

**Disposal Schedule  
for  
functional records of the  
Inland Fisheries Service**

**Disposal Authorisation No. 2440**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) , or by phoning 03 6165 5581.

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2440**

**Title:** Disposal Schedule for functional records of the Inland Fisheries Service

**Authorisation:**

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

Version	Date	Author	Reason	Sections
1	16-12-2014	David Bloomfield	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
		<i>This is the first release of this document.</i>

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of the Inland Fisheries Service. The Inland Fisheries Service (IFS) has primary responsibility for implementing the *Inland Fisheries Act 1995* and its subordinate legislation. The Act creates the position of the Director of Inland Fisheries and provides that the director is a corporation, responsible for the following functions.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

## **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<b>01.00.00</b>	<p><b>INLAND FISHERIES SERVICE</b></p> <p>The function of managing, controlling, protecting, developing, improving, maintaining and regulating fisheries in inland waters and freshwater fish.</p> <p><i>See DA No. 2297 06.00.00 (Marine Resources) for management and development of aquaculture and marine environments, including wild and recreational fisheries.</i></p> <p><i>See DA No. 2157 01.16.00 COMMUNITY RELATIONS (Liaison) for IFS liaison activities including exchange of information, collaboration of projects, and all the activities involving the agency as a member of another organisation.</i></p> <p><i>See DA No. 2157 12.04.00 PERSONNEL (Authorisation) for the process of seeking and granting permission to undertake a requested action. Includes the authorisation of agency personnel or non-agency personnel to undertake duties under the Inland Fisheries Act 1995.</i></p>	
<b>01.01.00</b>	<p><b>Advice (INLAND FISHERIES SERVICE)</b></p> <p>The activities associated with offering opinions by or to the IFS as to an action or judgement. Includes the process of advising and customer specific technical enquiries.</p>	
01.01.01	<p>Records documenting the provision of advice by the IFS such as advice when bodies of water of tracks managed by other organisations are closed.</p> <p><i>See 01.08.00 ENVIRONMENTAL MANAGEMENT for other records regarding advising, maintaining and improving Tasmania's inland waters through safeguarding the life-supporting capacity of air, water, soil and ecosystems.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.01.02	<p>Records documenting the provision of advice to the IFS including:</p> <ul style="list-style-type: none"> <li>• Closed Park tracks</li> <li>• Closed roads</li> <li>• Hydro Lake water usage/levels</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<b>01.02.00</b>	<p><b>Agreements (INLAND FISHERIES SERVICE)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements, memorandums of understanding, expressions of interest and terms of engagement with the IFS.</p> <p><i>See 01.05.00 CONTRACTING-OUT for the provision of services by an external contractor, consultant or external service</i></p>	
01.02.01	<p>Records documenting the establishment, maintenance and review of agreements which involve major obligations or liabilities relating to the IFS. Includes working papers and final version of agreements. Records include:</p> <ul style="list-style-type: none"> <li>• Land owner access agreements</li> <li>• Angling Agent agreements</li> <li>• Memorandums Of Understanding</li> <li>• Expressions of Interest</li> <li>• Terms of engagement</li> </ul>	<p>TEMPORARY Destroy 10 years after agreement expires</p>
01.02.02	<p>Records documenting the establishment, maintenance and review of agreements which involve minor obligations or liabilities relating to the IFS. Includes agreements for maintenance of property and infrastructure. Records include final version of agreements.</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.</p>
01.02.03	<p>Working papers used to document the development of the agreement.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<b>01.03.00</b>	<p><b>Committees (INLAND FISHERIES SERVICE)</b></p> <p>The activities associated with the management of committees (internal and external private, local, state). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p>	

