

# **State Archives and Records Authority of New South Wales**

## **Functional retention and disposal authority: local land services**

This authority covers records documenting the provision of local land programs and services

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.



# State Archives and Records Authority of New South Wales

## Functional Retention and Disposal Authority

**Authority no** FA399

**SR file no** 18/0231

**Scope** This retention and disposal authority covers records documenting the provision of local land programs and advisory services.

**Public office** Statewide and regional local land boards and services

**Issue date** 29/06/2018

## **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 the assessment or 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](mailto:govrec@records.nsw.gov.au)

## Functional Retention and Disposal Authority Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

<b>List of Functions and Activities covered</b>
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## 1.0.0 LOCAL LAND SERVICES

The function of developing, administering, delivering and/or funding programs and advisory services associated with agricultural production, animal health and welfare, chemical residues, biosecurity, natural resource management and emergency management.

**Note: Where the organisation is responsible for the management of Crown reserves, commons and land that are currently or may potentially be the subject of a claim under the Aboriginal Land Rights Act 1983, the organisation should ensure records providing evidence of ownership, control and usage of the relevant parcel are retained and not destroyed until a claim has been granted over that parcel of land. These records could include planning documents or decisions concerning proposed or approved use of the land, surveys, agreements, memorandums, consents, tenure arrangements regarding the following land matters Please note that the making of a claim which is unsuccessful does not preclude the making of further claims over the same areas of land under the Act. For further advice and guidance as to land that is claimable under the Aboriginal Land Rights Act and records requiring retention, agencies should contact the Crown Lands division of the Department of Industry.**

See Functional Retention and Disposal Authority *Primary industries assistance, regulation and development* **DROUGHT & EMERGENCY RESPONSE** 5.0.0 or records relating to assistance and support provided by the organisation in response to droughts, natural disasters or other emergency situations.

See Functional Retention and Disposal Authority *Primary industries assistance, regulation and development* **EDUCATION & TRAINING** 6.0.0 for records relating to the provision of formal education and training to registered or enrolled participants, such as formal training to external registrants in the use of pesticides, poisons or baiting products.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to the formation, meetings and decisions of committees, task forces, working or advisory groups.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for records relating to the provision of customer services (including customer service charters), donations and fundraising activities, community gratuitous competitions and awards, complaints about the organisation's services, and general ongoing liaison and correspondence with professional associations, community, industry or private sector groups etc. for the routine sharing of information, networking and ongoing relationship management.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the outsourcing of services.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS** for records relating to formal inquiries involving the organisation; the provision of advice to the Minister or government regarding the organisation's policies, procedures, functions, etc.; the preparation of annual reports; and submissions by the organisation on the development or review of legislation, regulation, proposals, statutory planning instruments, etc. made by other government organisations.

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



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### *LOCAL LAND SERVICES- Advisory & Extension*

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Employee service history** for copies of individual qualifications, certificates of competency, statements of attainment, etc., where these relate to occupational health and safety training or are required by employees as part of employment conditions or to perform their duties.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Conservation** heritage and conservation assessments and registers, and programs and projects involving the remediation, restoration, rehabilitation (or other conservation) of property owned, managed or controlled by the organisation, including crown lands and reserves.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Maintenance** for records relating to the maintenance of property owned, managed or controlled by the organisation, including crown lands and reserves which are not part of a funded program, project or initiative, such as routine pest or weed control, fencing, mowing, minor repair of structures, etc.).

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT** for records relating to delegations of authority made by the agency; audits on the performance of the organisation's activities and operations; and joint ventures, partnerships or similar collaborative relationships with government or private bodies (including associations, societies, networks, industry or community groups, etc.).

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the organisation's compliance with mandatory or optional requirements.

### **1.1.0 Advisory & Extension**

The activity associated with providing advice and extension services to landholders, primary producers, managers, or the wider community.

See Functional Retention and Disposal Authority *Primary industries assistance, regulation and development* **EDUCATION & TRAINING** for records relating to the provision of formal education and training to registered or enrolled participants, such as formal training to external registrants in the use of pesticides, poisons or baiting products.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to administrative arrangements for all celebrations, ceremonies and functions, including arrangements for exhibition launches and the giving of addresses etc.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for records relating to bookings for events.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the handling of enquiries regarding routine information about the organisation and its services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to the marketing of exhibitions, field days, tours or other events held for the purpose of providing advice and information on local land issues and matters.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES - Leasing-out** for records relating to the loan of learning materials and resources to schools, landholders or other stakeholders.

