

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA423

This authority covers records documenting the function of national parks and wildlife

This 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 Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

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Functional Retention and Disposal Authority

Authority no FA423

SR file no 21/0254

Scope This retention and disposal authority covers records documenting the function of national parks and wildlife.

Public office National Parks and Wildlife Service

Approval date 23 May 2022

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this 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 the State Archives and Records Authority of New South Wales (State Archives and Records NSW) 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 Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

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. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW's 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 Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This 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. For further advice see *Implementing a retention and disposal authority*.

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 the *General Retention and Disposal Authority – Original or source records that have been copied*). 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 Archives and Records NSW 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 Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW 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, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) 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. See *Destruction of records: a practical guide*.

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 Archives and Records NSW 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 Archives and Records NSW.

Administrative change

This 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 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 Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

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

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives and Records NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments 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 Archives Records NSW 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 Archives and Records NSW
 PO Box 516
 Kingswood NSW 2747
 Telephone: (02) 9673 1788
 E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority National parks and wildlife

Authority number: FA423

Dates of coverage: Open

List of Functions and Activities covered
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1.0.0 NATIONAL PARKS & WILDLIFE

The function of managing protected areas in NSW, including national parks, nature reserves, flora reserves, World Heritage areas, rainforests, beaches, alpine areas, rivers and sites of cultural and historic significance.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for records relating to liaison with community groups.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the acquisition and disposal of lands and property that are not national parks, conservation areas, wilderness areas etc.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing** for records relating to the leasing of Aboriginal land

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to the establishment and monitoring of agreement with other organisations (government or non-government) regarding the core functional activities of the organisation

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to the development and review of core functional plans.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Policy** for records relating to the development and review of core policies.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Procedures** for records relating to the development of core and operational procedures.

1.1.0 Advice

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Advice** for records relating to advice provided to the Minister and other government organisations on Aboriginal information management, native title claims etc.

1.1.1	Records relating to the provision of advice concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities where a detailed response has been provided. Includes final versions, opinions and position papers, correspondence etc.	Required as State archives
1.1.2	Records relating to the provision of advice regarding operational matters. Includes:	Retain minimum of 7 years after action

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NATIONAL PARKS & WILDLIFE - Authorisation

	<ul style="list-style-type: none"> • wildlife rescue • advice about Aboriginal art produced for sale, commercial products and commodities using Aboriginal methods and designs etc. 	completed, then destroy
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1.2.0 Authorisation

The process of seeking and granting permission to undertake a requested action.

See **NATIONAL PARKS & WILDLIFE - Park management** for records relating to the management of mining and extractive industries in park estates.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting institutions* **EVENT & PUBLIC PROGRAM MANAGEMENT - Authorisation** for records relating to permission for activities that do not affect park estates, such as filming etc

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for financial records relating to renewals of permits etc

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to memoranda of understanding and other formal agreements with other agencies to establish codes of practice for their construction and maintenance activities associated with permitted alien uses on park estates.

1.2.1	<p>Records relating to the approval of activities which have the potential for long-term effects, involve sensitive cultural material or require Ministerial approval. Includes:</p> <ul style="list-style-type: none"> • permission to disturb land or objects, including collection, destruction, and salvage • permission to record rock art • permission to excavate and investigate sites • regional licenses granted for harvesting of State forests • permission for alien uses which have a historical or cultural significance, such as fire towers, lighthouses, military installations • authorisations which require Ministerial approval, e.g. to graze stock on travelling stock routes within National Parks or historic sites. <p>Includes refused and successful applications.</p>	Required as State archives
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NATIONAL PARKS & WILDLIFE - Authorisation

	<p>Includes summary records of permission to harm, damage or pick a critical habitat, threatened species, population or ecological community (see entry 5 below for individual applications).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Accounting for records relating to financial transactions related to grazing permits.</p>	
1.2.2	<p>Records relating to the approval and/or monitoring of alien uses which have may an impact on park infrastructure. Includes successful and unsuccessful applications Includes:</p> <ul style="list-style-type: none"> • cabins and huts, fishing, water monitoring and trigonometrical stations, pipelines and powerlines, power stations, transmission lines, telephone lines, water storage and supply • negotiations of easements and licences over estate land, including boundary determinations • grazing permits that do not require Ministerial approval e.g. for travelling stock routes in nature reserves • harvesting of timber products in specified management areas. <p>Note: action completed for records that may be relevant to native title claims is until the records are no longer required to assist with a native title claim.</p>	Retain minimum of 20 years after action completed or expiry of licence, then destroy
1.2.3	<p>Records relating to the approval and monitoring of uses which do not have the potential for long-term effects. Includes successful and unsuccessful applications. Includes:</p> <ul style="list-style-type: none"> • the operation of commercial bee hives • access to roads, fire trails and other vehicle access ways • individual licenses to harm, pick or damage a threatened species, population or ecological community, or critical habitat • licences for the capture, breeding, possession, export or removal of native plants and animals 	Retain minimum of 10 years after expiry or termination of approval or minimum of 10 years after action completed, whichever is longer, then destroy

