

**Disposal Schedule
for
Management of the Mineral
Resources of Tasmania**

Disposal Authorisation No. 2186

TABLE OF CONTENTS

INTRODUCTION

Archives legislation	page 7
Schedule elements and arrangement	page 7
Review of the Schedule	page 7
Contacts	page 7
Acknowledgements	page 7

AUTHORISATION page 8

INTERPRETATION page 9

Definitions	page 9
Coverage	page 9
Preservation of records	page 9
Permanent records	page 9
Temporary records	page 9
Destruction of records	page 10
Right to Information	page 10
Personal Information Protection	page 10
Other investigations and inquiries	page 10
Records relating to indigenous people	page 10
Native title	page 10
Registration of destruction	page 10

FUNCTIONS

01.00.00 ENVIRONMENTAL MANAGEMENT

02.00.00 GEOSCIENTIFIC STUDIES

03.00.00 LAND USE

04.00.00 MINERAL TENEMENTS

05.00.00 RESOURCE DEVELOPMENT

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 Tasmanian Archives & Heritage 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, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2186

Title: Disposal Schedule for Management of the Mineral Resources of Tasmania.

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
2.0	22-02-2016	Christine Woods	Template	All
1.0	12-07-2004	TAHO	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

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 Mineral Resources Tasmania.

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 Tasmanian Archive & Heritage 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 Government Information Strategy Unit (GISU) website.

01.00.00	<p>ENVIRONMENTAL MANAGEMENT</p> <p>The function of minimising any adverse environmental and social effects of mining and exploration activities through compliance auditing of the Mineral Exploration Code of Practice including environmental monitoring of exploration and mining tenements. Includes setting conditions for exploration activities, protection of mining heritage, rehabilitation activities at current operations and repair of abandoned mining lands, nature conservation polices and issues, development plans and environmental assessments.</p>	
01.01.00	<p>ADVICE (ENVIRONMENTAL MANAGEMENT)</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p><i>See 03.01.00 for advice on management plans, planning schemes, etc.</i> <i>See 04.12.00 for advice relating to a particular lease.</i></p>	
01.01.01	<p>Records documenting advice or comments provided by the agency on significant environmental issues related to mining and mineral exploration, in particular issues that are subject to public controversy or issues of state-wide significance. Includes significant comments on programs managed by other agencies.</p>	PERMANENT
01.01.02	<p>Records documenting advice received on environmental matters affecting land adjacent to leases. <i>See 01.01.03 for records relating to requests for comments.</i></p>	<p>TEMPORARY Destroy 15 years after action completed.</p>
01.01.03	<p>Records documenting requests for and the provision of comments on environmental programs managed by other agencies not included in 01.01.01.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
01.02.00	<p>COMMITTEES (ENVIRONMENTAL MANAGEMENT)</p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 01.11.00 for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
01.02.01	<p>Records documenting committees which manage and monitor agency rehabilitation programs including:</p> <ul style="list-style-type: none"> • Establishment of the committee • Appointment of committee members • Master set of minutes and agenda papers • Reports and submissions presented to the committee • Financial reports 	PERMANENT
01.02.02	<p>Records documenting the activities of external committees where the agency is a member but is not the convenor. Records may include:</p> <ul style="list-style-type: none"> • agenda papers • copies of minutes • copies of reports, submissions and other papers presented to the committee 	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>01.03.00</p>	<p>COMPLIANCE MONITORING (ENVIRONMENTAL MANAGEMENT) The activities associated with establishing and maintaining official programs such as compliance audits for monitoring industry compliance with agreed or legislated standards for mining and exploration work. Includes parameter for regimes of regular field inspections to ensure exploration and mining work is conducted in an environmentally responsible manner, royalty audit program and inspections to determine quantities taken from tenements, performance monitoring of exploration licences via exploration performance assessments, and lease management systems that provide accurate surveys of quarries, sand pits and small mining sites through inspections.</p> <p><i>See 04.12.00 for compliance monitoring of a particular lease including inspection reports on quantities taken from tenements.</i></p>	
<p>01.03.01</p>	<p>Records relating to the establishment and maintenance of a compliance monitoring framework for environmental management of mining and exploration.</p>	<p>PERMANENT</p>
<p>01.04.00</p>	<p>CONFERENCES (ENVIRONMENTAL MANAGEMENT) The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.</p> <p><i>See DA No. 2157 (Community Relations) for conferences where participation is limited to attendance or presentation of papers by agency staff.</i></p>	
<p>01.04.01</p>	<p>Records of conferences, seminars, workshops etc. where the agency acts as the convenor. Records may include:</p> <ul style="list-style-type: none"> • final versions of minutes • summaries of proceedings • agenda papers • published papers • permission to publish granted to staff • reports and submissions. 	<p>PERMANENT</p>
<p>01.04.02</p>	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire. 	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>01.04.03</p>	<p>Records documenting participation at conferences, seminars, workshops etc. arranged by other organisations and to which the agency makes a significant contribution including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings. 	<p>PERMANENT</p>

01.05.00	CONSERVATION (ENVIRONMENTAL MANAGEMENT) The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts. Includes the management of areas to conserve and protect the existing biological, cultural and scientific values. <i>See 04.12.00 for conditions in relation to tailing dams.</i>	
01.05.01	Records documenting projects relating to mining heritage, geological heritage, archaeological heritage, Aboriginal heritage or cultural heritage. Records may include: <ul style="list-style-type: none"> • archaeology fieldwork notes and reports • photographs taken to document the sites. <i>See DA No. 2157 (Publication) for the master set of agency publications.</i>	PERMANENT
01.05.02	Records documenting projects relating to phytophthora and other fungal diseases including die back.	TEMPORARY Destroy 20 years after action completed.
01.05.03	Records documenting projects relating to weeds such as gorse spraying.	TEMPORARY Destroy 10 years after action completed.
01.05.04	Records documenting projects relating to fuel reduction burns including notifications.	TEMPORARY Destroy 2 years after action completed.
01.06.00	CONTRACTING-OUT (ENVIRONMENTAL MANAGEMENT) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. <i>See 01.19.00 for the process of receiving and assessing tenders from potential contractors for services prior to contract agreement.</i> <i>See DA No. 2157 (Financial Management) for contract registers.</i>	
01.06.01	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> • tender submissions • written offers • records of financial transactions. 	TEMPORARY Destroy 13 years after expiry of contract.
01.06.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> • tender submissions • written offers. 	TEMPORARY Destroy 7 years after expiry of contract.
01.06.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	TEMPORARY Destroy 7 years after expiry of contract.
01.07.00	ENQUIRIES (ENVIRONMENTAL MANAGEMENT) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. <i>See 01.01.00 for provision of detailed advice and comments on environmental issues.</i>	
01.07.01	Records documenting enquiries requesting routine information about environmental management of mining and exploration operations.	TEMPORARY Destroy 2 years after action completed

01.08.00	<p>EVALUATION (ENVIRONMENTAL MANAGEMENT) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p><i>See 04.12.00 for related records where the tenement relates to a lease or licence.</i></p>	
01.08.01	Records relating to the monitoring and evaluation of dams built for the impoundment of mine tailings where the dam has had a significant effect on the environment or is associated with hazardous wastes.	PERMANENT
01.08.02	Records relating to the monitoring and evaluation of dams built for the impoundment of mine tailings where the dam has had little or no impact on the environment and is not associated with hazardous wastes.	TEMPORARY Destroy 25 years after action completed or in accordance with the sentence for the related tenement licensing records (04.12.00) whichever is later.
01.09.00	<p>IMPLEMENTATION (ENVIRONMENTAL MANAGEMENT) The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p>	
01.09.01	Records documenting high-level oversighting of implementation of the agency's environmental management programs and processes. Records may include: <ul style="list-style-type: none"> • advice sent to and received from other agencies • reports from project managers • records of meetings. 	PERMANENT
01.09.02	Records relating to the implementation of environmental management regimes for which the agency does not have primary responsibility. Records may include: <ul style="list-style-type: none"> • advice received from other agencies • information about projects received for reference. 	TEMPORARY Destroy 10 years after action completed.
01.10.00	<p>LEGISLATION (ENVIRONMENTAL MANAGEMENT) The process of making laws. Includes Acts, Statutory Rules and By-Laws.</p> <p><i>See DA No. 2157 (Strategic Management) for the development and drafting of legislation relating to unique agency functions and comments on legislation administered by other agencies where no significant input is provided.</i></p>	
01.10.01	Records relating to comments made by the agency on legislation administered by other agencies that has a significant impact on environmental management programs undertaken by the agency.	PERMANENT
01.11.00	<p>MEETINGS (ENVIRONMENTAL MANAGEMENT) The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Does not include meetings relating to specific projects or proposals which should be sentenced as part of the project record.</p> <p><i>See 01.02.00 for the meetings of committees, working parties, task forces or any other groups that have been formally established to administer rehabilitation projects.</i></p> <p><i>See 01.15.00 for meetings associated with specific rehabilitation projects.</i></p>	
01.11.01	Records documenting arrangements and conduct of meetings including minutes, agendas and supporting documentation.	TEMPORARY Destroy 5 years after action completed