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### *LOCAL LAND SERVICES- Advisory & Extension*

1.1.1	Records documenting: <ul style="list-style-type: none"> <li>• final versions of information and advisory materials and resources. Includes fact sheets, newsletters, guides, resource kits, videos, general advisory information on the website, education and awareness materials for field days, tours, forums, school programs etc.</li> <li>• public meetings and reports on the outcomes of support groups, seminars, field days, etc.</li> <li>• advice and assistance where a formal response is provided. Includes diaries and notes which record landholder issues, observations, advice and recommendations made during site visits by field staff.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
1.1.2	Records relating to the development of advisory, education and information materials and resources.	Retain until administrative or reference use ceases, then destroy

### **1.2.0 Agreements**

The activity associated with negotiating, establishing, managing and reviewing agreements.

See **LOCAL LAND SERVICES - Authorisation & Certification** for records relating to authorisations to carry out controlled activities which may be in the form of an agreement such as grazing agreements/permits.

See **LOCAL LAND SERVICES - Grants & Funding** for records relating to the establishment and management of specific funding agreements.

See **LOCAL LAND SERVICES - Programs, Projects & Initiatives** for records relating to the establishment and management of agreements with landowners, managers or other stakeholders relating to specific programs, projects and initiatives.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to inter-agency committees, taskforces and working groups set up to manage negotiations for agreements.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to agreements and contracts for outsourced services.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Agreements** for records relating to the establishment and management of agreements with other government organisations.

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

1.2.1	Records relating to the negotiation, establishment and	Required as State
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### LOCAL LAND SERVICES- Agreements

	ongoing management of agreements with private landholders or other third parties to manage or maintain Crown lands owned, controlled or managed by the organisation. This includes memorandums of understanding, management, stewardship, conservation or similar agreements.	archives
1.2.2	Records relating to assistance provided by the organisation in the negotiation and establishment of agreements relating to land use and access, where the organisation is not the lead negotiator.	Retain minimum of 7 years after agreements are approved and signed by all parties, then destroy
1.2.3	Records relating to the negotiation, establishment, management and review of agreements that do not relate to the management or maintenance of Crown lands. Includes stewardship or conservation agreements.  <b>Note:</b> Statutory limitation periods for commencing a claim or action for breach of a contract or agreement may vary depending on the type of agreement or contract. For example longer time periods apply to deeds, specialty contracts and certain interstate agreements. Where longer limitation periods do apply these need to be taken into account when assessing retention requirements beyond the minimum period specified.	Retain minimum of 7 years after expiry or termination of agreement, then destroy

### 1.3.0 Authorisation & Certification

The activity associated with receiving and handling requests by external parties for authorisation to carry out a controlled activity, for certification relating to properties and stock, or compliance regarding a proposed controlled activity.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** (Advisory) for records relating to the establishment, meetings and outcomes of independent decision-making panels.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to the receipt and processing of fees and refunds associated with permits or other approvals.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the organisation's seeking of authorisation to carry out a controlled activity, including (for example) licences and authorisation relating to the organisation's use of firearms, or consents sought from other organisations to fell or dispose of timber.

