recovery initiatives, programs, strategies etc. Includes Memoranda of	Retain minimum of 7 years after last

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No	Function/Activity	Description	Disposal Action
		Understanding and voluntary agreements.	action, then destroy
26.5.3		Records relating to joint venture and partnership proposals that do not proceed.	Retain minimum of 3 years after last action, then destroy
26.6.0	<b>Planning</b>	Activities involving the development of specific waste avoidance and recovery programs, identifying waste needs, and includes identification of the needs for data collection.	
26.6.1		Approved final versions of plans relating to the waste avoidance & recovery strategies and practices. Includes major initiatives, projects, programs etc.	Required as State archives
26.6.2		Records relating to the development of action or business plans supporting the waste avoidance & recovery initiatives, programs etc. Includes routine administrative drafts, comments etc.	Retain minimum of 7 years after last action, then destroy
26.6.3		Records relating to annual work plans, e.g. planning budget, finance and staff involved, any overlap with other areas and relevant email	Retain minimum of 3 years after development of plan, then destroy
26.7.0	<b>Policy</b>	Activities associated with formulation of agency policies and guidelines on waste recovery, minimisation and reuse, such as NSW Waste Reduction and Purchasing Policy (WRAPP); extended producer responsibilities; alternative waste technology uses; and, product stewardship initiatives.	
26.7.1		Records relating to the formulation of agency policies and guidelines on waste avoidance, recovery and minimisation. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
26.8.0	<b>Program Implementation</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others.  See also <b>GRANTS AND FUNDING</b> See <b>Reporting</b> for formal statements or findings arising from an evaluation of programs	

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No	Function/Activity	Description	Disposal Action
26.8.1		Program objectives, methodology, evaluation and summary reporting of programs	Retain minimum of 20 years after program completion, then destroy
26.8.2		Records relating to program contract, draft brief, scoping study, correspondence and financial aspects of the program	Retain minimum of 7 years after expiry of contract, then destroy
26.8.3		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed, then destroy
26.9.0	<b>Projects</b>	Activities relating to projects with specific objectives, often arising from programs, that are funded separately.	
26.9.1		Records relating to project objectives, outcomes, results, reports and project management.	Retain minimum of 20 years after program completion, then destroy
26.10.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status and measurement of improvements.  For research reports see <b>Research</b>	
26.10.1		Final versions of formal internal reports and reports to external organisations relating to waste avoidance, recovery and disposal	Required as State archives
26.10.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports.	Retain minimum of 5 years after last action, then destroy
26.10.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments etc	Retain minimum of 2 years after last

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No	Function/Activity	Description	Disposal Action
			action, then destroy
26.11.0	<b>Research</b>	The activities involved in scientific and technical investigations, including background research and trends, overseas practices etc	
26.11.1		Agency commissioned research reports into waste avoidance and recovery	Required as State archives
26.11.2		Background material on studies and investigations into waste avoidance and recovery	Retain until reference ceases then destroy
26.12.0	<b>Strategies</b>	Activities associated with the development of detailed plans for achieving planned outcomes, within a given timeframe.  See also <b>Planning</b>	
26.12.1		Records relating to the development of strategies where the agency has influenced or had primary responsibility for the development of the strategy	Required as State archives
26.12.2		Records regarding where the agency makes minor input to strategies	Retain minimum of 10 years after last action, then destroy
27.0.0	<b>WASTE MANAGEMENT</b>	The function of developing waste management policies, strategies, guidance, intelligence and compliance programs (primarily under the Protection of the Environment Operations Act 1997) to ensure that the generation, storage, transport, processing, reuse, recovery and disposal of waste are undertaken in such a way that they meet legislative requirements and do not cause harm to the environment and human health.  See <b>LICENSING &amp; PERMITS</b> for license records. See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities	