01.12.00	PLANNING(ENVIRONMENTAL MANAGEMENT) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
01.12.01	Records relating to strategic planning issues relating to environmental management issues for the state where the agency provides significant input or coordinates comment.	PERMANENT
01.12.02	Records relating to strategic planning issues for environmental management received from external sources where the agency does not have significant input.	TEMPORARY Destroy 5 years after action completed.
01.13.00	POLICY (ENVIRONMENTAL MANAGEMENT) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined. <i>See DA No. 2158 for records received from external sources that are kept solely for reference.</i>	
01.13.01	Records relating to the formulation of the agency's environmental management policies. This includes master copies of policies, background and research material, significant drafts of policy documents and records of consultation with other stakeholders relating to the development of policy.	PERMANENT
01.14.00	PROCEDURES (ENVIRONMENTAL MANAGEMENT) Standard methods of operating laid down by an organisation according to formulated policy. <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
01.14.01	Master copies of procedures developed and issued by the agency. Includes background and research material, significant drafts or procedures and consultation with stakeholders relating to the development of procedures.	PERMANENT
01.15.00	REHABILITATION (DISTURBED LAND) (ENVIRONMENTAL MANAGEMENT) The processes involved with the repair or remediation by the agency of areas disturbed by historic mining or exploration activities including organising rehabilitation works on abandoned mining lands in accordance with requirements of the Abandoned Mining Lands Trust. Rehabilitation activities may include: erosion control, revegetation works, regrading, cultivation, drainage control, construction projects such as safe viewing areas, gorse spraying and capping abandoned mine shafts. <i>See 01.05.00 for records of conservation assessments of heritage sites.</i> <i>See 04.12.00 for records relating to rehabilitation works undertaken by tenement holders as a condition of leases or licences.</i>	
01.15.01	Records relating to the rehabilitation of individual sites, including identified photographs, plans of shaft covers etc., where the agency has carried out the rehabilitation and where the site has archaeological, mining or other heritage significance. Includes plans of works relating to audits or shaft covers undertaken as part of the rehabilitation process.	PERMANENT Retain in agency.
01.15.02	Records relating to the rehabilitation of individual sites, including identified photographs, where the agency has carried out the rehabilitation but where the site has no heritage significance.	TEMPORARY Destroy 80 years after rehabilitation completed and all reference has ceased.

01.16.00	<p>REPORTING (ENVIRONMENTAL MANAGEMENT) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 04.18.00 for company reports including environmental conditions for current leases/licences. See DA 2157 (Strategic Management) for consolidated management reporting, management meetings and management committees.</i></p>	
01.16.01	Internal reports on the environmental management function that are consolidated into a whole of agency report such as a monthly report.	TEMPORARY Destroy 5 years after action completed.
01.17.00	<p>RESEARCH (ENVIRONMENTAL MANAGEMENT) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc.</p>	
01.17.01	Final reports and summaries of research undertaken including copies deposited in the agency library which are likely to be the only copies or are part of the rare book collection.	PERMANENT
01.17.02	Research material which is considered necessary to substantiate research findings or which is important for future research.	PERMANENT
01.17.03	Records of drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research.	TEMPORARY Destroy 5 years after publication of report.
01.18.00	<p>STANDARDS (ENVIRONMENTAL MANAGEMENT) The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.</p>	
01.18.01	Records relating to the development of agency standards for the environmental management of mining and exploration.	PERMANENT
01.18.02	Records relating to significant agency input and comment on the development of standards by other bodies.	PERMANENT
01.18.03	Records where the agency makes no significant comment or no comment on the development of new standards.	TEMPORARY Destroy 10 years after action completed.
01.19.00	<p>TENDERING (ENVIRONMENTAL MANAGEMENT) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p>	
01.19.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices. 	TEMPORARY Destroy 7 years after tender process completed.

01.19.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
01.19.03	Tender registers	TEMPORARY Destroy 7 years after last entry.
02.00.00	GEOSCIENTIFIC STUDIES The function of investigating earth materials to provide and update high quality geoscientific information relating to Tasmania's mineral resources and to support and encourage exploration activity. Investigation of processes such as land stability and groundwater to provide enhanced geohazard and land information. Includes acquisition, collation, exchange, interpretation and presentation of data.	
02.01.00	ACQUISITIONS (GEOSCIENTIFIC STUDIES) The process of gaining ownership, custody or use of cores, rock samples or other prepared samples that are required to be deposited with, are donated to, or transferred to the agency. <i>See 04.18.00 for related information about cores and samples contained in regular company reports.</i>	
02.01.01	Records relating to the acquisition of drill cores and cuttings by the agency where material is acquired outside the regular deposit process or from other government agencies. Information may include: <ul style="list-style-type: none"> • date and place recovered • details of material drilled • names of previous owners • reasons for transfer • explanations of system of control, numbering or labelling. 	PERMANENT
02.02.00	ADDRESSES (PRESENTATIONS) (GEOSCIENTIFIC STUDIES) The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. <i>See DA 2157 (Publication) for the publication of addresses by the organisation.</i>	
02.02.01	Final versions of addresses and other public information released by the director or senior agency officers on geoscientific findings or research or presented at major public or industry functions.	PERMANENT
02.02.02	Records documenting the preparation of addresses and speeches.	TEMPORARY Destroy 2 years after action completed.
02.03.00	AGREEMENTS (GEOSCIENTIFIC STUDIES) The processes associated with the establishment, maintenance, review and negotiation of agreements. <i>See 02.18.00 for agreements relating to a specific project.</i> <i>See 02.11.00 for licence agreements relating to specific datasets.</i> <i>See DA No. 2157 for management of the agency's intellectual property.</i>	
02.03.01	Records documenting agreements with clients and other organisations relating to the collection and use of geoscientific information including working papers that show the development of the agreement.	TEMPORARY Destroy 7 years after expiry, completion or termination of the agreement.

<p>02.04.00</p>	<p>ANALYSES (GEOSCIENTIFIC STUDIES) The activities involved in determining the composition of materials by various analytical methods. Includes chemical analysis of rocks, ores, concentrates and groundwater and the testing of fine and coarse aggregates for suitability as construction materials. Also includes the examination of airborne dusts for occupational health reasons and analysis of materials for forensic purposes.</p> <p><i>See 02.26.00 for hardcopy registers of collected samples.</i> <i>See 02.06.00 for control of the physical samples.</i> <i>See DA No. 2157 (Financial Management) for financial records relating to analytical work.</i></p>	
<p>02.04.01</p>	<p>Records documenting the results of laboratory analyses undertaken by or on behalf of the agency. Types of analyses include:</p> <ul style="list-style-type: none"> • rock and soil • dust and atmospheric contaminants • clay and soil. <p>Records include:</p> <ul style="list-style-type: none"> • TIGER database – Samples and Geochemistry module • laboratory notebooks or workbooks ('good' and 'rough' versions) • thin section details (library cards) • certificates of analysis • TASROCK spreadsheet of rock samples • ROCKCHEM geochemical database • CHEMANAL laboratory spreadsheet • AGGREGATE soil aggregate spreadsheet • Fluid Inclusion spreadsheet of results • ISOTAS database of isotopes • SAMPROPS database of sample properties for drill cores • PHYSPROPS database of physical properties of rocks • TASSED database of stream sediments • TASSTR structure database • SEDSAM soil sieve analysis results • GEODATA soil analysis from engineering holes • MIRLOCH structural reading • CONMAT soil analysis. 	<p>PERMANENT</p>
<p>02.04.02</p>	<p>Records relating to analyses undertaken as a service for external clients but where the results can be incorporated into agency databases and provide information useful to mining or exploration.</p> <p>Includes results relating to</p> <ul style="list-style-type: none"> • asbestos investigations • forensic analyses • chemical analyses • mineralogical and petrological analyses. 	<p>PERMANENT</p>
<p>02.04.03</p>	<p>Records relating to analyses undertaken as a service for external clients where the results have no value for inclusion in agency databases.</p> <p>Includes results relating to:</p> <ul style="list-style-type: none"> • Asbestos investigations for workplace safety • police forensic tests (forensic samples data collection sheets) • analyses for external clients where the purpose is not stated. <p><i>See DA No. 2157 (Legal Services – Litigation) where the agency is directly involved in legal proceedings.</i> <i>See DA No. 2157 (Publication) for any analyses that result in a published report.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>02.04.04</p>	<p>Records documenting requests for analysis including:</p> <ul style="list-style-type: none"> • internal orders and requests • external orders and requests. 	<p>TEMPORARY Destroy 5 years after action completed.</p>