1.3.1	Summary records of approvals issued by the organisation, including licences and permits related to forestry, clearing of vegetation and native flora and	Required as State archives
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<i>LOCAL LAND SERVICES- Authorisation &amp; Certification</i>		
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1.3.2	<p>Records relating to the receipt of applications for the <b>management or clearing of native vegetation or authorisation of private native forestry operations</b>. Includes:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• liaison with applicants or other stakeholders</li> <li>• assessments and due diligence checks</li> <li>• notifications, certifications and approvals</li> <li>• notifications of any cancellation, suspension, variation or revocation of an authorisation</li> <li>• records of any associated appeals.</li> </ul> <p>Includes notifications received (and any associated withdrawals) of intentions to clear native vegetation. Includes approved and refused applications.</p>	<p><b>If granted:</b></p> <p>Retain minimum of 20 years after cancellation, lapse, withdrawal, or other expiry or termination of authorisation, certification or notification, then destroy</p> <p><b>If refused:</b></p> <p>Retain minimum of 20 years after action completed, then destroy</p>
1.3.3	<p>Records relating to applications or requests for a licence, permit, consent or other approval/authorisation and/or exemption concerning a controlled activity (excluding those relating to the clearing and management of native vegetation or private native forestry operations). Includes:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• liaison with applicants or other stakeholders</li> <li>• assessments and due diligence checks</li> <li>• determinations and notifications</li> <li>• notifications of any cancellation, suspension, variation or revocation of a permit, consent, authorisation, certifications, exemption etc.</li> <li>• records of any associated appeals, including applications for compensations payable (as a result of the appeal) by the organisation.</li> </ul> <p>Includes applications and requests which are subsequently refused.</p>	<p><b>If granted:</b></p> <p>Retain minimum of 7 years after expiry, lapse or other termination of authorisation, then destroy</p> <p><b>If refused:</b></p> <p>Retain minimum of 7 years after action completed, then destroy</p>
1.3.4	<p>Records relating to requests for the provision of health or residue certification for properties and/or stock, such as those required for the export of stock, movement of stock interstate, or property searches.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>

### 1.4.0 Board Elections

The activity of managing elections for board members

See General Retention and Disposal Authority *Administrative records* **GOVERNING BODIES** for all other records relating to the management of Boards, including

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### *LOCAL LAND SERVICES- Board Elections*

appointments, nominations, registers of Board members and pecuniary interest, Board meetings, arrangements for and payments made to Board members (e.g. travel), Board policies and procedures, delegations to members, audits of governance practices, etc.

1.4.1	Records relating to the conduct of elections for members to local Boards.	Retain in accordance with relevant legislative or regulatory requirements for the conduct of elections, or for a minimum of 1 year after action completed, then destroy
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### **1.5.0 Compliance Monitoring & Enforcement**

The activity associated monitoring compliance with legislation, regulations, rules or other requirements, and taking necessary enforcement actions either in response to identified breaches, or as deemed necessary to ensure the protection and preservation of the environment and agricultural production.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to legal proceedings between the organisation and other parties in a court or other tribunal.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the organisation's compliance with mandatory or optional requirements.

See General Retention and Disposal Authority *Video/visual surveillance records* for audio or video surveillance recordings that are not of evidentiary value, or required as part of an investigation.

1.5.1	<p>Records documenting investigations into and the outcomes of compliance breaches that:</p> <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• result in substantial changes to the organisation's policies, procedures or processes, or</li> <li>• pose major issues at a state or regional level for environmental conservation, land management, animal health and welfare, biosecurity or public health and safety.</li> </ul> <p>Includes inspection notes, photographs and reports on the findings and outcomes of investigations, legal advice, enforcement actions taken, and records of appeals made.</p>	Required as State archives
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*LOCAL LAND SERVICES- Compliance Monitoring & Enforcement*

1.5.2	<p>Records relating to the routine operational monitoring and enforcement of compliance with requirements as set out in laws, regulations, codes, standards etc. Records include:</p> <ul style="list-style-type: none"> <li>• periodic compliance reports, returns (e.g. annual returns) and notifications</li> <li>• field officers notebooks and diaries</li> <li>• complaints or reports of identified breaches</li> <li>• photographs and reports detailing the outcome of inspections, audits or other monitoring activities</li> <li>• notes of meetings and liaison with landholders or other stakeholder</li> <li>• notices of entry or inspection issued to occupiers of premises</li> <li>• notices, directions or orders issued</li> <li>• records relating to compensations payable</li> <li>• appeals, including to tribunals, courts or other higher authorities.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
1.5.3	<p>Records relating to the issue of orders, notices or directions which prohibit, restrict, suspend or direct certain activities or operations. Includes:</p> <ul style="list-style-type: none"> <li>• orders, notices and directions issued by the organisation</li> <li>• maps or plans showing prohibited or restricted zones</li> <li>• liaison with land owners and occupiers or other stakeholders</li> <li>• records relating requests for and the recovery of any associated costs</li> <li>• appeals, including to higher authorities.</li> </ul> <p>Also includes recommendations and proposals to the Minister to issue orders.</p>	Retain minimum of 7 years after action completed, then destroy

### 1.6.0 Grants & Funding

The activity associated with administering grants, funds, incentives or other financial assistance to landholders, primary producers, community groups, non-government organisations or other stakeholders.