01.03.01	<p>Records documenting high level committees with responsibility for making major decisions affecting the IFS where the Service has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• IFAC (Inland Fisheries Advisory Council)</li> <li>• IFS Executive</li> <li>• OH&amp;S (Occupational Health and Safety) steering committee</li> <li>• WH&amp;S (Work Health and Safety) committee</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final version of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
01.03.02	<p>Records documenting low level committees with responsibility for making minor decisions where the IFS has the administrative role. These may include the IFS Staff meeting and OH&amp;S internal committee. Records may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Master copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
01.03.03	<p>Records of external committees where the IFS does <u>not</u> have the administrative role. These may involve:</p> <ul style="list-style-type: none"> <li>• Hydro Tasmania</li> <li>• NRM (Natural Resource Management)</li> <li>• MAST (Marine and Safety Tasmania)</li> <li>• Regional Councils</li> <li>• Angling Clubs</li> <li>• Pest Fish National Committee</li> <li>• OFMIG (Ornamental Fish Management Implementation Group)</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
01.03.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
01.04.00	<p><b>Compliance (INLAND FISHERIES SERVICE)</b></p> <p>The activities associated with the IFS monitoring and enforcing compliance with legislation, regulations and by laws. Includes enforcement, infringements and cautions.</p> <p><i>See 01.09.00 IDENTIFYING, CONTROLLING AND STOCKING for records of identifying and controlling native fish, pest fish and introduced fish species. Also for records of the activities involved in identifying and controlling Recreational Fisheries including threatened species, non-threatened fish species and whitebait. Also the activities of stocking waters with salmonoids.</i></p>	

01.04.01	<p>Records relating to investigations and inquiries concerning breaches of legislation, regulations or standards which result in prosecution, including:</p> <ul style="list-style-type: none"> <li>• taking of unauthorised/ protected fish</li> <li>• Fishing without a licence</li> <li>• Fishing illegally or any breach of the Inland Fisheries Act 1995</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• notification of the breach/complaint/issue or referral from the Minister</li> <li>• appointment of inspector or investigator</li> <li>• investigation plans, diaries, details of site inspections, photographs and other evidence</li> <li>• records of seizures</li> <li>• the evaluation and verification of all relevant information and investigation outcome</li> <li>• surveillance reports</li> <li>• photographs</li> <li>• video or written scripts of interviews</li> <li>• final reports</li> </ul>	<p>TEMPORARY Destroy 99 years after action completed, including legal action</p>
01.04.02	<p>Records relating to investigations and inquiries concerning breaches of legislation, regulations or standards which do <u>not</u> result in prosecution Including:</p> <ul style="list-style-type: none"> <li>• taking of unauthorised/ protected fish</li> <li>• Fishing without a licence</li> <li>• Fishing illegally or any breach of the Inland Fisheries Act 1995</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• notification of the breach/complaint/issue or referral from the Minister,</li> <li>• appointment of inspector or investigator</li> <li>• investigation plans, diaries, details of site inspections, photographs and other evidence</li> <li>• records of seizures</li> <li>• the evaluation and verification of all relevant information and investigation outcome</li> <li>• surveillance reports</li> <li>• photographs</li> <li>• video or written scripts of interviews</li> <li>• Final reports.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.04.03	<p>Records of the property confiscated from persons in breach of the <i>Inland Fisheries Act 1995</i>.</p>	<p>TEMPORARY Destroy after case is closed</p>
01.05.00	<p><b>Contracting-Out (INLAND FISHERIES SERVICE)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or external service. Sometimes referred to as outsourcing. Includes:</p> <ul style="list-style-type: none"> <li>• installation of solar panels</li> <li>• worked carried out at Corra Linn</li> <li>• work associated with IFS property and interests such as road maintenance</li> </ul> <p><i>See 01.02.00 AGREEMENTS for agreements and memorandums of understanding with the IFS.</i></p>	
01.05.01	<p>Contract registers</p>	<p>TEMPORARY Destroy yearly report from register 7 years after being generated</p>