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No	Function/Activity	Description	Disposal Action
		See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc) See <i>General Disposal Authority - Administrative Records - STANDARDS</i> for the development and implementation of standards	
27.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to air quality issues	
27.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
27.1.2		Records relating to technical advice given on waste management e.g. to licensees or other agencies	Retain minimum of 10 years after last action, then destroy
27.1.3		Records relating to routine or ad hoc advice given on waste management which elicits a standard reply e.g. concerns about advertising material	Retain minimum of 7 years after last action, then destroy
27.2.0	<b>Agreements</b>	The activities associated with establishment, maintenance, review, negotiation and the agency's implementation of formal agreements relating to waste management. Agreements may be made between nations, states, local government or other agencies/organisations/industry sectors.	
27.2.1		Records relating to the interpretation and obligations of national and state wide agreements, e.g. national principles on the recovery of energy from waste or the application of industrial wastes to land and national assessment or data collection protocols	Required as State archives
27.3.0	<b>Assessments</b>	Activities involving evaluation of processes, equipment, proposals for new activities, environmental impacts where scientific and technical advice may be sought.	
27.3.1		Baseline data which cannot be replaced or replicated	Required as State

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No	Function/Activity	Description	Disposal Action
			archives
27.3.0		Baseline data which can be replaced or replicated	Retain until reference ceases, then destroy
27.3.3		Records relating to assessments on waste management tools, technology and practices, e.g. those which relate to specific facilities under license or economic or regulatory tools to improve environmental outcomes	Retain minimum of 10 years after last action, then destroy
27.4.0	<b>Auditing</b>	Activities to ensure the appropriate collection of the waste levy from scheduled and illegal landfill facilities in the Sydney Metropolitan Area and Extended Regulatory Area.	
27.4.1		Records relating to auditing waste facilities where appropriate levy payments have not been made and there are no financial implications	Retain minimum of 10 years, after last action or resolution of issue, then destroy
27.4.2		Records relating to volumetric surveys, correspondence and plans, and stockpile reconciliation certificates.	Retain minimum of 10 years after last action, then destroy
27.5.0	<b>Campaigns</b>	Compliance campaigns are undertaken to ensure that industries/sectors are aware of and complying with regulations. The campaigns include facility audits, waste sampling, talking to the various industries and organisations, education, reports etc. If the industries are found to be non compliant then regulatory action may be taken.	
27.5.1		Records relating to the conduct of compliance campaigns for industries/sectors. Records include reports on findings and problem areas	Retain minimum of 10 years after last action, then destroy
27.6.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation.  For records of complaints that proceed to investigation see <b>Investigation</b>	
27.6.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last



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No	Function/Activity	Description	Disposal Action
			action, then destroy
27.7.0	<b>Consultation</b>	<p>Activities relating to identification, communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans, policies, compliance conditions, changes, amendments re waste management.</p> <p>For records relating to public submissions on license conditions see <b>LICENSING &amp; PERMITS</b></p>	
27.7.1		Records of public submissions or comments received as part of formal consultation processes undertaken as part of the development of agency policies, plans or standards regarding waste management. This includes records of submissions received, reports of the outcomes of meetings, forums etc.	Required as State archives
27.7.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
27.8.0	<b>Incidents</b>	<p>Activities associated with reporting pollution and illegal waste incidents, and actions taken to prevent, remove or disperse pollution. Incidents may include local events or events that occur interstate or overseas where these may have implications for NSW.</p> <p>For records relating to incidents which proceed to an investigation see <b>Investigations</b></p> <p>For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b></p> <p>For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b></p>	
27.8.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 15 years after last action, then destroy
27.9.0	<b>Industry Performance Targets and Criteria</b>	Activities relating to the establishment and assessment of broad assessment criteria for key policy areas.	