See **LOCAL LAND SERVICES - Agreements** for records relating to the establishment and management of management agreements (or similar) with bodies, groups or individuals for the purposes of ensuring the ongoing support and maintenance of outcomes from funded activities.

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### *LOCAL LAND SERVICES- Grants & Funding*

See **LOCAL LAND SERVICES - Programs, Projects & Initiatives** for records relating to establishment, administration, monitoring, evaluation and review of funded programs and projects.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Grant funding** for records relating to the organisation's application for and receipt of funding from external sources.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to joint ventures and similar collaborative arrangements with funding partners (investors).

1.6.1	<p>Records relating to successful applications for grants and funding. Includes:</p> <ul style="list-style-type: none"> <li>• expressions of interest, applications and supporting documentation</li> <li>• internal assessments and recommendations</li> <li>• advice of application outcomes</li> <li>• ongoing liaison and correspondence with recipients</li> <li>• establishment and ongoing management of funding contracts and agreements</li> <li>• progress updates, periodic financial returns and acquittal reports from fund recipients.</li> </ul> <p><b>Note:</b> Statutory limitation periods for commencing a claim or action for breach of a contract or agreement may vary depending on the type of agreement or contract. For example longer time periods apply to deeds, specialty contracts and certain interstate agreements. Where longer limitation periods do apply these need to be taken into account when assessing retention requirements beyond the minimum period specified.</p>	Retain minimum of 7 years after action completed, then destroy
1.6.2	<p>Records relating to unsuccessful applications for grants and funding. Includes:</p> <ul style="list-style-type: none"> <li>• expressions of interest, applications and supporting documentation</li> <li>• internal assessments and recommendations</li> <li>• advice of application outcomes</li> <li>• ongoing liaison and correspondence with recipients</li> <li>• progress updates, periodic financial returns and acquittal reports from fund recipients.</li> </ul>	Retain minimum of 2 years after action completed, then destroy

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LOCAL LAND SERVICES- Incidents

### 1.7.0 Incidents

The activity associated with responding to local incidents where the organisation is the primary government responding agency for agriculture and animal services.

See Functional Retention and Disposal Authority *Primary industries assistance, regulation and development* **DROUGHT & EMERGENCY RESPONSE** for records relating to assistance and support provided by the organisation in response to droughts, natural disasters or other emergency situations.

1.7.1	Records relating to support and assistance provided by the organisation in the handling of specific local incidents such as livestock transport accidents or pest infestations where landholders are unable to effectively manage control operations. Records include: <ul style="list-style-type: none"><li>• liaison with landholders, site controllers, emergency or other agencies, as required</li><li>• photographs, notes and evidence gathered, and immediate actions taken at the incident site</li><li>• incident reports.</li></ul>	Retain minimum of 7 years after action completed, then destroy
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### 1.8.0 Policies & Procedures

The activity of developing and reviewing policies and procedures, including rules, principles, guidelines, instructions, manuals etc.

1.8.1	Final versions of policies or procedures relating to local land service services, operations and activities.	Retain minimum of 7 years after superseded, withdrawn from use or action completed, then destroy
1.8.2	Records relating to the development and review of policies, procedures, guidelines, manuals etc. such as drafts distributed for review, stakeholder feedback and comments, supporting papers and working documents etc.	Retain until administrative or reference use ceases, then destroy

### 1.9.0 Programs, Projects & Initiatives

Records relating to the establishment, development, implementation and review of on-ground programs and projects to address identified issues and priorities within regions or across the state.

This may include programs and projects which (for example) aim to:

- eradicate, control or reduce threats to the environment or primary production, such as pest and weed pest control programs;



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*LOCAL LAND SERVICES- Programs, Projects & Initiatives*

- monitor, protect, rehabilitate or restore natural resources (e.g. water, soils, vegetation or ecosystems);
- improve primary production outcomes and profitability.