02.05.00	<p>APPLICATION DEVELOPMENT (GEOSCIENTIFIC STUDIES)</p> <p>The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements. Also includes research, development, and modification of new, unique, specialised applications for the management and presentation of geological and mineral exploration information which underpin the interpretation and use of geoscientific information by the agency and external users and which proceed to operational status.</p>	
02.05.01	<p>Records documenting specialised geoscientific application development for the TIGER database, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> user requirements <ul style="list-style-type: none"> • specifications for geoscientific data capture and presentation • data descriptions and data dictionaries • geoscientific technical documentation • specifications for specialised software developed or significantly redeveloped for use with the application • system change documentation for major changes. <p><i>See DA No. 2157 (Technology and Telecommunications) for the development of all other geoscientific applications.</i></p>	PERMANENT
02.05.02	<p>Technical records documenting specialised geoscientific application development, including:</p> <ul style="list-style-type: none"> • specifications for IT hardware • specifications or configuration documentation for off-the-shelf software • tailoring of applications developed by other organisations • system change documentation for minor changes. 	TEMPORARY Destroy 7 years after system is superseded.
02.05.03	<p>Records documenting the research and development of systems for applications which are not implemented.</p>	TEMPORARY Destroy 5 years after action completed
02.06.00	<p>COLLECTIONS MANAGEMENT (GEOSCIENTIFIC STUDIES)</p> <p>The activity of storing, documenting and providing authorised access to cores, rock samples and other prepared samples. Includes materials recovered by drilling, including materials lodged under the requirements of the <i>Mineral Resources Development Act</i> or the <i>Petroleum (Submerged Lands) Act</i> (Commonwealth & State).</p> <p><i>See 02.04.00 for notebooks etc. relating to analysis of samples and recording of results.</i> <i>See 02.15.00 for notebooks where information about rock samples may be recorded.</i> <i>See 02.26.00 for summary records of samples gathered in the field.</i> <i>See DA No. 2157 (Property Management) for records of the design, building and maintenance of the Core Library including major storage infrastructure.</i></p>	
02.06.01	<p>Identified and documented samples acquired by or deposited with the agency including:</p> <ul style="list-style-type: none"> • core samples – drill core and cuttings • thin sections • rock samples • powders, sands and aggregates • water samples • petroleum samples. 	PERMANENT Retain in agency.
02.06.02	<p>Samples acquired by or deposited with the agency where information retained or available from staff is insufficient to identify or document the sample.</p>	TEMPORARY Destroy after review and recommendation by relevant staff and approval by Director.
02.06.03	<p>Records documenting arrangements for access to samples.</p>	TEMPORARY Destroy 7 years after action completed.

02.06.04	Records relating to the storing and handling of samples including: <ul style="list-style-type: none"> • design, construction and repair of core trays and other storage containers • location systems development • relocation of samples. 	TEMPORARY Destroy 10 years after superseded.
02.07.00	<p>COMMITTEES (GEOSCIENTIFIC STUDIES)</p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 02.20.00 for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
02.07.01	Records of internal committees with responsibility for making major decisions in the area of agency policy and planning with regard to geoscientific studies. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • agenda papers • reports and submissions to the committee 	PERMANENT
02.07.02	Records of external committees where the agency is the convenor and is responsible for managing the committee. Records may include: <ul style="list-style-type: none"> <input type="checkbox"/> documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee 	PERMANENT
02.07.03	Records of external committees where the agency is a member only and is not responsible for managing the committee. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee 	TEMPORARY Destroy 7 years after action completed.
02.08.00	<p>COMPLIANCE (GEOSCIENTIFIC STUDIES)</p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.</p>	
02.08.01	Records documenting agency compliance with standards set for geoscientific work.	TEMPORARY Destroy 7 years after accreditation lapses.

<p>02.09.00</p>	<p>CONFERENCES (GEOSCIENTIFIC STUDIES) The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc.</p> <p><i>See 02.02.00 for papers presented at geoscientific conferences by agency staff.</i> <i>See DA No. 2157 (Community Relations) for all other papers presented at conferences by agency staff.</i></p>	
<p>02.09.01</p>	<p>Records of conferences where the agency acts as the convenor. Records may include:</p> <ul style="list-style-type: none"> • final versions of minutes • summaries of proceedings • agenda papers • published papers • reports and submissions. 	<p>PERMANENT</p>
<p>02.09.02</p>	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire. 	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>02.09.03</p>	<p>Records documenting participation at conferences, seminars, workshops etc. arranged by other organisations and to which the agency makes a significant contribution including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings. 	<p>PERMANENT</p>
<p>02.10.00</p>	<p>CONTRACTING-OUT (GEOSCIENTIFIC STUDIES) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 02.30.00 for the process of receiving and assessing tenders from potential contractors for services prior to contract agreement.</i></p> <p><i>See DA No. 2157 (Financial Management) for contract registers.</i></p>	
<p>02.10.01</p>	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers • records of financial transactions. 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>
<p>02.10.02</p>	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers. 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>02.10.03</p>	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>

02.11.00	<p>DIGITAL DATA TRANSFER (GEOSCIENTIFIC STUDIES) The activities involved in the acquisition of digital data from or the distribution of digital data to, external parties by sale, purchase or exchange at no cost.</p> <p><i>See 02.29.00 for the development of protocols for data transfer.</i> <i>See DA No. 2157 for the establishment and management of the agency's intellectual property rights.</i> <i>See DA No. 2157 (Publication – Marketing) for sale of any information other than digital data.</i> <i>See DA No. 2157 (Technology & Telecommunications) for software licences and upgrades.</i></p>	
02.11.01	Records documenting the acquisition of digital data from other organisations.	TEMPORARY Destroy 7 years after agreement expires.
02.11.02	Records documenting the distribution of the agency's digital data to external parties by sale, purchase or exchange at no cost including data licence agreements, memorandums of understanding and data exchange or data sharing agreements.	TEMPORARY Destroy 7 years after agreement expires or is superseded.
02.12.00	<p>DRILLING (GEOSCIENTIFIC STUDIES) The activities associated with subsurface geoscientific investigations including water boring, pump testing and digging test pits.</p> <p><i>See 04.18.00 for company reports which provide relevant source data.</i> <i>See 02.15.00 and 02.17.00 for other forms of geoscientific data collection.</i></p>	
02.12.01	Records of subsurface geoscientific investigations undertaken by or on behalf of the agency including: <ul style="list-style-type: none"> • catalogue details such as allocated catalogue number, location of core etc. • information obtained from cores deposited with the agency • field officers' notes and observations. <p><i>See 02.12.02 for fully converted source records.</i></p>	PERMANENT
02.12.02	Source records fully incorporated into records of subsurface geoscientific investigations described in 02.12.01 and no longer needed to substantiate or supplement the migrated or digitised information. Includes DORIS drill holes database.	TEMPORARY Destroy 5 years after migration of data and completion of checking procedures.
02.13.00	<p>ENQUIRIES (GEOSCIENTIFIC STUDIES) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.</p>	
02.13.01	Records documenting enquiries requesting general information about geoscientific matters. Includes: <ul style="list-style-type: none"> • Requests for general published material • Responses that do not require specific research. 	TEMPORARY Destroy 2 years after action completed.
02.14.00	<p>EVALUATION (GEOSCIENTIFIC STUDIES) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p>	
02.14.01	Records documenting the evaluation of programs and projects from other agencies that require geoscientific expertise.	TEMPORARY Destroy 5 years after action completed.