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No	Function/Activity	Description	Disposal Action
27.9.1		Records relating to the development of evaluation criteria and performance targets such as projection figures, strategy outcomes and final reports	Retain minimum of 10 years after last action, then destroy
27.10.0	<b>Investigations</b>	Activities associated with formal investigation of illegal waste dumping, prosecutions and actions taken to prevent, remove or disperse wastes. Investigations are the result of complaints or following up from illegal waste incidents, such as illegal dumping.  For records of investigations that proceed to prosecution, see <b>LAW ENFORCEMENT</b>	
27.10.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Required as State archives
27.10.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Retain minimum of 15 years after last action, then destroy
27.11.0	<b>Landfill</b>	The activities involving data collection and analysis of the use of landfills for waste disposal, the capacity of landfills, impacts on land and water quality including potential contaminants. See Policy for records relating to policy development with respect to the use of landfill for waste disposal.  See <b>LICENSING AND PERMITS</b> for records from licensed landfill facilities	
27.11.1		Records relating to non licensed landfill sites. This includes occupier details and associated information requested by the EPA regarding the use and management of the site.	Retain minimum of 50 years after use of the site for landfill ceases, then destroy
27.12.0	<b>Planning</b>	Activities involving the development of waste management plans, long term	

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No	Function/Activity	Description	Disposal Action
		projections of waste storage and processing capacity.	
27.12.1		Approved final versions of plans relating to major waste management initiatives, projects, programs etc.	Required as State archives
27.12.2		Records relating to the development of action or business plans supporting the waste management function. Includes routine administrative drafts, comments etc.	Retain minimum of 7 years after last action, then destroy
27.13.0	<b>Policy</b>	Activities associated with formulation and implementation of agency policies and guidelines on waste management, classification and regulation.	
27.13.1		Records relating to the formulation of significant agency policies, such as regulatory reforms or the development of economic instruments. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
27.13.2		Records relating to the implementation of waste management policies.	Retain minimum of 10 years after last action, then destroy
27.14.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from assessments of the current status, measurement of improvements or outcomes of research.	
27.14.1		Final versions of formal internal reports and reports to external organisations relating to the waste management initiatives, programs, regulation etc	Required as State archives
27.14.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports that are summarised at other levels	Retain minimum of 10 years after last action, then destroy
27.14.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments etc.	Retain minimum of 5 years after last action, then destroy
27.15.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
27.15.1		Records relating to the development of standards where the agency has had	Required as State

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No	Function/Activity	Description	Disposal Action
		significant input or involvement	archives
27.15.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
27.16.0	<b>Waste Storage</b>	Activities relating to the regulation of non-licensed waste activities with respect to the generation of hazardous waste, industrial waste or Group A waste for business or other commercial purposes.  See <b>LICENSING &amp; PERMITS</b> for licenses for the generation, storage, treatment or disposal of hazardous wastes	
27.16.1		Records relating to information provided in respect of the generation, storage, treatment or disposal of hazardous, industrial and Group A waste from non licensed waste activities	Retain minimum of 5 years after last action, then destroy
27.17.0	<b>Waste Transport</b>	Activities to regulate, receive reports from licensed waste facilities tracking the transport and movement of hazardous, industrial and Group A wastes	
27.17.1		Periodic reports from licensed waste facilities detailing the transport and movement of hazardous, industrial and Group A wastes	Retain minimum of 5 years after last action, then destroy
27.17.2		Information provided by transporters relating to the non licensed transport of waste	Retain minimum of 5 years after last action, then destroy
27.17.3		Baseline data regarding the tracking of waste transport	Retain until reference ceases, then destroy
28.0.0	<b>WATER MANAGEMENT</b>	The development and implementation of programs to improve and reform water quality, usage and distribution throughout NSW. Includes river management and the management of groundwater dependant ecosystems, and monitoring of water flows, for extraction and for environmental use.  See DA 155 WATER MANAGEMENT for NPWS records up to 23. See also <b>CATCHMENT MANAGEMENT</b> and DA 155 WILDLIFE - Ecosystems - Wetlands	

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No	Function/Activity	Description	Disposal Action
		<p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups, panels etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p>	
28.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to water management issues	
28.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
28.1.2		Records providing routine or ad hoc progress updates, advice to management, ad hoc advice provided to other parts of the Department on practices relating to water management	Retain minimum of 15 years after last action, then destroy
28.2.0	<b>Assessments</b>	<p>The assessment and analysis of water usage and distribution, and review of particular impacts over time.</p> <p>See <b>ENVIRONMENTAL IMPACT ASSESSMENT</b> for assessments of proposed developments at specific sites</p>	
28.2.1		Baseline data which cannot be replaced or replicated	Required as State archives
28.2.2		Baseline data which can be replaced or replicated	Retain until reference ceases, then destroy