**Note:** Excludes programs and projects involving the remediation, restoration, rehabilitation (or other conservation) of Crown land or reserves, or the removal of hazardous or toxic substances on Crown land or reserves where the land is either owned, controlled or managed by the organisation.

See **LOCAL LAND SERVICES - Advisory & Extension** for records relating to advice provided to landholders unrelated to a specific program or project, for example advice and recommendations provided to landholders regarding pest control, conservation measures etc.

See **LOCAL LAND SERVICES - Authorisation & Certification** for records relating to the issue of specific licences, permits, consents or other authorisations associated with the implementation of a program or project.

See **LOCAL LAND SERVICES - Compliance Monitoring & Enforcement** for records relating to monitoring compliance and taking enforcement actions (where necessary) for breaches of compliance identified as part of any program or project implementation.

See **LOCAL LAND SERVICES - Grants & Funding** for records relating to the administration of grants and funding to landholders, community groups, organisations or other groups or individuals for programs, projects and initiatives.

See **LOCAL LAND SERVICES - Property Summary Information** for summarised information held in relation to a property, including a summary of pesticides, poisons or other chemicals issued to landholders.

See **LOCAL LAND SERVICES - Strategy & Planning** for records relating to the development of state, regional or local plans from which specific programs and projects may result (e.g. State, regional or local weed or pest control plans).

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Conservation** for programs and projects involving the remediation, restoration, rehabilitation (or other conservation) of Crown Lands or reserves owned, controlled or managed by the organisation.

1.9.1	<p>Final reports and findings of programs and projects that are:</p> <ul style="list-style-type: none"> <li>• considered a unique and/or valuable intelligence source in identifying issues, patterns, trends etc. impacting land, primary production or natural resources over time</li> <li>• used to inform major changes to policies, practices, services or operations.</li> </ul>	Required as State archives
1.9.2	<p>Records relating to the establishment, development, implementation and review of programs and projects, initiatives or campaigns, including:</p> <ul style="list-style-type: none"> <li>• final program and project plans, reports, schedules, objectives, methodologies, communication plans, etc.</li> </ul>	Retain minimum of 7 years after action completed, then destroy

## Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

No.	Description of records	Disposal action
<i>LOCAL LAND SERVICES- Programs, Projects &amp; Initiatives</i>		
	<ul style="list-style-type: none"> <li>• records of program or project steering committees</li> <li>• establishment and management of agreements and arrangements with parties participating in the program or project, including ongoing management agreements</li> <li>• consultation and liaison with partners, landholders or other stakeholders</li> <li>• final versions of factsheets, technical guidelines or other information resources.</li> </ul> <p><b>Note:</b> Statutory limitation periods for commencing a claim or action for breach of a contract or agreement may vary depending on type of agreement or contract. For example longer time periods apply to deeds or specialty contracts and limitation periods may be longer in other States. Where longer limitation periods do apply these will need to be taken into account when assessing retention requirements beyond the minimum period specified.</p>	
1.9.3	<p>Records relating to the development of final program or project documentation (reports, plans, information resources, etc.), including:</p> <ul style="list-style-type: none"> <li>• drafts</li> <li>• routine internal liaison and meetings</li> <li>• supporting background and working documents, etc.</li> </ul>	Retain minimum of 3 years after action completed, then destroy

### 1.10.0 Property Summary Information

The activity associated with summary information relating to individual properties.

1.10.1	<p>Records relating to key property information (either for private or public land) which provides a summarised history of activities and operations carried out on, or issues impacting individual properties. Specifically this includes summarised information which identifies:</p> <ul style="list-style-type: none"> <li>• diseases, chemical spills, contaminants or other potential long term biosecurity issues impacting the property</li> <li>• pesticides, poisons or other chemical products issued for and used on the property (including what was issued, when and for what purpose)</li> <li>• compliance breaches and enforcement actions where these relate to activities adversely affecting the property</li> <li>• orders issued relating to the land.</li> </ul>	Retain minimum of 75 years after action completed, then destroy
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## Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LOCAL LAND SERVICES- Rates, Levies, Fees & Contributions*

### **1.11.0 Rates, Levies, Fees & Contributions**

The activity associated with making and imposing rates, levies or contributions on rateable or other land, and fees and charges for services.