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NATIONAL PARKS & WILDLIFE - Authorisation

	<p>for scientific, recreational or commercial purposes</p> <ul style="list-style-type: none">• issue of licenses to persons and groups to hold protected species for the purposes of care and rehabilitation.	
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NATIONAL PARKS & WILDLIFE - Conservation & cultural heritage

1.3.0 Conservation & cultural heritage

The activities of conserving and maintaining sites and areas of significance and wilderness areas. Includes:

- repatriation of Aboriginal property
- conserving native species, ecological communities and habitats
- the identification of a vulnerable species
- management of lands owned or under joint management with traditional owners
- management of wilderness areas.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Cases** for records relating to requests for access to information and records held by the organisation

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Conservation** for records relating to buildings on national registers.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements relating to the provision of Aboriginal or other information held by the organisation & formal agreements, including plans of management for the conservation areas.

1.3.1	<p>Key records relating to the conservation of national park estates, Aboriginal sites and wilderness areas. Includes:</p> <ul style="list-style-type: none"> • summary records and registers of sites, wilderness areas, critical habitats, threatened species, and traditional owners who have a cultural association with an area • the identification, assessment and review of archaeological sites, areas and objects of heritage and cultural significance, wilderness areas • proposals and declarations of wilderness areas, habitats of endangered species and wild rivers, including proposals that are not endorsed • negotiations for the repatriation of relics, objects, artefacts and information to traditional owners • tapes and transcripts of oral history interviews with First Nations people 	Required as State archives
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NATIONAL PARKS & WILDLIFE - Conservation & cultural heritage

	<ul style="list-style-type: none"> • survey documents, including maps, plans and topographical sketches • plans of management • successful and unsuccessful nominations for inclusion, amendment or omission of individual species or locations from threatened species conservation schedules • summary records of threatened species surveys including unique survey data • species translocation plans • monitoring of river flows • summary reports of fire damage and regeneration or rehabilitation of burnt areas • summary records of the monitoring the environmental damage and smoke effects of bushfires • mapping of vegetation, critical habitats and species occurrence • aerial photographs, flora and fauna surveys • cultural heritage studies • agreements with other government agencies such as State Forests or the Rural Lands Protection Board to abide by measures for the protection of threatened species. <p>Includes advice sought by local or state government relating to specific local areas and development proposals where the organisation opposes a significant development proposal.</p>	
1.3.2	<p>Records relating to the management of activities which may or do affect threatened species or populations. Includes:</p> <ul style="list-style-type: none"> • issuing of protection and stop work orders to prevent developments which may affect threatened species or populations • consideration of requests for concurrence with development proposals for forestry activities. 	<p>Retain minimum of 50 years after action completed, then destroy</p>

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NATIONAL PARKS & WILDLIFE - Conservation & cultural heritage

1.3.3	<p>Records relating to the consideration of off-park development proposals referred to the organisation by consent authorities. Includes developments that may impact threatened species and the approval/preparation of associated species impact plans.</p> <p>Includes cases where proposals are supported and not supported.</p>	Retain minimum of 20 years after action completed, then destroy
1.3.4	<p>Operational records relating to the conservation of areas. Includes:</p> <ul style="list-style-type: none"> • the issue of stop work orders, interim protection orders and remediation directions to prevent and/or remediate damage or destruction of culturally significant areas. Includes registers of stop work orders • routine measures to manage the areas • property management plans developed for individual farms and rural activities to protect threatened species • the construction and maintenance of fencing to protect endangered species • the development of guidance, suitability statements, capability statements contributing to final wilderness assessments • comments received during public exhibition of the wilderness assessment report • agreements to establish codes of practice for activities relating to wildlife. <p>See entry 1.5.1 for investigations into the issue of stop work orders, remediation directions etc which have resulted in permanent damage to the National Park estate.</p>	Retain minimum of 10 years after action completed, then destroy

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NATIONAL PARKS & WILDLIFE - Incident and emergency management

1.4.0 Incident and emergency management

The activity of managing incidents and emergencies such as fires, hazardous materials, rescues, disease outbreaks, floods, toxic and chemical spills, oil spills

See **NATIONAL PARKS & WILDLIFE - Program management** for records relating to routine operational measures to reduce and remove fire fuel.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to inter agency arrangements established to provide assistance in emergencies or incidents

See General Retention and Disposal Authority *Research* **RESEARCH MANAGEMENT AND RESEARCH DATA** for records relating to research into the effects of bushfires

