

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA265

This authority covers records documenting the function of land and resource management (pest control)

Issued to Wild Dog Destruction Board

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

State Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA265

SR file no 08/0176

Scope

This functional retention and disposal authority covers records documenting the function of land and resource management (pest control) from 1921 onwards.

Public office

Wild Dog Destruction Board

Approval date

Alan Ventress
Director
State Records Authority of New South Wales

24/10/2008
Date

About the Functional Retention and Disposal Authority

Purpose of the authority

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

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

The retention and disposal of State records

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

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

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

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

Implementing the authority

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

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

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

Disposal action

Records required as State archives

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

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

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

Records approved for destruction

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

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

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

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

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

Custody

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

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

Administrative change

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

Amendment and review of this authority

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

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

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

Contact Information

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

**Functional Retention and Disposal Authority
Land and resource management (pest control) – Wild Dog Destruction Board**

Authority no: FA265

Dates of coverage: 1921+

List of Functions and Activities covered

| Function | Activity | Reference |
|--------------------------|--------------------|------------------|
| FENCE MAINTENANCE | | 1.0.0 |
| | Agreements | 1.1.0 |
| | Liaison | 1.2.0 |
| | Maintenance | 1.3.0 |
| | Permits | 1.4.0 |
| RATES | | 2.0.0 |
| | Rate Determination | 2.1.0 |
| WILD DOG CONTROL | | 3.0.0 |
| | Control programs | 3.1.0 |
| | Liaison | 3.2.0 |
| | Offences | 3.3.0 |
| | Permits | 3.4.0 |