Note: Includes animal health rates for rateable land, catchment contributions, and any other special purpose rates as determined by the agency (e.g. for pest management).

See **LOCAL LAND SERVICES - Agreements** for records relating to agreements with Councils, statutory authorities and corporations or other local agencies to make assessments and reassessments, determine contributions, or collect rates, levies and contributions on behalf of the agency.

See **LOCAL LAND SERVICES - Compliance Monitoring & Enforcement** for records relating to the sale of land for the purposes of recovering unpaid rates, levies or other charges. Including where the sale did not proceed.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for collecting, processing and recording the payment of rates, levies and contributions, including debt recovery activities.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Policy** for records relating to the setting of fees and charges.

1.11.1	Rate books, registers or other summary record of ratepayers.	Required as State archives
1.11.2	Records relating to the calculation, determination and administration of rates, levies and contributions, including: <ul style="list-style-type: none"> <li>• annual returns (of land and stock)</li> <li>• assessments of notional carrying capacity of land or catchment contributions, including notices of assessments and applications for review</li> <li>• calculations and estimates (e.g. of income and expenditure)</li> <li>• liaison with land owners or occupiers, including notices received regarding changes of occupancy or ownership of rateable land, or changes of address details</li> <li>• determinations, certificates and/or notices outlining amounts due</li> <li>• Ministerial approvals relating the collection of monies on behalf of the agency</li> <li>• records of waivers, deferrals or exemptions granted</li> <li>• summons for the recovery of rates and solicitor's enquiries regarding outstanding rates</li> <li>• records of appeals made.</li> </ul>	Retain minimum of 7 years after action completed, then destroy

## Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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### *LOCAL LAND SERVICES- Rates, Levies, Fees & Contributions*

1.11.3	Records relating to: <ul style="list-style-type: none"> <li>• routine enquiries about rates, levies, fees or other charges; and</li> <li>• applications and requests for waivers, deferrals or exemptions of rates, levies, fees or other charges which are not granted by the organisation.</li> </ul>	Retain minimum of 2 years after action completed, then destroy
1.11.4	Records relating to requests to reissue rate notices.	Retain minimum of 6 months after action completed, then destroy
1.11.5	Records relating to the sale of land for the purposes of recovering unpaid rates, levies or other debts owing to the organisation, including where the sale did not subsequently proceed. Includes: <ul style="list-style-type: none"> <li>• arrangements for and notices of sale</li> <li>• results of searches investigations to ascertain the identity of any person who has an interest in the land</li> <li>• records of public auctions held.</li> </ul>	Retain minimum of 7 years after action completed, then destroy

### **1.12.0 Reporting**

The activity associated with preparing reports and/or statistics in response to a specific request, or which summarise specific activities and operations.

Note: Use the relevant activity for reports generated in relation to a specific activity. For example, see **Research** for research reports, or **Programs, Projects & Initiatives** for reports on the progress, outcomes or review of specific programs, programs and initiatives managed or coordinated by the organisation.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for reports to government or cabinet relating to the organisation's functions, activities and/or performance.

1.12.1	Final versions of high-level formal reports prepared by the organisation which provide comprehensive information to government or other key stakeholders in relation to regulated activities, the state of, or issues impacting the environment, or specific issues as directed by legislation or policy.	Required as State archives
1.12.2	Records relating: <ul style="list-style-type: none"> <li>• informal reports and updates to internal or external stakeholders, or routine statistics relating to routine operational or administrative matters;</li> </ul>	Retain minimum of 3 years, then destroy

## Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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### *LOCAL LAND SERVICES- Research & Surveys*

	<ul style="list-style-type: none"> <li>• submissions to government environment (or similar) reports, where the organisation is not the NSW lead agency; and</li> <li>• records relating to the compilation of reports to internal or external stakeholders.</li> </ul>	
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### **1.13.0 Research & Surveys**

The activity associated with carrying out research, surveys, studies, or similar inquiries in order to discover facts, confirm or enhance knowledge etc.

See **LOCAL LAND SERVICES - Programs, Projects & Initiatives** for records relating to surveys or research as an output of programs and projects funded by the organisation.