<p>02.15.00</p>	<p>GEOLOGICAL MAPPING (GEOSCIENTIFIC STUDIES) The activities involved in the collection and collation of information related to the geological nature of an area, by various methods, usually involving fieldwork. <i>See 02.12.00 and 02.17.00 for other forms of geoscientific data collection.</i> <i>See 02.26.00 for registers of rock samples collected during fieldwork.</i></p>
<p>02.15.01</p>	<p>Records of geological mapping activities undertaken by or on behalf of the agency to document the geological nature of Tasmania including:</p> <ul style="list-style-type: none"> • TIGER database – Samples and Geochemistry module • field books (fieldwork notebooks) • other fieldwork documentation. <p style="text-align: right;">PERMANENT</p>
<p>02.16.00</p>	<p>IMPLEMENTATION (GEOSCIENTIFIC STUDIES) The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p>
<p>02.16.01</p>	<p>Records documenting high-level oversighting of the implementation of the agency's geoscientific studies programs and processes. Records may include:</p> <ul style="list-style-type: none"> • advice sent to and received from other agencies • implementation of specialised geoscientific projects • reports from the project managers • records of meetings. <p style="text-align: right;">PERMANENT</p>
<p>02.16.02</p>	<p>Records documenting the implementation of geoscientific programs for which the agency does not have primary responsibility including information about projects received for reference.</p> <p style="text-align: right;">TEMPORARY Destroy 10 years after action completed.</p>
<p>02.17.00</p>	<p>INVESTIGATIONS (SCIENTIFIC) (GEOSCIENTIFIC STUDIES) The activity of collecting and interpreting geoscientific data acquired by a variety of means. Includes the identification, measurement and monitoring of geohazards, groundwater, geophysics and mineral resources. <i>See 02.12.00 and 02.15.00 for other forms of geoscientific data collection</i></p>
<p>02.17.01</p>	<p>Records relating to investigative projects undertaken by or on behalf of the agency in areas of geoscientific study such as geology engineering and geophysics. Geology engineering records include:</p> <ul style="list-style-type: none"> • final reports, • new data and • summaries of research undertaken. <p>Geophysics records include the results of:</p> <ul style="list-style-type: none"> • Seismic monitoring or surveys • Aeromagnetic surveys • Geophysical surveys • Gravity surveys • Borehole loggings • Physical properties • Marine geophysical research • Remote sensing. <p><i>See 02.04.00 for results of chemical analysis undertaken on the samples retrieved during geophysical investigations.</i></p> <p style="text-align: right;">PERMANENT</p>
<p>02.17.02</p>	<p>Research material which is considered necessary to substantiate research findings or which is important for future research.</p> <p style="text-align: right;">PERMANENT</p>

02.17.03	Drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research.	TEMPORARY Destroy 10 years after action completed.
02.17.04	<p>Records documenting geoscientific investigations into geohazards (including landslip hazards), groundwater and deposits of mineral resources undertaken by agency staff or contractors.</p> <p>Records relating to geohazards include:</p> <ul style="list-style-type: none"> • TIGER database – Geohazards module • Investigations of specific sites undertaken on request and related benchmarking studies (e.g. Site Investigation Reference Point Summary (Hofo Report)) • Landslide monitoring reports and landslide photographs (e.g. Binny landslide monitoring reports and spreadsheets, Benn’s Tarooona landslide reports and spreadsheets, Burnie landslide photographs) • Landslide spreadsheets and spatial files (ArcInfo) • Landslide borehole logs (e.g. for Rosetta) • Geohazard related groundwater information (e.g. CARS (Computer Aided Record System)) • Acid drainage and salinity studies (e.g. report, spatial file and spreadsheet) • Engineering logs • Engineering drill holes • Stability maps and inclinometer measurements (e.g. Hobart stability maps (paper originals and scanned versions), Tarooona inclinometer measurements and Tarooona inclinometer images) • Surveying data provided by local councils (e.g. Rosetta surveying digital data, Casuarina Crescent Surveying) • Structural data and dolerite grain size data (e.g. for Hobart, Richmond) • Geodata (e.g. Launceston Urban Geology spreadsheet and database) • Displacement data (e.g. Legana displacement spreadsheet) • Movement data (e.g. Grooms paddock movement spreadsheet, Beach Road movement data) • House damage data (e.g. Launceston house damage data). <p>Records relating to groundwater, that may include:</p> <ul style="list-style-type: none"> • TIGER – Groundwater module • Investigations of specific sites undertaken on request • Groundwater prospectivity bores reports • Groundwater flow reports • Groundwater quality and water table monitoring information including pollution, groundwater resources, mineral water and mineral bores. • Groundwater database (BORIS) including hydrogeological information • Sorell groundwater Spear database • State landslide monitoring data. <p>Records relating to deposits of mineral resources, that may include:</p> <ul style="list-style-type: none"> • TIGER – Deposits module • mineral deposits data (e.g. MIRLOCH database and references spreadsheets) • construction materials data (e.g. spreadsheet (CONMAT) & Arcview coverage) • Tasmanian reserves data (e.g. TASRESERVES database). <p><i>See 02.12.00 for drill hole data.</i> <i>See 02.17.05 for fully converted source records.</i></p>	PERMANENT

<p>02.17.05</p>	<p>Source records fully incorporated into centralised agency databases and no longer needed to substantiate or supplement the migrated or digitised information.</p> <p>Records relating to geohazards may include:</p> <ul style="list-style-type: none"> • Rosetta Landslide Borehole logs (paper) • Binny landslide monitoring spreadsheet • Benn’s Tarooma landslide spreadsheet • Pitt and Sherry Tarooma Inclinometer Images • Rosetta surveying digital data [Glenorchy CC] • Casuarina Crescent Surveying [GCC] • Landslide spreadsheet and spatial files (ArcInfo) • Richmond structural data and dolerite grainsize data • Hobart structural data and dolerite grainsize data • Launceston Urban Geology (geodata) spreadsheet and database • DORIS database – Engineering drill holes registered in relation to core store • Acid drainage and salinity studies of Shivaraj (spreadsheet only) • Hobart stability maps (scanned only) • Legana displacement spreadsheet • Grooms paddocks movement spreadsheet • Beach Road movement data • Launceston house damage data. <p>Records relating to groundwater may include:</p> <ul style="list-style-type: none"> • groundwater database (BORIS) including hydrogeological information • Sorell groundwater Spear database • State landslide monitoring data. <p>Records relating to deposits of mineral resources may include:</p> <ul style="list-style-type: none"> • mineral deposits data (e.g. MIRLOCH database and references spreadsheets) • construction materials data (e.g. spreadsheet (CONMAT) & Arcview coverage) • Tasmanian reserves data (e.g. TASRESERVES database). 	<p>TEMPORARY Destroy 5 years after digitisation, migration or conversion and necessary data verification and quality assurance is complete.</p>
<p>02.18.00</p>	<p>JOINT PROJECTS (GEOSCIENTIFIC STUDIES) The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is an agreement, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See 02.17.00, 02.21.00 and 02.22.00 for records of the projects.</i></p>	
<p>02.18.01</p>	<p>Records relating to the negotiation and establishment of joint projects that proceed. Includes copies of contracts and/or service level agreements.</p>	<p>PERMANENT</p>
<p>02.18.02</p>	<p>Records relating to the negotiation of joint projects that do not proceed.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>

02.19.00	LIAISON (GEOSCIENTIFIC STUDIES) The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.	
02.19.01	Records documenting occasional contact with other organisations, industry bodies and related scientific organisations including contact lists, addresses and exchange of routine information.	TEMPORARY Destroy 5 years after superseded.
02.20.00	MEETINGS (GEOSCIENTIFIC STUDIES) The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. <i>See 02.05.00, 02.18.00, 02.19.00 or 02.21.00 for meetings relating to specific projects or proposals which should be sentenced as part of the project record.</i> <i>See 02.07.00 for the meetings of committees, working parties, task forces or any other groups that have been formally established.</i>	
02.20.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 5 years after action completed.
02.21.00	METHODOLOGY DEVELOPMENT (GEOSCIENTIFIC STUDIES) Activities associated with the development and testing of strategies used to analyse and assess issues, events or hazards.	
02.21.01	Final reports and summaries of research undertaken into new methodologies.	PERMANENT
02.21.02	Research material which is considered necessary to substantiate research findings or which is important for future research.	PERMANENT
02.21.03	Records of drafts, working papers and material collected that is referenced in the research reports but which is <u>not</u> considered necessary to substantiate research findings or is <u>not</u> important for future research.	TEMPORARY Destroy 10 years after action completed.
02.22.00	MODELLING (GEOSCIENTIFIC STUDIES) The processes involved in designing, testing and evaluating sample model profiles of systems under analysis. Includes research, development, and modification of new, unique, specialised geoscientific models for analysis of geological and mineral exploration information which underpin the interpretation and use of geoscientific information by the agency and external users and which proceed to operational status.	
02.22.01	Records documenting the development of new, specialised, geoscientific models where the model is implemented in agency applications. Includes: <ul style="list-style-type: none"> • Review by external experts and agencies • Assessments and justification for the accepted and rejected models • Functional specifications. 	PERMANENT
02.22.02	Records relating to models that are not implemented.	TEMPORARY Destroy 7 years after action completed.
02.23.00	PLANNING (GEOSCIENTIFIC STUDIES) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
02.23.01	Records relating to strategic planning for geoscientific work across the state where the agency provides significant input or coordinates comments.	PERMANENT