01.05.02	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	<p>TEMPORARY Destroy 7 years after termination of contract</p>
01.06.00	<p><b>Distribution (INLAND FISHERIES SERVICE)</b> The activities associated with disseminating items through sales, publications, deliveries, or other customer services.</p> <p><i>See DA2157 03.10.00 EQUIPMENT &amp; STORES (Distribution) for records documenting the distribution of IFS equipment and stores.</i></p>	
01.06.01	<p>Records documenting the distribution of sales of trout, elver and merchandise.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
01.07.00	<p><b>Environmental Management (INLAND FISHERIES SERVICE)</b> The activity of maintaining and improving Tasmania's inland waters through safeguarding the life-supporting capacity of air, water, soil and ecosystems. Includes the promotion of sustainable industry practices, responses to the monitoring of air and noise pollution and the management of industrial waste.</p> <p><i>See DA No. 2157 for issuing of press releases and briefings, and management of public complaints and community events.</i></p>	
01.07.01	<p>Records of actions based on recommendations from IFS reports. Also records received, and advice given regarding environmental activities and programs including:</p> <ul style="list-style-type: none"> <li>• Algae</li> <li>• Didymo</li> <li>• Water quality</li> <li>• Rivers and lakes</li> <li>• Lake levels and flows</li> <li>• Fish health and salvages</li> <li>• Fish passages and weirs</li> <li>• Mining impact assessments</li> <li>• Irrigation development</li> <li>• Waste disposal</li> <li>• Pest fish</li> <li>• Soil/water testing that requires action</li> </ul> <p><i>See 01.09.00 for records identifying and controlling native fish, pest fish and introduced fish species</i> <i>See 01.16.00 for reports</i></p>	<p>PERMANENT</p>
01.07.02	<p>Records relating to test reports from water and soil testing, includes:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• correspondence</li> <li>• summaries</li> <li>• enquiries</li> </ul>	<p>PERMANENT</p>
01.07.03	<p>Register of laboratory samples, test results and reports.</p>	<p>TEMPORARY Destroy yearly report from register 5 years after being generated</p>
01.08.00	<p><b>Events (INLAND FISHERIES SERVICE)</b> The process of organising and managing an official or formal social occasion to enhance internal and external relationships.</p>	

01.08.01	<p>Records documenting management and administrative arrangements where the IFS is the organiser, such as the Liawenee Open weekend. Records may include:</p> <ul style="list-style-type: none"> <li>• Venue bookings</li> <li>• Invitations and guest lists</li> <li>• catering arrangements</li> <li>• maintenance records</li> <li>• review of agreements and contracts</li> <li>• records of stall holders</li> </ul> <p>Note: all publications are to be deposited with LINC Tasmania according to legal deposit requirements.</p> <p><i>See 01.10.00 for records of leasing-out</i></p>	<p>TEMPORARY Destroy 5 years after completion or termination of contract with event contractor</p>
01.08.02	<p>Records of an event where IFS is <u>not</u> the organiser but is attending to promote the Service. These may include the Derwent Valley Festival and Tasmanian Trout Expo.</p>	<p>TEMPORARY Destroy 5 years after completion or termination of contract with event organiser</p>
01.09.00	<p><b>Identifying, Controlling and Stocking (INLAND FISHERIES SERVICE)</b></p> <p>The activities involved in identifying and controlling native fish, pest fish and introduced fish species. Also the activities involved in identifying and controlling Recreational Fisheries including threatened species, non-threatened fish species and whitebait. Also the activities of stocking waters with salmonoids.</p> <p><i>See 01.04.00 COMPLIANCE for monitoring and enforcing compliance with legislation, regulations and by laws</i></p> <p><i>See 01.16.00 REPORTING for records of the processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of IFS policies)</i></p>	
01.09.01	<p>Records documenting results of pest eradication programs. Include:</p> <ul style="list-style-type: none"> <li>• master copies of project reports</li> <li>• records documenting the identification of pest fish</li> <li>• records documenting detailed research which is considered necessary to substantiate project report findings of importance to future projects.</li> </ul> <p>Fish species to be eradicated may include:</p> <ul style="list-style-type: none"> <li>• Carp</li> <li>• Gambusia</li> <li>• Redfin perch</li> <li>• Cherax</li> </ul>	<p>PERMANENT</p>
01.09.02	<p>Records documenting the monitoring of physical, biological, and chemical methods of fish management which could result in significant health risks or impact on production. Includes:</p> <ul style="list-style-type: none"> <li>• Health problems</li> <li>• Production problems</li> <li>• Disease outbreaks</li> <li>• Other unusual occurrences</li> </ul>	<p>PERMANENT</p>
01.09.03	<p>Records documenting the monitoring of physical, biological, and chemical methods of fish management where there is a low health risk or low impact on production. Includes:</p> <ul style="list-style-type: none"> <li>• Health problems</li> <li>• Production problems</li> <li>• Disease outbreaks</li> <li>• Other unusual occurrences</li> </ul>	<p>TEMPORARY Destroy 50 years after action completed</p>
01.09.04	<p>Records relating to fish stocking in inland waters including hatchery reports.</p>	<p>TEMPORARY Destroy 99 years after action completed.</p>