1.4.1	Fire history of each reserve.	Required as State archives
1.4.2	<p>Records relating to the management of incidents where the organisation is the lead agency and which:</p> <ul style="list-style-type: none"> • involve fires declared as State emergencies or natural disasters • relate to significant disease outbreaks • involve long term environmental impacts of pollution • involve co-ordination of state wide activities regarding the protection or rescue of protected animals from death and injury from pollution, bushfire or stranding • lead to changes to strategic policies or procedures for dealing with emergencies. <p>Records include reports, briefings, debriefings, photographs, recorded footage.</p>	Required as State archives
1.4.3	<p>Records relating to the management of:</p> <ul style="list-style-type: none"> • routine pollution incidents • fires where the organisation is the lead agency but which are not declared as natural disasters. <p>Records include:</p> <ul style="list-style-type: none"> • reports 	Retain minimum of 25 years after action completed, then destroy

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NATIONAL PARKS & WILDLIFE - Incident and emergency management

	<ul style="list-style-type: none"> • logistics requests and deployment • plans • briefing and discussion notes • situation and evacuation reports • injury and loss reports • debriefings. 	
1.4.4	Records relating to application of fire retardants, fire suppression chemicals and other substances on specific areas.	Retain minimum of 75 years after action completed, then destroy
1.4.5	Records relating to the development and review of local and district fire and emergency response plans including incident procedures, annual reviews of fire response and suppression capability, equipment testing, audit of communication systems etc.	Retain minimum of 50 years after action completed, then destroy
1.4.6	Records relating to the management of routine emergencies and incidents. Includes: <ul style="list-style-type: none"> • search and rescue missions • wildlife rescue • disease outbreaks • routine administration of response teams. 	Retain minimum of 7 years after action completed, then destroy
1.4.7	Facilitative records of emergency and incident management. Includes: <ul style="list-style-type: none"> • contact details for reserve neighbours • fire management plans for individual reserves • rosters, contacts etc 	Retain until superseded, then destroy

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NATIONAL PARKS & WILDLIFE - Investigations

1.5.0 Investigations

Activities relating to investigation of breaches of the Act or regulations, where physical damage or harm is caused.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Traffic management** for records relating to fines and penalties for parking and other traffic offences.

1.5.1	<p>Records relating to investigations undertaken into dumping, pollution, possession of native species without authority, destruction of native species or heritage sites or other aspects of park management which:</p> <ul style="list-style-type: none"> • result in permanent damage to national park estates • result in changes to strategic planning and policy. <p>Includes: reports, correspondence, decisions etc</p>	Required as State archives
1.5.2	<p>Records relating to the management of investigations into dumping, pollution, possession of native species without authority, destruction of native species or heritage sites or other aspects of park management which:</p> <ul style="list-style-type: none"> • have localised effects on national park estates • do not result in changes to strategic plans and policies. <p>Includes: reports, correspondence, decisions etc</p>	Retain minimum of 10 years after action completed or superseded, then destroy
1.5.3	<p>Records relating to fines and restrictions imposed on offenders for minor breaches of regulations.</p>	Retain minimum of 5 years after action completed, then destroy

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NATIONAL PARKS & WILDLIFE - Park management

1.6.0 Park management

The management of lands owned or under joint management with Aboriginal owners, including national parks, state recreational areas and nature reserves, historic sites, marine parks etc.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Construction** for records relating to construction of properties on the estate.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Leasing-out** for records relating to the long term leasing-out of land and property owned or managed by the organisation to another organisation or person, such as perpetual and 99 year leases.

1.6.1	<p>Key records relating to the acquisition and disposal of National Parks estates, wilderness areas etc. Includes the revocation of lands from the estate. Includes:</p> <ul style="list-style-type: none"> • investigation and evaluation of sites • negotiation of Native Title claims • images, maps, plans etc • negotiations and conversion of land titles • negotiation with other landuse stakeholders, including planning authorities, marine parks authorities, local government authorities and landholders • negotiations with Aboriginal owners about the terms and conditions of joint park management and the terms and conditions of leases • assessments of cultural significance and conservation status • the gazettal of acquired lands • agreements gazetted for declaration of wildlife refuges • agreements to establish codes of practice for construction and maintenance activities associated with permitted alien uses on NPWS estate <p>Includes proposals to acquire new lands which do not proceed.</p>	Required as State archives
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NATIONAL PARKS & WILDLIFE - Park management