02.23.02	Records relating to strategic planning issues for geoscientific work where the agency receives information from other agencies but does not have significant input or has no comments.	TEMPORARY Destroy 5 years after action completed.
02.24.00	POLICY (GEOSCIENTIFIC STUDIES) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
02.24.01	Records documenting the development of policy on geoscientific matters for Tasmania and input to national policy including policy decisions and establishment of precedents.	PERMANENT
02.25.00	PROCEDURES (GEOSCIENTIFIC STUDIES) Standard methods of operating laid down by an organisation according to formulated policy. <i>See DA 2158 for records received from external sources that are kept solely for reference including copies of other agencies' procedures.</i>	
02.25.01	Master copies of procedures developed and issued by the agency. Includes background and research material, significant drafts of procedures and consultation with stakeholders relating to the development of procedures.	TEMPORARY Destroy 10 years after procedures are superseded.
02.26.00	REGISTERS (SAMPLES) (GEOSCIENTIFIC STUDIES) The activities associated with recording summary information about samples acquired or received including rock samples.	
02.26.01	Registers recording details of rock samples collected in the field.	PERMANENT
02.26.02	Registers recording laboratory samples retained from analysis work.	PERMANENT
02.27.00	REPORTING (GEOSCIENTIFIC STUDIES) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. <i>See DA No. 2157 (Strategic Management) for consolidated management reporting, management meetings and management committees.</i>	
02.27.01	Internal reports on aspects of the geoscientific studies function that are consolidated into a whole of agency report such as a monthly report.	TEMPORARY Destroy 5 years after action completed.
02.28.00	RESEARCH (GEOSCIENTIFIC STUDIES) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches etc.	
02.28.01	Final reports and summaries of research undertaken.	PERMANENT
02.28.02	Research material which is considered necessary to substantiate research findings or which is important for future research.	PERMANENT
02.28.03	Records of drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research.	TEMPORARY Destroy 10 years after action completed or 10 years after publication, whichever is the later.

02.29.00	STANDARDS (GEOSCIENTIFIC STUDIES) The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
02.29.01	Records documenting input into international, national, state or industry standards not administered by the agency.	TEMPORARY Destroy 10 years after action completed.
02.30.00	TENDERING (GEOSCIENTIFIC STUDIES) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.	
02.30.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • request for tender • draft contracts • reports • public notices. 	TEMPORARY Destroy 7 years after tender process completed
02.30.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or after action completed if tender does not proceed to contract stage.
02.30.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.

03.00.00	LAND USE The function of advising government, other agencies and the community of the impact of land management decisions and associated issues to ensure efficient and effective land management in Tasmania. Includes making of orders by the Minister, comment on or input into planning schemes, management plans and proposed land classifications.	
03.01.00	ADVICE (LAND USE) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. <i>See 03.07.00 for records relating to routine enquiries on land use.</i>	
03.01.01	Records relating to the provision of advice regarding land use proposals that will impact on the ability to utilise natural resources, which require a complex response, where the agency lodges objections or where management plans are contentious. These proposals may include: <ul style="list-style-type: none"> • Development proposal and environmental management plans (DPEMPs) • Planning schemes • Forest district plans • Reserved area plans – includes forests and state reserves • Other management plans • National Estate nominations • Crown land sale or leases. 	PERMANENT
03.01.02	Records relating to the provision of advice regarding proposals to which there are no objections and/or where a complex agency response is not required. These include: <ul style="list-style-type: none"> • Forest lease applications • Crown land sale or leases. 	TEMPORARY Destroy 7 years after action completed.
03.02.00	AGREEMENTS (LAND USE) The processes associated with the establishment, maintenance, review and negotiation of agreements.	
03.02.01	Records documenting formal agreements with government bodies on land management issues such as agreements with local government for the provision of planning information developed by the agency.	TEMPORARY Destroy 7 years after agreement expires.
03.03.00	COMMITTEES (LAND USE) The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc. <i>See 03.11.00 for forums and the meetings of individuals and groups that are not considered committees.</i>	
03.03.01	Records of committees with responsibility for making major decisions in the area of agency policy and planning with regard to land use management issues. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • agenda papers • reports and submissions to the committee. 	PERMANENT

03.03.02	<p>Records of external committees where the agency is a member only and is not responsible for managing the committee. Records may include:</p> <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee. 	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.04.00	<p>COMPENSATION DETERMINATIONS (LAND USE) The activities associated with assessing and making determinations on financial compensation for land owners affected by the declaration of landslip hazard areas.</p> <p><i>See 02.17.00 for the assessment of the landslip hazard.</i> <i>See 03.09.00 for orders issued declaring landslip hazard areas</i></p>	
03.04.01	<p>Records relating to decisions on the award of a financial compensation package to owners of land and buildings affected by landslip hazards.</p>	<p>PERMANENT</p>
03.05.00	<p>CONFERENCES (LAND USE) The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants, etc.</p> <p><i>See DA 2157 (Community Relations) for conferences where participation is limited to attendance or presentation of papers by agency staff.</i></p>	
03.05.01	<p>Records documenting participation at conferences, seminars, workshops etc. arranged by other organisations and to which the agency makes a significant contribution including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings. 	<p>PERMANENT</p>
03.06.00	<p>CONTRACTING-OUT (LAND USE) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 03.15.00 for the process of receiving and assessing tenders from potential contractors for services prior to contract agreement.</i> <i>See DA No. 2157 (Financial Management) for contract registers</i></p>	
03.06.01	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers • records of financial transactions. 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>
03.06.02	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers. 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>
03.06.03	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>

03.07.00	ENQUIRIES (LAND USE) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. <i>See 03.01.00 for provision of detailed advice and comments on land use management plans.</i>	
03.07.01	Records documenting enquiries requesting general information about land management issues. Includes: <ul style="list-style-type: none"> • Requests for general published material • Responses that do not require specific research. 	TEMPORARY Destroy 2 years after action completed.
03.08.00	EVALUATION (LAND USE) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. <i>See 03.01.00 for provision of detailed advice and comments on specific management plans.</i>	
03.08.01	Records documenting the evaluation of land use management programs and projects from other agencies.	TEMPORARY Destroy 5 years after action completed
03.09.00	LEGISLATION (LAND USE) The process of making laws. Includes Acts, Statutory Rules and By-Laws. <i>See DA No. 2157 (Strategic Management) for the development and drafting of legislation relating to unique agency functions and comments on legislation administered by other agencies where no significant input is provided.</i>	
03.09.01	Records relating to comments made by the agency on legislation administered by other agencies that has a significant impact on the utilisation of natural resources as an aspect of land use planning.	PERMANENT
03.09.02	Records documenting the declaration of landslip hazard areas. <i>See 03.04.00 for the assessment of claims for properties in declared landslip hazard areas.</i>	PERMANENT
03.10.00	LITIGATION (LAND USE) The activities associated with providing information or records in relation to lawsuits or legal proceedings between parties other than the agency on land use issues. <i>See DA 2157 (Legal Services) for matters where the agency is a party to the action.</i>	
03.10.01	Records documenting requests for information or records relating to litigation matters on land management issues where the agency is not a party to the action.	TEMPORARY Destroy 10 years after case finalised.
03.11.00	MEETINGS (LAND USE) The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes, etc. <i>See 03.03.00 for the meetings of committees, working parties, task forces or any other groups that have been formally established.</i> <i>See 03.02.00 for records of meetings relating to the negotiation of agreements.</i> <i>See 03.04.00 for meeting to determine financial payments related to declared landslip hazards.</i>	
03.11.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 5 years after action completed.

03.12.00	PLANNING (LAND USE) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
03.12.01	Final versions of operational plans relating to the agency's involvement in land management issues including infrastructure planning.	TEMPORARY Destroy 10 years after plan superseded.
03.12.02	Records documenting agency input to government planning for land management issues including drafts received from other agencies.	TEMPORARY Destroy 5 years after action completed.
03.13.00	POLICY (LAND USE) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined. <i>See DA 2158 for copies of other agencies policies that are received solely for reference.</i>	
03.13.01	Records relating to the formulation of the agency's policies. This includes master copies of policies, background and research material, significant drafts of policy documents and records of consultation with other stakeholders relating to the development of policy.	PERMANENT
03.14.00	PROCEDURES (LAND USE) Standard methods of operating laid down by an organisation according to formulated policy. <i>See DA No. 2158 for copies of other agencies' procedures that are received solely for reference.</i>	
03.14.01	Master copies of procedures developed and issued by the agency. Includes background and research material, significant drafts of procedures and consultation with stakeholders relating to the development of procedures.	TEMPORARY Destroy 10 years after procedures are superseded.
03.15.00	TENDERING (LAND USE) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.	
03.15.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices. 	TEMPORARY Destroy 7 years after tender process completed.
03.15.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
03.15.03	Tender registers	TEMPORARY Destroy 7 years after last entry.