1.13.1	Final reports, papers and findings of research conducted or commissioned by the organisation. Includes datasets considered unique and valuable in supporting longitudinal studies or monitoring of natural resource issues, activities, patterns or trends.	Required as State archives
1.13.2	Records relating to the conduct of research, surveys and studies carried out or commissioned by the organisation, including: <ul style="list-style-type: none"> <li>• survey or questionnaire templates and completed surveys or questionnaire results</li> <li>• results of interviews</li> <li>• observation, monitoring or other data sets used to support research.</li> </ul>	Retain until no longer required for reference or research purposes, then destroy
1.13.3	Records relating to abandoned or discontinued research, studies or surveys.	Retain minimum of 3 years after action completed, then destroy

### **1.14.0 Spatial Information**

The activity associated with gathering, recording and managing spatial data and information to support the organisation's land management activities and operations.

1.14.1	<p>Spatial data gathered through the conduct of the organisation's activities which is used to identify, plan, map, monitor and report on activities and works carried out on land that is unique and/or cannot be readily recreated and supports longitudinal research re patterns and impacts of land use.</p> <p>Includes original maps and plans produced or commissioned by the organisation (including by predecessor agencies) where the spatial data does not otherwise exist to enable these to be reproduced.</p>	Required as State archives
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## Local Land Services

Authority number: FA399

Dates of coverage: Open

No.	Description of records	Disposal action
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### LOCAL LAND SERVICES- Spatial Information

1.14.2	Spatial data gathered through the conduct of the organisation's activities which is not unique and can be readily recreated.	Retain until superseded or no longer required for ongoing reference, then destroy
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### 1.15.0 Stock Identification

The activity associated with managing and/or administering schemes for the identification of stock in NSW.

See **LOCAL LAND SERVICES - Advisory & Extension** for general information and advice (including in the form of factsheets, frequently asked questions, handbooks, guides etc.) provided to land owners or occupiers in relation to stock identification or related matters.

See **LOCAL LAND SERVICES - Authorisation & Certification** for records relating to the requests and approvals provided by the agency to use special stock identifiers (e.g. special brands for pigs).

See **LOCAL LAND SERVICES - Compliance Monitoring & Enforcement** for records relating to monitoring and enforcing compliance with stock identification requirements.

See **LOCAL LAND SERVICES - Rates, Levies, Fees & Contributions** for records relating to the determination of levies and fees associated with the stock identification schemes.

1.15.1	Registers of stock identification codes, brands or marks.	Required as State archives
1.15.2	Records relating to the management and/or administration of schemes for the identification of stock, such as those relating to property identification codes, brands, earmarks or tattoos. Includes: <ul style="list-style-type: none"> <li>the receipt and processing of applications for and the assignment of codes, brands or marks, including renewals</li> <li>applications or notifications from land owners/occupiers regarding changes to contact details</li> <li>records relating to their ongoing management, such as requests to transfer brands or marks, or amalgamate properties within a single code, or records relating to the suspension, blocking reactivation or cancellation of identifiers</li> <li>local registers of identification codes, brands or marks (e.g. District Registers).</li> </ul>	Retain minimum of 7 years after action completed, then destroy

### 1.16.0 Strategy & Planning

The activity associated with developing and reviewing plans and strategies formulated to achieve goals and objectives.

## Local Land Services

**Authority number: FA399**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LOCAL LAND SERVICES- Strategy & Planning*

See **LOCAL LAND SERVICES - Advisory & Extension** for records relating to advice and assistance to landholders (through workshops, meetings, discussions etc.) to develop plans relating to their properties (e.g. biosecurity plans or farm plans).

See **LOCAL LAND SERVICES - Programs, Projects & Initiatives** for records relating to the development of plans relating to an individual program, project or initiative.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records relating to the formulation and meetings of committees, taskforces or similar working groups set up for strategic planning purposes.