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No	Function/Activity	Description	Disposal Action
28.3.0	<b>Audits</b>	Activities to measure and review water flows, usage and distribution making comparisons with national and state-wide benchmarks.	
28.3.1		Records relating to auditing the Healthy Rivers Commission (HRC) statements of joint intent	Retain minimum of 30 years after last audit, then destroy
28.4.0	<b>Consultation</b>	Activities relating to the identification of and communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans and policies re water management.	
28.4.1		Records of public submissions or comments received as part of formal consultation processes undertaken to assist the development of agency policies, plans or standards for water management and reform.	Required as State archives
28.4.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
28.5.0	<b>Issues Management</b>	Activities involving data collection and assessment of new and emerging issues where the agency holds a watching brief etc. Examples include: the impact of storage systems on water flow, limiting the development of storage devices and the capacity of storage systems, reducing the impact of sediments and nutrient levels in water storage, controlling or reducing the impact of water released and the timing of releases from storage; controlling demand and incentives to reduce water use; control and restrict the impact of pollution through water flows and maintaining adequate flows i.e. cold water pollution, diffuse source and point source pollution	
28.5.1		Records relating to the collation of background data and assessment of emerging issues	Retain until reference ceases, then destroy
28.6.0	<b>Planning</b>	The processes of formulating ways in which water management objectives can be achieved. Includes the determination of services, needs and solutions to those needs. Examples of plans include: Metropolitan Water Plan, groundwater sharing plans, land and water management plans and state water monitoring outcome plans	
28.6.1		Approved final agency devised plans relating to major initiatives, projects,	Required as State

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No	Function/Activity	Description	Disposal Action
		programs for water management and reform	archives
28.6.2		Records relating to agency input into or submissions towards the development of significant planning instruments or documents of other agencies eg water sharing plans and Metropolitan Water Plan	Required as State archives
28.6.3		Records regarding where the agency makes minor or no input to plans	Retain minimum of 10 years after last action, then destroy
28.0.4		Records relating to the development of action or business plans supporting the water management function. Includes routine administrative drafts, comments etc.	Retain minimum of 7 years after last action, then destroy
28.7.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
28.7.1		Records relating to the formulation of agency policies. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
28.8.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others. Examples of programs include: Stormwater Improvement, Water Reform Structural Adjustment Program and, Urban Stormwater Runoff Reduction.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See Reporting for formal statements or findings arising from program evaluation.	
28.8.1		Records relating to program objectives, methodology, evaluation and summary reporting of program	Retain minimum of 20 years after program completion, then destroy
28.8.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed,

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No	Function/Activity	Description	Disposal Action
			then destroy
28.9.0	<b>Projects</b>	<p>Activities relating to projects with specific objectives, often arising from programs, that are funded separately.</p> <p>See <b>Programs</b> for records relating to the implementation of a range of projects with similar objectives.</p>	
28.9.1		Records relating to project objectives, outcomes, results, reports and project management. Results are usually reported in the agency publications	Retain minimum of 20 years after program completion, then destroy
28.10.0	<b>Public health approvals</b>	<p>Approvals of sites for use as sanitary depots under the Public Health Act</p> <p>Note: The records covered under this entry were transferred to the Department as part of the transfer of responsibility for the management of unhealthy building land. This activity has never been the responsibility of or carried out by the Department as public health inspections/approvals are no longer required under regulatory schemes for the use of land for waste deposit sites. Records relating to the ongoing management of the sites would be retained by the relevant Local Council.</p>	
28.10.1		Records relating to the inspection and authorisation of sites for the deposit of waste, including night soil, under the Public Health Act, c1920-1993. The files contain applications by Local Councils for use of sites for the deposit of waste, reports of investigations into public health issues associated with the proposed use of the site for the proposed purpose and any subsequent approvals issued. They also deal with investigations into complaints.	Retain minimum of 10 years after last action, then destroy
28.11.0	<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>For research reports see <b>Research</b></p>	