04.00.00	<p>MINERAL TENEMENTS</p> <p>The function of administering the processes associated with the application for, issue and renewal of tenements (legal titles), including prospecting licences, to ensure a fair and sustainable return to the community when petroleum and mineral resources are developed. Tenements are granted under the <i>Mineral Resources Development Act 1995</i>, <i>Petroleum (Submerged Lands) Acts (Commonwealth, 1967, and State, 1982)</i>, and the <i>Offshore Mining Act 1994</i>. Ongoing responsibility for regulation and monitoring of mineral and petroleum exploration in Tasmania, including offshore waters administered by the state. Includes collection of fees and rentals, collation and recording of statistics relating to mining production, management or royalty regimes, receiving and assessing geological, mining engineering reports and environmental management plans such as Development proposal and environmental management plans (DPMPs) for particular tenements.</p>	
04.01.00	<p>AUTHORISATION (MINERAL TENEMENTS)</p> <p>The process of seeking and granting permission to undertake requested action.</p>	
04.01.01	Records documenting delegations of power to authorise decisions or actions relating to the administration of mineral tenements.	TEMPORARY Destroy 28 years after revoked or superseded.
04.02.00	<p>COMMITTEES (MINERAL TENEMENTS)</p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 04.13.00 for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
04.02.01	Records of internal committees with responsibility for making major decisions in the area of agency policy and planning with regard to tenement administration. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • agenda papers • reports and submissions to the committee. 	PERMANENT
04.02.02	Records of external committees where the agency is the convenor and is responsible for managing the committee. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee. 	PERMANENT
04.02.03	Records of external committees where the agency is a member only and is not responsible for managing the committee. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee. 	TEMPORARY Destroy 7 years after action completed.

<p>04.03.00</p>	<p>COMPLIANCE MONITORING (MINERAL TENEMENTS)</p> <p>The activities associated with establishing and maintaining official programs such as compliance audits for monitoring industry compliance with agreed or legislated standards for mining and exploration work. Includes parameters for regimes of regular field inspections to ensure exploration and mining work is conducted in an environmentally responsible manner, royalty audit program and inspections to determine quantities taken from tenements, performance monitoring of exploration licences via exploration performance assessments, and lease management systems that provide accurate surveys of quarries, sand pits and small mining sites through inspections.</p> <p><i>See 04.12.00 for compliance monitoring of a particular lease including inspection reports on quantities taken from tenements.</i></p>	
<p>04.03.01</p>	<p>Records relating to the development of a compliance monitoring regime by the agency to ensure lease and licence holders carry out their operations in accordance with standards and any specific licence or lease conditions.</p>	<p>PERMANENT</p>
<p>04.04.00</p>	<p>CONTRACTING-OUT (MINERAL TENEMENTS)</p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 04.21.00 for the process of receiving and assessing tenders from potential contractors for services prior to contract agreement.</i></p> <p><i>See DA No. 2157 (Financial Management) for contract registers.</i></p>	
<p>04.04.01</p>	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers • records of financial transactions. 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>
<p>04.04.02</p>	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers. 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>04.04.03</p>	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>04.05.00</p>	<p>DISPUTE RESOLUTION (MINERAL TENEMENTS)</p> <p>The processes put in place by the Director of Mines, in accordance with the <i>Mineral Resources Development Act 1995</i>, to attempt to resolve any complaints (i.e. disputes, objections and claims). These processes include mediation before there is a formal hearing before the Mining Tribunal, and formal referral of disputes to the Tribunal for determination. Includes arrangements by the Registrar of Mines for informal meetings between the parties, and formal referral to the Tribunal for determination or ratification of decisions reached by mediation. The agency provides information to the Tribunal and acts on its decisions. Examples include objections lodged to Exploration Licence applications and disputes between lease holders and adjoining landowners.</p> <p><i>See 04.12.00 for records relating to a specific lease or licence.</i></p>	
<p>04.05.01</p>	<p>Records relating to disputes resolved without requiring a hearing before the Mining Tribunal. Includes:</p> <ul style="list-style-type: none"> • written submissions of objections, disputes, claims or appeals • minutes or summaries of meetings • draft agreements • notification of withdrawal • referral to Mining Tribunal 	<p>Sentence in accordance with the disposal action for the related tenement licensing records (04.12.00)</p>

04.05.02	Records relating to disputes which are heard by the Mining Tribunal. Includes: <ul style="list-style-type: none"> • written submissions of objections, disputes, complaints, claims or appeals • minutes or summaries of meetings • draft agreements • referral to Mining Tribunal • determination. 	PERMANENT
04.06.00	ENQUIRIES (MINERAL TENEMENTS) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.	
04.06.01	Records documenting requests for tenement searches.	TEMPORARY Destroy 5 years after action completed.
04.06.02	Records documenting routine requests for information about mineral tenements including brochures, application forms or processes.	TEMPORARY Destroy 2 years after action completed.
04.07.00	EXPLORATION RELEASE AREAS (MINERAL TENEMENTS) Activities associated with preparing and offering information about exploration release areas to potential explorers. Includes release for bidding of offshore petroleum areas and promotion of vacant areas available for onshore and offshore exploration. <i>See 04.12.00 for successful bids where a licence is granted.</i>	
04.07.01	Records comprising a master set of exploration release area notices or flyers.	PERMANENT
04.07.02	Records documenting the development and issue of bid documents and the evaluation of bids including: <ul style="list-style-type: none"> • Copies of flyers (public notices) – providing statement of requirements • Request of proposals • Expression of interest • Request for tender • Draft contracts • Reports • Public notices. 	TEMPORARY Destroy 7 years after selection process is completed.
04.07.03	Records documenting unsuccessful bids or where the bidding process does not proceed.	TEMPORARY Destroy 7 years after bidding process completed.
04.08.00	FEE SETTING (MINERAL TENEMENTS) The activities associated with the setting of rates for fees and rentals from mineral lands including exploration and petroleum licences. <i>See 04.19.00 for the collection of money from a lessee in return for mining and selling minerals or construction materials.</i>	
04.08.01	Records documenting the process for determining fees and rental rates.	TEMPORARY Destroy 7 years after rates superseded.

04.09.00	IMPLEMENTATION (MINERAL TENEMENTS) The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
04.09.01	Records documenting high-level oversighting of the implementation of the agency's tenement administration programs and processes. Records may include: <ul style="list-style-type: none"> • Information sent to and received from other agencies • Reports from the project managers • Records of meetings. 	PERMANENT
04.09.02	Records documenting oversighting of the implementation of programs relating to tenement administration for which the agency does not have primary responsibility. Records may include: <ul style="list-style-type: none"> • Information received from other agencies • information about projects received for reference. 	TEMPORARY Destroy 10 years after action completed.
04.10.00	INFRINGEMENTS (MINERAL TENEMENTS) The activities associated with handling breaches of rules. <i>See 04.123.00 for notification of tenement holders that breaches of standards or conditions have taken place.</i>	
04.10.01	Records documenting the reporting and investigation of cases of illegal mining (that is, mining taking place without a lease or licence) that do not result in prosecution. <i>See DA No. 2157 (Legal Services) for infringements that lead to lawsuits or legal proceedings.</i>	TEMPORARY Destroy 25 years after action completed.
04.11.00	LEGISLATION (MINERAL TENEMENTS) The process of making laws. Includes Acts, Statutory Rules and By-Laws. <i>See DA 2157 (Strategic Management) for the development and drafting of legislation relating to unique agency functions and comments on legislation administered by other agencies where no significant input is provided.</i>	
04.11.01	Records relating to comments made by the agency on legislation administered by other agencies that has a significant impact on the operations of the agency in administering mineral tenements.	PERMANENT
04.12.00	LICENSING (MINERAL TENEMENTS) The processes involved in the application, issuing, reviewing, renewal, relinquishing and reducing of all tenements granted under the <i>Mineral Resources Development Act 1995</i> and the <i>Petroleum (Submerged Lands) Act</i> (Commonwealth and State). <i>See 04.18.00. for annual reports, returns and other survey data arising out of mineral and petroleum exploration.</i>	
04.12.01	Records relating to unsuccessful applications for mineral tenements (except petroleum) including: <ul style="list-style-type: none"> • Statement of work to be carried out • Description of the area to be mined or explored • Particulars of minerals sought • Financial and technical resources available to the applicant • Estimate of the proposed expenditure • Environmental impact statement • Plan of the area • Other information required. 	TEMPORARY Destroy 10 years after application rejected, withdrawn or lapsed.