	See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Leasing for records relating to ongoing administrative matters associated with leasing arrangements e.g. routine liaison, correspondence, reports, notifications and advice to/from lessors.	
1.6.2	<p>Key records relating to the management of national parks, wilderness areas etc. Includes:</p> <ul style="list-style-type: none"> • assessing native title claims • surveys and mapping undertaken to determine, verify or document alterations to the boundaries of a park • vegetation mapping, aerial photographs, flora and fauna surveys, wilderness assessments and cultural heritage studies • monitoring of mining and extractive industries • long-term agreements to lease land owned by Aboriginal people for inclusion in national park estates • development and implementation of memoranda of understanding establishing joint management agreements with Aboriginal communities. <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Leasing for records relating to ongoing administrative matters associated with leasing arrangements e.g. routine liaison, correspondence, reports, notifications and advice to/from lessors.</p>	Required as State archives
1.6.3	Records relating to the management of illegal occupancies and encroachments on park estates. Includes identification, removal or the payment of fees to maintain the encroachment.	Retain minimum of 50 years after action completed, then destroy
1.6.4	Records relating to the administration of access to specific locations for traditional purposes under legislation such as the Land Rights Act, such as camping, ceremonial and cultural uses, hunting and gathering.	Retain minimum of 30 years after action completed, then destroy
1.6.5	Records relating to the management and monitoring of alien uses which have may an impact on park infrastructure. Includes:	Retain minimum of 20 years after action completed or

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NATIONAL PARKS & WILDLIFE - Park management

	<ul style="list-style-type: none"> • cabins and huts, exploration, fishing, water monitoring and trigonometrical stations, pipelines and powerlines, power stations, transmission lines, telephone lines, water storage and supply • negotiations of easements and licences over estate land, including boundary determinations • temporary and or permanent closure of public access roads • negotiations and agreements with communication carriers. 	expiry of licence, then destroy
1.6.6	<p>Records relating to the operational management of parks estates. Includes:</p> <ul style="list-style-type: none"> • granting of access requests • issues of rights of access for private landowners • monitoring and reports use of parks, including environmental impacts of visitors • consultation and communication with neighbours and supporters groups about park management issues • measures to ensure the protection and safety of users of recreational activities, including restrictions of numbers, issue of short term permits • the administration of recreational activities • management and operation of museums • measures to restrict, trap and remove domestic animals • impounding of livestock found grazing without permission • negotiations of agreements to preserve wildlife refuges • measures to reduce and remove fire fuel including community consultation and joint activities with neighbours. 	Retain minimum of 10 years after action completed, then destroy

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NATIONAL PARKS & WILDLIFE - Program management

1.7.0 Program management

The activities of establishing and administering programs.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Advice** for records relating to advice provided to other agencies about pest and weed control.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to joint ventures with other bodies to control pests and weeds.

See General Retention and Disposal Authority *Higher and further education & research* **RESEARCH - Research management** for records relating to research conducted or commissioned by the organisation.

1.7.1	<p>Records relating to significant stages in developing, reviewing, implementing and reporting on programs and projects to address biodiversity, threatened species, impacts of pests, weeds and visitors, captive breeding programs, animal rescue, wildlife and wildlife populations, impact of bushfires, impact of forest harvesting activities etc. Includes:</p> <ul style="list-style-type: none"> • program objectives • reports and evaluations • unique field data • annual accumulations of survey information • agreements with other agencies, such as local government authorities to preserve and manage natural reserves and to protect habitats • agreements with private landowners areas to provide permanent protection of areas of natural, scientific or heritage value, e.g. voluntary conservation agreements. 	Required as State archives
1.7.2	<p>Records relating to the operational management of long-term projects such as:</p> <ul style="list-style-type: none"> • soil conservation projects in specific areas • local measures for removal and eradication of introduced species • use of chemicals or herbicides in specific locations. 	Retain minimum of 50 years after action completed, then destroy

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NATIONAL PARKS & WILDLIFE - Program management

1.7.3	<p>Records relating to the management of:</p> <ul style="list-style-type: none"> • the allocation of quotas for culling and tagging of animals • monitoring of disease spread • individual pest and weed control programs • negotiations with farm owners about land use and the protection of threatened species • translocation of plant and animal species to repopulate an area or to protect native wildlife • the implementation of plans of management for specific wilderness areas • reporting on wildlife rescue operations. 	Retain minimum of 20 years after action completed, then destroy
1.7.4	<p>Records relating to the routine administration of programs and projects including:</p> <ul style="list-style-type: none"> • access equity programs • volunteer programs and relations with local community groups and supporters programs • administration of wildlife refuges • tourism promotion • regeneration of native vegetation by planting, restrictions on use and access to a burnt area • aerial shooting of pests, or arrangements for recreational shooting at specific locations • specific projects to protect local ecosystems • restoration of injured or seized animal to its natural habitat. <p>Includes: including project plans, schedules, budgets and routine reporting, data collection where data is in summarised form, . e.g. (reports, comparison studies etc.), the administration of grants to run the program.</p>	Retain minimum of 10 years after action completed, then destroy