Functional Retention and Disposal Authority
Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|--------------------------|---|-----------------|----------|
| 1.0.0 | FENCE MAINTENANCE | <p>The function of making, erecting or repairing the dog proof fence. Includes major maintenance work involving extensive changes.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> CONTRACTING-OUT for records relating to the contracting-out or outsourcing of construction work including contracts.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PROPERTY MANAGEMENT for records relating to the erection, management and leasing-out of the boundary rider cottages.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PROPERTY MANAGEMENT - Conservation for records relating to the remediation of contaminated land and the conservation of Aboriginal sites.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PROPERTY MANAGEMENT - Construction for records relating to construction projects or proposals not proceeded with and the identification and management of hazardous materials (such as asbestos) used or encountered in construction work.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PROPERTY MANAGEMENT - Planning for records relating to the planning of construction programs.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> TENDERING for records relating to receiving and</p> | | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|--------------------|--|--|---|
| | | assessing tenders for construction work. | | |
| 1.1.0 | Agreements | The processes associated with the establishment, maintenance, review and negotiation of agreements. | | |
| 1.1.1 | | Records relating to agreements made with the governments of Queensland and South Australia in relation to the construction and maintenance of the dog proof fence. Records include liaison, negotiations, meeting records, draft agreements and final documents. | Required as State archives | Retain minimum of 10 years after last action, then transfer |
| 1.1.2 | | Records relating to agreements made with other NSW government agencies in relation to the construction and maintenance of the dog proof fence. Records include liaison, negotiations, meeting records, draft agreements and final documents. | Retain minimum of 7 years after last action, then destroy | |
| 1.1.3 | | Records relating to the granting of easements to the Wild Dog Destruction Board by third parties for the purpose of maintaining the dog proof fence. | Retain minimum of 10 years after cancellation or termination of the easement, then destroy | |
| 1.2.0 | Liaison | The activities associated with maintaining general contact with landholders regarding the construction and maintenance of the dog proof fence. | | |
| 1.2.1 | | Records relating to consultation and communication with landholders, including notifications of maintenance works along the dog proof fence. | Retain minimum of 6 years after last action, then destroy | |
| 1.3.0 | Maintenance | The activities associated with the upkeep, repair, | | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|-------------------|--|--|---|
| | | <p>preservation and modification of the dog proof fence.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PROPERTY MANAGEMENT - Maintenance for records relating to minor maintenance work not involving structural changes or weed control.</p> | | |
| 1.3.1 | | <p>Key records relating to the design, construction, major renovation or restoration of the dog proof fence.</p> <p>Records include:</p> <ul style="list-style-type: none"> • building and development applications, including supporting documentation such as environmental, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings. | Required as State archives | Retain minimum of 50 years after last action, then transfer |
| 1.3.2 | | <p>Records relating to project management for construction, major renovation or restoration of the dog proof fence.</p> <p>Records include:</p> | Retain minimum of 12 years after last action, then destroy | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|-------------------|--|---|----------|
| | | <ul style="list-style-type: none"> • records of budget and costs • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • periodic reports. | | |
| 1.3.3 | | Records relating to operational measures for the control of weeds along the dog proof fence, including measures taken in conjunction with other authorities such as the National Parks and Wildlife Service. Records include documentation of method of control, dates control undertaken, records of effectiveness of control and neighbour notification notices. | Retain minimum of 6 years after last action, then destroy | |
| 1.3.4 | | Register of poisons used for the control of weeds. | Retain minimum of 75 years after action completed, then destroy | |
| 1.4.0 | Permits | Activities associated with the control and use of roads, fire trails and other vehicle access ways along the dog proof fence. | | |
| 1.4.1 | | Records relating to the control and use of vehicle access ways along the dog proof fence. Records include requests for permission to travel along the dog proof fence and | Retain minimum of 10 years after last action, then destroy | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|---------------------------|---|---|---|
| | | responses to those requests. | | |
| 2.0.0 | RATES | The function of regulating the rates payable by landholders in the Western Division to the Wild Dog Destruction Board. | | |
| 2.1.0 | Rate Determination | Activities associated with the management, setting and collection of rates. | | |
| 2.1.1 | | Records relating to the setting and amendment of rates. This includes the general waiving of rates, for example during periods of drought. Records include investigations and policy determinations, draft rate schedules, and government and community consultation undertaken as part of the process. | Required as State archives | Retain minimum of 10 years after last action, then transfer |
| 2.1.2 | | Records relating to objections to rates or applications for hardship relief, whether successful or unsuccessful. Records include applications and objections, records of internal advice associated with the matter, correspondence with applicants, determinations, and terms of repayment. | Retain minimum of 7 years after last action, then destroy | |
| 2.1.3 | | Records relating to the implementation of rates schedules. Includes records of procedures for the calculation, determination and levying of rates and the issuing of schedules, and reports received from other government agencies on the collection of rates. | Retain until superseded, then destroy | |
| 3.0.0 | WILD DOG CONTROL | The function of establishing and administering programs to control or reduce the spread of wild dogs in the Western Division. | | |
| 3.1.0 | Control Programs | The activity of controlling wild dog populations through shooting, trapping, baiting, poisoning, etc. | | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|-------------------|---|---|---|
| 3.1.1 | | Records relating to policies and strategies for the reduction or elimination of wild dogs in the Western Division. Records include draft policy documents, records of meetings and negotiations held with stakeholders and final policy documents. | Required as State archives | Retain minimum of 10 years after last action, then transfer |
| 3.1.2 | | Records relating to operational measures for the reduction or elimination of wild dogs in the Western Division, including measures taken in conjunction with other authorities such as Rural Lands Protection Boards. Records include documentation of timing and methods of control, records of effectiveness of control measures, and neighbour notification notices. | Retain minimum of 6 years after last action, then destroy | |
| 3.1.3 | | Register of poisons used for the control of wild dogs. | Retain minimum of 75 years after action completed, then destroy | |
| 3.1.4 | | Records relating to the monitoring of wild dog control by landholders. Records include copies of notices requiring landholders to undertake the destruction of wild dogs. | Retain minimum of 7 years after last action, then destroy | |
| 3.1.5 | | Records relating to bounties paid for the scalps of wild dogs destroyed in the Western Division. | Retain minimum of 6 years after audit, then destroy | |
| 3.2.0 | Liaison | The activity of maintaining regular general contact with landholders and government agencies regarding the control of wild dogs. | | |
| 3.2.1 | | Publications produced by the agency which contain detailed information on the implementation of wild dog control | Required as State | Retain minimum of 1 year after |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|-------------------|--|--|---------------------------------------|
| | | programs. | archives | publication, then transfer |
| 3.2.2 | | Records relating to the drafting of publications, including supporting background research. | Retain minimum of 10 years after last action, then destroy | |
| 3.2.3 | | Brochures, posters, training materials and website information produced by the agency to inform the public regarding the control of wild dogs and the operations of the Wild Dog Destruction Board. Also includes records relating to the drafting of these resources. | Retain minimum of 10 years after superseded, then destroy | |
| 3.2.4 | | Records relating to other forms of general contact with the public and with other government agencies in relation to the control of wild dogs. Includes records of informal advice and discussions. | Retain minimum of 6 years after last action, then destroy | |
| 3.2.5 | | Records relating to liaison with law enforcement authorities regarding the conduct of law enforcement activities under the Wild Dog Destruction Act. Includes sharing information, informal advice and discussions. | Retain minimum of 3 years after last action, then destroy | |
| 3.3.0 | Offences | <p>The activity of investigating and taking action against landholders and other offenders not complying with wild dog control regulations.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> LEGAL SERVICES - Litigation for prosecutions involving the Board.</p> | | |
| 3.3.1 | | Records relating to policies developed by the Board concerning the investigation and prosecution of offences. | Required as State archives | Retain minimum of 10 years after last |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|-------|-------------------|--|---|---|
| | | | | action, then transfer |
| 3.3.2 | | Records documenting investigations into potential breaches of statutory requirements or conditions which set a precedent, result in significant changes to policy or procedures, or creates significant media, public or political interest. Records include notifications of alleged breaches, investigation reports, recommendations for further action, etc. | Required as State archives | Retain minimum of 10 years after last action, then transfer |
| 3.3.3 | | Records documenting investigations into potential breaches of statutory requirements or conditions which do not set a precedent, result in significant changes to policy or procedures, or create significant media, public or political interest. Records include notifications of alleged breaches, investigation reports, recommendations for further action, etc. | Retain minimum of 15 years after action completed, then destroy | |
| 3.3.4 | | Records relating to the issuing of notices for breaches of the Wild Dog Destruction Act. This includes offences resulting in the issuing of fines. Records include copies of notices, copies of fines issued, correspondence, payment invoices. | Retain minimum of 6 years after last action, then destroy | |
| 3.4.0 | Permits | The activity of issuing permits to allow the possession of dingos and half-bred dingos. | | |
| 3.4.1 | | Records relating to successful applications for permits for the possession of dingos and half-bred dingos. | Retain minimum of 7 years after expiry of permit, then destroy | |
| 3.4.2 | | Records relating to unsuccessful applications for permits for | Retain minimum of | |

* see *About the functional retention and disposal authority*

Land and resource management (pest control) – Wild Dog Destruction Board

Authority no: FA265

Dates of coverage: 1921+

| No | Function/Activity | Description | Disposal Action | Custody* |
|----|-------------------|--|--|----------|
| | | the possession of dingos and half-bred dingos. | 1 year after last action, then destroy | |

* see *About the functional retention and disposal authority*