<b>01.10.00</b>	<p><b>Leasing–Out (INLAND FISHERIES SERVICE)</b>                  The activities involved in leasing–out property or equipment to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.</p>	
01.10.01	Records documenting leasing out activities including conditions and lease documents. These may include: <ul style="list-style-type: none"> <li>• leases</li> <li>• orders</li> <li>• plans</li> </ul>	TEMPORARY Destroy 7 years after lease expires or is cancelled.
<b>01.11.00</b>	<p><b>Licensing (INLAND FISHERIES SERVICE)</b>                  The activities associated with issuing licences. Includes the issue of commercial fish farm, eel fishing, private fisheries, fish dealers &amp; recreational fishing licences.</p>	
01.11.01	Records documenting the issuing of licences to commercial operators. These may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• renewal letters</li> <li>• copy of licences</li> <li>• correspondence</li> </ul> Includes records contained in IFS commercial licencing databases such as FileMaker and on spreadsheets. Records relate to: <ul style="list-style-type: none"> <li>• Eels</li> <li>• Fish Dealers</li> <li>• Fish Farms</li> <li>• Private Fisheries.</li> </ul>	TEMPORARY Destroy 5 years after licence expires.
01.11.02	Records documenting the issuing of recreational fishing licences. These may include: <ul style="list-style-type: none"> <li>• one season licence</li> <li>• five season licence</li> <li>• short term licence</li> </ul>	TEMPORARY Destroy 5 years after licence expires.
<b>01.12.00</b>	<p><b>Permits (INLAND FISHERIES SERVICE)</b>                  The activities associated with issuing permits including farm dam stocking permits and permit exemptions such as angling exemptions.</p> <p><i>See 01.11.01 LICENSING for the issue of commercial fish farm, eel fishing, private fisheries, fish dealers &amp; recreational fishing licences.</i></p>	
01.12.01	Records documenting the successful permitting process including: <ul style="list-style-type: none"> <li>• applications</li> <li>• investigations</li> <li>• permit issue</li> </ul> These might include permits issued for <ul style="list-style-type: none"> <li>• Farm Dam stocking</li> <li>• Fish import/export</li> <li>• Fishing without a licence</li> <li>• Taking of protected fish</li> </ul>	TEMPORARY Destroy 5 years after permit expires
01.12.02	Records documenting the permitting process when it is <u>not</u> successful	TEMPORARY Destroy 2 years after action completed