<p>04.12.02</p>	<p>Records relating to unsuccessful applications for mineral tenements (only petroleum) including:</p> <ul style="list-style-type: none"> • Work and expenditure proposals in respect of the blocks specified or pipeline • Technical qualifications of the applicant and employees • Technical advice available • Financial resources • Commercial viability of the recovery of petroleum from the area at the time of application and possible future commercial viability of the recovery of petroleum (retention only) • Amount offered for grant of licence • Rate of royalty offered in respect of petroleum recovered • Proposed design, construction, size and capacity of any pipeline • Any agreements relating to piping petroleum • Plans of the route of the pipeline and sites of pumping, tank and valve stations including terminal stations. 	<p>TEMPORARY Destroy 25 years after application rejected, withdrawn or lapsed whichever is later.</p>
	<p>Successful applications for mineral tenements, including petroleum permits, entitle the holder to explore, prospect or extract minerals or petroleum and carry out primary treatment operations. Records relating to the grant and monitoring of a licence, lease etc. will include:</p> <ul style="list-style-type: none"> • application, assessment and approval documents including submissions from applicants/licensees etc. • notifications to applicant, under <i>Native Title Act 1993</i> and public notifications including newspaper and gazette notices • Objections, appeals and court (Mining Tribunal) orders • Variation, rescinding or exemption of conditions • Inspection reports for compliance monitoring • Documentation of failure to comply with conditions, Act or code of practice (i.e. breaches) • Consents required from owners/occupiers of private land including permission for operations within 100 metres of surface water or buildings • Extensions, renewals, transfers and consolidations of instruments including notification of exclusive rights forgone and caveats on dealings with regard to tenements • Revocation, cancellation, surrender etc. of instrument • Compensation arrangements • Approval for sale of minerals (recovered under retention licences) • Direction to apply for a mining lease • Agreements about, approval to remove or leases for storage of machinery, equipment etc. • Return of security deposit. <p><i>See Disposal Classes 04.12.03 and 04.12.04 to determine retention.</i></p>	

<p>04.12.03</p>	<p>Records relating to significant mines or exploration works that will or have had a major impact on the environment, the economy, the Tasmanian or Australian mining industry or the process of managing mineral tenements. Significant mines or exploration works include those which:</p> <ul style="list-style-type: none"> • Involve complex activities such as new mines, consolidation of mines etc. • Large scale bulk sampling • Long established mines or mining operations • Large scale mining • Are located in areas that later became national parks or areas of cultural, natural or Aboriginal significance. <p>Major impacts include those mining or exploration activities that:</p> <ul style="list-style-type: none"> • Are in close proximity to areas of threatened flora or fauna, cultural or natural heritage features, areas of Aboriginal significance, or natural or cultural significance • Require clearing of native vegetation • Involve medium to long term operation • Involve the storage or use of hazardous chemicals • Where the operation results in offsite discharges • Where the operation requires any additional environmental controls (EPA licence?) • Required revocation of the licence • involved major breaches of standards or conditions • are precedents or important cases for the management of tenements • were the first of their type in the country or state • used new or innovative techniques or technologies. 	<p>PERMANENT</p>
<p>04.12.04</p>	<p>Records relating to mines or exploration works that are not significant but have had a high (not major) impact on the environment, the economy, the Tasmanian or Australian mining industry or the process of managing mineral tenements. These include activities such as:</p> <ul style="list-style-type: none"> • intensive exploration activities such as bulk sampling and intensive drilling in non-sensitive areas • low intensity activities in close proximity to sensitive areas. <p>High impacts include those mining or exploration activities that:</p> <ul style="list-style-type: none"> • involve disturbance of large areas of land • involve alienation of existing land use • are within 100m of buildings or surface water • are within 100m of a coastline • involve blasting in proximity to dwellings or residential areas • are in areas with highly permeable or unstable soils or on a floodplain • involve high extraction rates • are long term operations • include on-site processing • involve storage and handling of hazardous chemicals • produce large volumes of waste materials • are associated with a tailings dam • are likely to produce off-site discharge • involve high capital investment • require additional conditions • are in close proximity to another mine • have had accidental spills large enough to require notification • have required track construction. 	<p>TEMPORARY Destroy 25 years after licence is no longer in force and security deposit has been returned.</p>

<p>04.12.05</p>	<p>Records relating to mines or exploration works that are not significant and that have had a minor impact on the environment, the economy, the Tasmanian or Australian mining industry or the process of managing mineral tenements.</p> <p>Other mines including those which:</p> <ul style="list-style-type: none"> • involve activities such as preliminary exploration activities such as core drilling • are small scale operations • are in non-sensitive environments and not in close proximity to sensitive environments • are on previously cleared or disturbed land. <p>Minor impacts include those mining or exploration activities that:</p> <p><input type="checkbox"/> are low intensity and of short duration</p> <ul style="list-style-type: none"> • are not within close proximity of an existing or former mine • are not close to dwellings • require no additional environmental controls or conditions • involve a small number of employees • involve the use of small scale equipment only • involve low levels of extraction • require no or minimum rehabilitation. 	<p>TEMPORARY Destroy 10 years after licence is no longer in force and security deposit has been returned.</p>
<p>04.12.06</p>	<p>Mineral tenement plans, including master sets of:</p> <ul style="list-style-type: none"> • tenement maps for mining leases • tenement maps for exploration licences • mining lease survey plans and diagrams • underground and surface mine plans • mine accident plans • plans received from other agencies that have been annotated or are critical to the interpretation of other records that are retained permanently. 	<p>PERMANENT</p>
<p>04.13.00</p>	<p>MEETINGS (MINERAL TENEMENTS)</p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Does not include meetings relating to specific projects or proposals which should be sentenced as part of the project record.</p> <p><i>See 04.02.00 for the meetings of committees, working parties, task forces or any other groups that have been formally established.</i></p>	
<p>04.13.01</p>	<p>Records documenting arrangements and conduct of meetings including minutes, agendas and supporting documentation.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>04.14.00</p>	<p>PLANNING (MINERAL TENEMENTS)</p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p>	
<p>04.14.01</p>	<p>Records relating to strategic planning issues relating to the tenement administration where the agency provides significant input or co-ordinates comment.</p>	<p>PERMANENT</p>
<p>04.14.02</p>	<p>Records requested by or received from other jurisdictions relating to tenement administration planning where the agency does not have significant input or has no comments.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

04.15.00	POLICY (MINERAL TENEMENTS) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined. <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
04.15.01	Records relating to the formulation of the agency's policies for tenement administration. This includes master copies of policies, background and research material, significant drafts of policy documents and records of consultation with other stakeholders contributing to the development of policy.	PERMANENT
04.16.00	PROCEDURES (MINERAL TENEMENTS) Standard methods of operating laid down by an organisation according to formulated policy/ <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
04.16.01	Master copies of agency procedures relating to tenement administration. Includes background and research material, significant drafts of procedures and consultation with stakeholders related to the development of procedures.	PERMANENT
04.17.00	REGISTERS (MINERAL TENEMENTS) The activities associated with recording summary information about tenements.	
04.17.01	Registers of licences, leases and authorities granted for mining and exploration activity.	PERMANENT
04.18.00	REPORTING (MINERAL TENEMENTS) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. <i>See 04.12.00 for records relating to the verification and assessment of mining activities.</i> <i>See DA No. 2157 (Strategic Management) for consolidated management reporting, management meetings and management committees.</i>	
04.18.01	Reports (submitted by tenements holders) of geological, geophysical and other scientific data arising from the holders' mineral and petroleum explorations and assessments. Company reports and related material may include: <ul style="list-style-type: none"> • TIGER – TASXPLORE & PETXPLORE modules • drilling reports • well files • geological survey reports including photos, maps and related explanatory notes • mineral exploration data • seismic sections • petroleum reports. 	PERMANENT
04.18.02	Returns of mineral production data (production returns) provided by tenement holders.	TEMPORARY Destroy 7 years after action completed.
04.18.03	Records relating to the receipt and acceptance of data transfer and lodgement. <i>See 04.12.00 for data transfer relating to a specific lease or license.</i>	TEMPORARY Destroy 5 years after licence ceases to be in force and security deposit returned.