1.16.1	<p>Records relating to the development and review of high level strategies and plans which:</p> <ul style="list-style-type: none"> <li>• set the overarching priorities, strategies and framework for the delivery and management of local land services;</li> <li>• reflect a co-ordinated and co-operative approach across government, industry and community to achieving environmental outcomes, where the organisation is the lead; and/or</li> <li>• are subject to extensive public consultation and/or relating to matters which are considered significant or contentious.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Ministerial directions</li> <li>• terms of reference</li> <li>• major drafts released for comment</li> <li>• notices of public consultations</li> <li>• results of public consultation, including submissions received</li> <li>• approvals</li> <li>• final versions of plans.</li> </ul>	Required as State archives
1.16.2	<p>Records relating to the development and review of routine local operational plans and strategies relating to the management of specific programs and activities, e.g. local pest control plans, investment strategies, etc. Includes:</p> <ul style="list-style-type: none"> <li>• major drafts</li> <li>• records of consultations</li> <li>• final versions.</li> </ul>	Retain minimum of 7 years after superseded or action completed, then destroy
1.16.3	<p>Routine records relating to the development of all plans and strategies, such as:</p> <ul style="list-style-type: none"> <li>• minor drafts for internal review</li> </ul>	Retain minimum of 2 years after action completed, then destroy

## Local Land Services

Authority number: FA399

Dates of coverage: Open

No.	Description of records	Disposal action
<i>LOCAL LAND SERVICES- Surveillance &amp; Investigations (Biosecurity)</i>		
	<ul style="list-style-type: none"> <li>• internal liaison and meetings</li> <li>• supporting background and working documents, etc.</li> </ul>	

### 1.17.0 Surveillance & Investigations (Biosecurity)

The activity associated with carrying out monitoring and surveillance of biosecurity threats, such as diseases, pests, weeds and contaminants, and conducting associated investigations.

See **LOCAL LAND SERVICES - Advisory & Extension** for records relating to the provision of advice to landholders, the community or other stakeholders regarding biosecurity matters.

See **LOCAL LAND SERVICES - Authorisation & Certification** for records relating to health or residue certification for properties and/or stock, including health certificates and crossing papers.

See **LOCAL LAND SERVICES - Compliance Monitoring & Enforcement** for records relating to monitoring compliance with requirements and the conduct of investigations in response to identified breaches.

See **LOCAL LAND SERVICES - Programs, Projects & Initiatives** for records relating to the establishment and implementation of specific projects and programs (either carried out or coordinated by the organisation) to control or eradicate pests and weeds.

See **LOCAL LAND SERVICES - Property Summary Information** for summary records of diseases, contaminants or other biosecurity issues affecting individual properties.

See Functional Retention and Disposal Authority *Primary industries assistance, regulation and development* **DROUGHT & EMERGENCY RESPONSE** 5.0.0 for records relating to the planning, preparation and response to animal health and welfare matters during or following droughts or emergency events.

1.17.1	<p>Records relating investigations following the diagnosis of disease or the identification of contaminants, pests or weeds where findings indicate potential or real high risk impacts to animal or human health, agricultural production or the environment. Includes:</p> <ul style="list-style-type: none"> <li>• diaries or notes made by vets or other field officers during the course of investigations</li> <li>• photographs, results of interviews or other evidence gathered</li> <li>• notifications to responding or other agencies and organisations</li> <li>• reports on the outcomes of investigations.</li> </ul>	Required as State archives
1.17.2	<p>Records relating day-to-day monitoring and surveillance of diseases, contaminants, pests and weeds, including subsequent investigations where findings indicate low risk impacts to animal or human health, agricultural production or the environment. Includes:</p>	Retain minimum of 7 years after action completed, then destroy



## Local Land Services

Authority number: FA399

Dates of coverage: Open

No.	Description of records	Disposal action
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### *LOCAL LAND SERVICES- Zoning*

	<ul style="list-style-type: none"><li>• diaries or notes made by vets or other field officers recording observations, advice and recommendations made during site visits</li><li>• requests for and results of tests to confirm the presence or absence of disease or contaminants</li><li>• notifications or reports (to or from the organisation) of notifiable diseases, contamination, pests or weeds, etc.</li><li>• photographs, information gathered to support investigations, and reports of investigation findings</li><li>• liaison with external departments, bodies or individuals (as required)</li></ul>	
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### **1.18.0 Zoning**

The activity associated with managing the classification of land in the local area.

1.18.1	Records relating to applications for regional areas to hold the status of/be declared as biosecure areas (or similar health status). Includes European Union applications and declaration of protected or exclusion zones.	Required as State archives
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