<b>01.13.00</b>	<p><b>Planning (INLAND FISHERIES SERVICE)</b>                  The process of formulating ways in which objectives can be achieved to ensure the development, implementation or practice of appropriate behaviour in relation the <i>Inland Fisheries Act 1995</i> and the corporate plan. Includes determination of services, needs and solutions to those needs. Includes developing programs designed to achieve organisational objectives or to solve specific problems.</p>	
01.13.01	<p>Records relating to the development, establishment, evaluation and reviewing of strategic plans for the management of natural resources and environmental management programs including</p> <ul style="list-style-type: none"> <li>• Reviewing of fishery management for each designated fishing activity.</li> <li>• Plans for management and protection of aquatic reserves.</li> <li>• input into plans</li> <li>• evaluating monitoring and reporting on natural resource soil, water, waste and weed management programs and services,</li> <li>• includes records of consultation, input into plans, drafts prepared for circulation and comments received.</li> <li>• Summary reports to senior management and the Executive of program outcomes.</li> </ul>	PERMANENT
01.13.02	<p>Records relating to the development, establishment, implementation and evaluation of operational plans or of programs designed to achieve organisational objectives or to solve specific problems to support the promotion and maintenance of Inland Fisheries and standards for the care and management of the Service. Includes:</p> <ul style="list-style-type: none"> <li>• input into plans,</li> <li>• comments received and</li> <li>• drafts, program</li> <li>• management schedules,</li> <li>• delivery methods,</li> <li>• contact lists,</li> <li>• program</li> <li>• objectives,</li> <li>• methodology,</li> <li>• evaluation and</li> <li>• routine summary</li> <li>• reporting of program implementation.</li> </ul>	TEMPORARY Destroy 5 years after completion.
<b>01.14.00</b>	<p><b>Policy (INLAND FISHERIES SERVICE)</b>                  The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, on the basis from which the Service operating procedures are determined.</p>	
01.14.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the IFS. Includes:</p> <ul style="list-style-type: none"> <li>• Remote and isolated areas policy</li> <li>• Farm Dam Stocking policy</li> <li>• Draft Fish Translocation policy</li> <li>• Compliance Team Operating policy</li> <li>• Procedures and Manuals policy – Platypus Handling</li> </ul>	PERMANENT
<b>01.15.00</b>	<p><b>Projects (INLAND FISHERIES SERVICE)</b>                  The activities associated with project management including the application for and receipt of grants and subsidies for special purposes and programs including the allocation of funding to other organisations and the public.</p>	

01.15.01	<p>Successful applications by the IFS for funding of projects. Records include:</p> <ul style="list-style-type: none"> <li>• project plans</li> <li>• final outcome reports</li> </ul> <p>Examples of projects include:</p> <ul style="list-style-type: none"> <li>• Anglers Access project</li> <li>• ARC (Australian Research Council) Linkage Project – Eastern Mosquito Fish</li> <li>• Caring for Country – Carp Eradication project</li> <li>• FRDC (Fisheries Research and Development Corporation) projects</li> <li>• Trojan Y Gambusia project</li> </ul>	PERMANENT
01.15.02	Unsuccessful applications made by project groups for IFS funding including comments by internal assessment panels.	TEMPORARY Destroy 7 years after action completed.
01.15.03	Records of projects that receive funding from the IFS <u>not</u> considered necessary to be identified in IFS reports. Includes source data.	TEMPORARY Destroy 5 years after action completed.-
01.15.04	Unsuccessful applications by the IFS for grant funding.	TEMPORARY Destroy 5 years after action completed.
01.16.00	<p><b>Reporting (INLAND FISHERIES SERVICE)</b></p> <p>The processes associated with the IFS initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefings, business papers, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 01.04.00 COMPLIANCE for records of the activities associated with the IFS monitoring and enforcing compliance with legislation, regulations and by laws.</i></p> <p><i>See 01.09.00 IDENTIFYING, CONTROLLING &amp; STOCKING for records of the activities involved in identifying and controlling native fish, pest fish and introduced fish species. Also the activities involved in identifying and controlling Recreational Fisheries including threatened species, non-threatened fish species and whitebait. Also the activities of stocking waters with salmonoids.</i></p>	
01.16.01	<p>Final versions of reports to external organisations and published reports.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Fisheries Performance reports</li> <li>• Carp Reports</li> <li>• Environmental Reports</li> <li>• Hatchery Reports</li> </ul> <p><i>See DA No.2157 PUBLICATION for annual reports</i></p>	PERMANENT
01.16.02	Periodic internal reports relating to routine operational or administrative matters. Includes statistical and survey reports.	TEMPORARY Destroy 7 years after action completed
01.16.03	Records documenting responses to questionnaires and survey requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.