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No	Function/Activity	Description	Disposal Action
28.11.1		Final versions of formal internal reports and reports to external organisations relating to water management initiatives, strategies or reforms etc	Required as State archives
28.11.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
28.11.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain minimum of 2 years after last action, then destroy
28.12.0	<b>Research</b>	The activities involved in scientific and technical investigations.	
28.12.1		Master copies of agency commissioned research reports	Required as State archives
28.12.2		Primary research data where original scientific data cannot be replaced or replicated	Required as State archives
28.12.3		Research data which can be replicated or reproduced from other sources	Retain until reference ceases, then destroy
28.12.4		Working papers, drafts and project management correspondence	Retain minimum of 20 years after last action, then destroy
28.13.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
28.13.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives
28.13.2		Records relating to the development of standards where the agency has minor or no input	Retain minimum of 10 years after last action, then destroy
29.0.0	<b>WATER QUALITY</b>	The function of developing policies and strategies to reduce, mitigate the impact of contaminants in water that reduce water quality, including any refuse, litter, debris that would change the condition of the water or makes water unclean, noxious, poisonous or impure, detrimental to the health, safety, welfare or	

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No	Function/Activity	Description	Disposal Action
		<p>property of person, undrinkable for farm animals, poisonous or harmful to aquatic life, animals, birds or fish in or around water, or unsuitable for use in irrigation, or obstructs or interferes with, or is likely to obstruct or interfere with persons in the exercise or enjoyment of any right in relation to the waters.</p> <p>See DA 155 WATER QUALITY for NPWS records up to 23. See <b>NATURAL RESOURCE MANAGEMENT</b> for records relating to the Murray-Darling Basin Initiative and Agreement.</p> <p>See <b>LICENSING &amp; PERMITS</b> for license records.</p> <p>See <i>General Disposal Authority - Administrative Records - GOVERNMENT RELATIONS</i> for submissions or advice concerning the functions of the agency and regulatory impact statements relating to the agency's own or other agencies' legislation</p> <p>See <i>General Disposal Authority - Administrative Records - STRATEGIC MANAGEMENT</i> for records relating to the drafting of legislation impacting on the agency's responsibilities or activities</p> <p>See <i>General Disposal Authority - Administrative Records - COMMITTEES</i> for records of meetings of committees, taskforces, working groups etc (includes internal and external groups, private, local, intergovernmental, interdepartmental etc)</p> <p>See <i>General Disposal Authority - Administrative Records - PUBLICATIONS</i> for agency produced reports such as the Annual State of the Beaches Report and Water Quality Reports</p>	
29.1.0	<b>Advice</b>	The activities associated with offering and receiving opinions, specialist technical advice and legal advice to the minister, executive, public and other govt agencies relating to air quality issues	
29.1.1		Records relating to the provision or receipt of advice concerning significant policy developments, controversial issues or innovative practices. This includes ministerial and executive briefings, legal advice sought and received, and advice relating to the interpretation of policy and practices in relation to matters of public accountability and major public interest or controversy.	Required as State archives
29.1.2		Records providing routine or ad hoc progress updates, advice to management, ad	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		hoc advice provided to other parts of the Department on practices relating to water quality	15 years after last action, then destroy
29.2.0	<b>Assessments</b>	Activities of data collection on water quality, analysis of water quality and review of particular impacts over time, e.g. Sediment Contamination and Water Use Impact Assessments	
29.2.1		Baseline data which cannot be replaced or replicated.	Required as State archives
29.2.2		Baseline data which can be replaced or replicated.	Retain until reference ceases, then destroy
29.3.0	<b>Audits</b>	Activities to measure and review water quality standards, making comparisons with national and state-wide benchmarks.	
29.3.1		Records regarding the external auditing of water quality, i.e. National Land and Water Resources Audit	Retain minimum of 20 years after last action, then destroy
29.4.0	<b>Complaints</b>	The processes associated with the registration of complaints received by the organisation, including ministerials, and their evaluation for further investigation. For complaints that proceed to investigation see Investigation	
29.4.1		Complaints which do not proceed to an investigation and no further action is required	Retain minimum of 5 years after last action, then destroy
29.5.0	<b>Consultation</b>	Activities relating to identification, communication and consultation with industry stakeholders, local and state government and the public, about proposed agency standards, plans and policies re water quality.  For records relating to public submissions on license conditions see <b>LICENSING &amp; PERMITS</b>	
29.5.1		Records of public submissions or comments received as part of formal consultation processes undertaken as part of the development of agency policies, plans or standards for the improvement of water quality and pollution reduction. This includes records of submissions received, reports of the outcomes of meetings, forums etc.	Required as State archives

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No	Function/Activity	Description	Disposal Action
29.5.2		Records relating to arrangements and planning for the consultation process e.g. notices and strategies for consultation	Retain minimum of 5 years after last action, then destroy
29.6.0	<b>Incidents</b>	<p>Activities associated with reporting pollution incidents and taking action to prevent, minimise, remove, disperse or mitigate any pollution arising from an incident, including shipping accidents resulting in oil or chemical spills on land or waters that drain to marine and estuarine waters, the release of sewage from ocean vessels and ballast-water discharges that contain marine pests. Incidents may include local events or events that occur interstate or overseas where these may have implications for NSW.</p> <p>For records relating to incidents which proceed to an investigation see <b>Investigations</b></p> <p>For records relating to incidents that proceed to prosecution see <b>LAW ENFORCEMENT</b></p> <p>For records relating to incidents involving the loss of life or significant or long term damage to human health or the environment which do not proceed to prosecution see <b>Investigations</b></p>	
29.6.1		Records relating to incidents not involving loss of life or significant or long term damage to human health or the environment and which do not result in an investigation or prosecution	Retain minimum of 15 years after last action, then destroy
29.7.0	<b>Investigations</b>	<p>The activities associated with undertaking investigation in response to a complaint or to determine the nature and extent of a pollution incident, where pollution has actually occurred, or where pollution is likely to occur, or in response to a complaint.</p> <p>For records of investigations that proceed to prosecution, see <b>LAW ENFORCEMENT</b></p>	
29.7.1		Records relating to investigations which do not result in prosecutions but where there is loss of life or significant or long term damage to human health or the environment. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information	Required as State archives

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No	Function/Activity	Description	Disposal Action
		and correspondence.	
29.7.2		Records relating to investigations that do not involve loss of life or significant or long term damage to human health or the environment and no further action is taken. Records include investigation reports, recommendations and outcomes, testing and monitoring data, complaint report, background information and correspondence.	Retain minimum of 15 years after last action, then destroy
29.8.0	<b>Issues Management</b>	Activities involving data collection and assessment of new and emerging issues where the agency holds a watching brief etc. Examples include: the impacts of poor water quality on aquaculture, the safety of fish and shellfish production, impacts of sewage overflow in aquaculture, and measures to limit or reduce water quality impacts, including the identification of potential problems; impacts of biosolids on land and water; environmental water flows protection of the quality of drinking water and the management of subsystem water quality; and, recreational use and safety of water.  See also <b>Advice, Policy and Standards</b>	
29.8.1		Records relating to the collation of background data for the assessment of emerging issues	Retain until reference ceases, then destroy
29.9.0	<b>Monitoring</b>	The activity of monitoring pollution on Sydney's beaches and the harbour and other estuaries in the Sydney region. Monitoring is conducted according to strict National Health and Medical Research Council (NHMRC) Guidelines and the Australian & New Zealand Environment and Conservation Council (ANZECC) guidelines for recreational use of water.	
29.9.1		Records regarding the collection of water samples from beaches for monitoring faecal coliforms and enterococci	Retain minimum of 10 years after last action, then destroy
29.9.2		Records regarding the collection of water samples for monitoring of stormwater pollution	Retain minimum of 10 years after last action, then destroy
29.10.0	<b>Planning</b>	Activities to develop regional water quality strategies and local area plans	
29.10.1		Approved final versions of plans relating to the water quality function. Includes	Required as State

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No	Function/Activity	Description	Disposal Action
		major initiatives, projects, programs etc.	archives
29.10.2		Records relating to the development of action or business plans supporting the water quality function. Includes routine administrative drafts, comments etc.	Retain minimum of 7 years after last action, then destroy
29.10.3		Master copy of Stormwater Management Plans and records relating to the drafting, setting up, management and advice received/given regarding individual Council's Stormwater Management Plans	Retain minimum of 30 years after plan superseded, then destroy
29.11.0	<b>Policy</b>	The activities associated with the formulation of agency policies and guidelines so that the agency can meet its objectives.	
29.11.1		Records relating to the formulation of agency policies. Includes master copy of final approved version, policy proposals, background research and advice from other agencies, draft versions circulated for comment and consultation purposes including amendments, interpretation and clarifications.	Required as State archives
29.12.0	<b>Programs</b>	Activities associated with the implementation of policies and actions that target issues for improvement. Programs may be implemented by the agency or by others. Examples of programs include: Accelerated Sewerage Program; Country Towns Water Supply and Sewage Program; and, Priority Sewerage Program.  See <b>GRANTS AND FUNDING</b> for management and budgeting records of each program. See <b>Reporting</b> for formal statements or findings arising from the evaluation of programs	
29.12.1		Records relating to program objectives, methodology, evaluation and summary reporting of programs	Retain minimum of 20 years after program completion, then destroy
29.12.2		Records relating to program management, schedules, arrangements, delivery methods and contacts lists	Retain minimum of 5 years after program completed, then destroy

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No	Function/Activity	Description	Disposal Action
29.13.0	<b>Projects</b>	Activities relating to projects with specific objectives, often arising from programs, that are funded separately. See Program Implementation for a range of projects with similar objectives.	
29.13.1		Records relating to project objectives, outcomes, results, reports and project management.	Retain minimum of 20 years after program completion, then destroy
29.14.0	<b>Reporting</b>	The activities of developing formal statements or findings arising from an evaluation (of a program), assessments of the current status, measurement of improvements or outcomes of research. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.	
29.14.1		Final versions of formal internal reports and reports to external organisations relating to water quality	Required as State archives
29.14.2		Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports	Retain minimum of 5 years after last action, then destroy
29.14.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments etc	Retain minimum of 2 years after last action, then destroy
29.14.4		Final copies of the Annual State of the Beaches Report and Hunter Water Quality Reports	Required as State archives
29.14.5		Periodic monitoring reports such as State of the Beaches monthly reports and State of the Harbour monthly reports	Retain minimum 1 year after reporting, then destroy
29.15.0	<b>Standards</b>	The processes of providing agency input into the development of new and emerging standards, identification and implementation of international, national and state-wide standards that are interpreted into agency policies, procedures and operations. Standards may emerge from agreements, protocols or conventions.	
29.15.1		Records relating to the development of standards where the agency has had significant input or involvement	Required as State archives
29.15.2		Records relating to the development of standards where the agency has minor or	Retain minimum of

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No	Function/Activity	Description	Disposal Action
		no input	10 years after last action, then destroy
29.16.0	<b>Strategies</b>	Activities associated with the development of detailed plans for achieving planned outcomes, within a given timeframe.  See also <b>Planning</b> .	
29.16.1		Records relating to the development of strategies where the agency has significant input or makes submissions towards the development of strategies, e.g. the agency's long term strategy to tackle diffuse source water pollution and water conservation strategy and coastal water quality management strategy	Required as State archives
29.16.2		Records relating to the development of strategies where the agency makes minor or no input	Retain minimum of 10 years after last action, then destroy