04.19.00	ROYALTIES (MINERAL TENEMENTS) The activity of collecting an amount of money from a lessee in return for mining and selling minerals or construction materials belonging to the Crown. Includes royalty schedules and the submission of royalty returns. <i>See 04.08.00 for the setting of rates for fees and rentals from mineral lands including exploration and petroleum licences.</i> <i>See DA No. 2157 for amendments to regulations relating to royalties.</i>	
04.19.01	Records relating to deliberations on the prescribed rate of royalty payable and rebates on royalty payable.	Retain in agency pending further appraisal.
04.19.02	Routine and general enquiries regarding royalty rates.	TEMPORARY Destroy 2 years after action completed.
04.19.03	Records relating to disputes over royalty determinations.	TEMPORARY Destroy 20 years after action completed.
04.19.04	Records documenting the receipt and assessment of royalty returns from holders of mineral tenements including reconciled statements of accounts, advice on rebates, arrangements for payment by instalments.	TEMPORARY Destroy 7 years after action completed.
04.19.05	Records relating to the conduct of periodic royalty reviews, including the application of rates to the operations of leaseholders, assessment of previous royalty returns submitted, and any recommendations for improvements or variations in the application of established rates.	PERMANENT
04.19.06	Records of summary transactions and statistics on royalties collected and distributed annually.	PERMANENT
04.20.00	STANDARDS (MINERAL TENEMENTS) The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
04.20.01	Records relating to the development of standards and compliance guidelines issued by the agency. Includes master copies.	PERMANENT
04.20.02	Records relating to significant input and comment by the agency on the development of standards for tenement management.	PERMANENT
04.20.03	Records relating to the development of standards where the agency makes no significant comment or no comment.	TEMPORARY Destroy 5 years after action completed.
04.21.00	TENDERING (MINERAL TENEMENTS) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.	
04.21.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices. 	TEMPORARY Destroy 7 years after tender process completed.

04.21.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
04.21.03	Tender registers	TEMPORARY Destroy 7 years after last entry.
05.00.00	RESOURCE DEVELOPMENT & PROMOTION The functions associated with the application of economic and technical investigations and administrative processes associated with the exploration for, discovery, development, processing and marketing of minerals, petroleum and construction materials. Includes promotion of mineral potential for stimulation of exploration in Tasmania by provision of information designed to enhance exploration investment.	
05.01.00	ADVICE (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
05.01.01	Records of advice on promoting exploration and the development of mineral and petroleum investment to companies in Australia and overseas.	TEMPORARY Destroy 10 years after action completed.
05.02.00	COMMITTEES (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. <i>See 05.10.00 for forums and the meetings of individuals and groups that are not considered committees.</i>	
05.02.01	Records of committees with responsibility for making major decisions in the area of agency policy and planning with regard to resource development and promotion. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • agenda papers • reports and submissions to the committee. 	PERMANENT
05.02.02	Records of external committees where the agency is a member only and is not responsible for managing the committee. Records may include: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • final versions of minutes • agenda papers • reports and submissions to the committee. 	TEMPORARY Destroy 7 years after action completed.

<p>05.03.00</p>	<p>CONFERENCES (RESOURCE DEVELOPMENT & PROMOTION) The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc. <i>See 05.15.00 for promotional activities undertaken at conferences, trade shows etc.</i> <i>See DA No. 2157 (Community Relations) for conferences where participation is limited to attendance or presentation of papers by agency staff.</i></p>	
<p>05.03.01</p>	<p>Records of conferences, exhibitions, trade shows etc. where the agency acts as the convenor. Records may include:</p> <ul style="list-style-type: none"> • final versions of minutes • summaries of proceedings • agenda papers • published papers • reports and submissions. 	<p>PERMANENT</p>
<p>05.03.02</p>	<p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"> • attendance details • promotional material • invitations • registrations • travel and accommodation arrangements • venue and facilities hire. 	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>05.03.03</p>	<p>Records documenting participation at conferences, seminars, workshops etc. arranged by other organisations and to which the agency makes a significant contribution including:</p> <ul style="list-style-type: none"> • submissions • papers • briefings. 	<p>PERMANENT</p>
<p>05.04.00</p>	<p>CONTRACTING-OUT (RESOURCE DEVELOPMENT & PROMOTION) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. <i>See 05.18.00 for the process of receiving and assessing tenders from potential contractors for services prior to contract agreement.</i> <i>See DA No. 2157 (Financial Management) for contract registers.</i></p>	
<p>05.04.01</p>	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers • records of financial transactions. 	<p>TEMPORARY Destroy 13 years after expiry of contract.</p>
<p>05.04.02</p>	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> • tender submissions • written offers. 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>
<p>05.04.03</p>	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> • parameters of consultancy/service • terms and conditions • performance and evaluation reports • meetings with stakeholders 	<p>TEMPORARY Destroy 7 years after expiry of contract.</p>

05.05.00	ENQUIRIES (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. <i>See 05.06.00 for approaches regarding potential projects.</i>	
05.05.01	Records documenting enquiries requesting routine information about resource development issues and opportunities.	TEMPORARY Destroy 5 years after action completed.
05.06.00	EVALUATION (RESOURCE DEVELOPMENT & PROMOTION) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring. <i>See 04.12.00 for records of proposals that proceed through the authorisation process.</i> <i>See 05.08.00 for records of proposals that become projects involving the agency and other government or private partners.</i>	
05.06.01	Records of evaluation of exploration or investment projects proposed by companies in Australia and overseas for projects that proceed. Includes: <ul style="list-style-type: none"> • content of high level negotiations • information about development and mining prospects • details of exploration, business and industry development strategies. 	PERMANENT
05.06.02	Records of evaluation of exploration or investment projects proposed by companies in Australia and overseas for projects that do not proceed.	TEMPORARY Destroy 10 years after action completed.
05.07.00	IMPLEMENTATION (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
05.07.01	Records documenting high-level oversighting of the agency's resource development projects to ensure implementation is effective. Records may include: <ul style="list-style-type: none"> • advice sent to and received from other agencies • reports from the project managers • records of meetings. 	PERMANENT
05.07.02	Records relating to the monitoring of the implementation of resource development processes by other agencies. Records may include: <ul style="list-style-type: none"> • advice received from other agencies • information about projects and processes received for reference. 	TEMPORARY Destroy 10 years after action completed.
05.08.00	JOINT PROJECTS (RESOURCE DEVELOPMENT & PROMOTION) The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is an agreement, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.	
05.08.01	Records of projects relating to exploration or investment projects that are successful and lead to application for a mining tenement. Records may include: <ul style="list-style-type: none"> • pre-planning meetings with a variety of agencies • provision of assistance in determining financial and technical viability. 	TEMPORARY Destroy 10 years after action completed.

05.08.02	Records of projects relating to exploration or investment projects that are unsuccessful and do not proceed to application for a mineral tenement.	TEMPORARY Destroy 5 years after action completed.
05.09.00	MARKET RESEARCH (RESOURCE DEVELOPMENT & PROMOTION) The process of analysing products and services. Includes market research, industry forecasting, advertising, media releases, promotion, pricing and product evaluation.	
05.09.01	Records of market research and industry analyses conducted or commissioned by the agency relating to particular minerals, mining or exploration operations or companies.	PERMANENT
05.09.02	Information collected from external sources used for the purposes of analysis and needed to substantiate market research findings.	PERMANENT
05.09.03	Information collected from external sources used for the purposes of analysis and <u>not</u> needed to substantiate market research findings.	TEMPORARY Destroy when reference ceases.
05.10.00	MEETINGS (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Does not include meetings relating to specific projects or proposals which should be sentenced as part of the project record. <i>See 05.02.00 for the meetings of committees, working parties, task forces or any other groups that have been formally established.</i> <i>See 05.06.00 and 05.08.00 for records of meetings relating to negotiations with industry or specific projects.</i>	
05.10.01	Records of meetings with other organisations where the agency has only minor involvement. Records may include: <ul style="list-style-type: none"> • minutes • agenda papers • background papers. 	TEMPORARY Destroy 5 years after action completed.
05.10.02	Records of internal operational meetings relating to the resource development and promotion function.	TEMPORARY Destroy 5 years after action completed.
05.11.00	PERFORMANCE MONITORING (RESOURCE DEVELOPMENT & PROMOTION) The process of monitoring the business performance of industry clients to ensure that information is available to government about their current operational status.	
05.11.01	Records relating to agency monitoring of companies involved in the mining and exploration industry.	TEMPORARY Destroy 10 years after action completed.
05.12.00	PLANNING(RESOURCE DEVELOPMENT & PROMOTION) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
05.12.01	Records relating to strategic development issues such as infrastructure, inter-government co-operation, utilities and other measures important to future mining operations where the agency provides significant input or co-ordinates comment.	PERMANENT
05.12.02	Records relating to strategic development issues for resource development where the agency receives information from other agencies but does not have significant input or has no comments.	TEMPORARY Destroy 5 years after action completed.

05.13.00	POLICY (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined. <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
05.13.01	Records relating to the formulation of the agency's policies for the promotion of exploration and mining. This includes master copies of policies, background and research material, significant drafts of policy documents and records of consultation with other stakeholders contributing to the development of policy.	PERMANENT
05.14.00	PROCEDURES (RESOURCE DEVELOPMENT & PROMOTION) Standard methods of operating laid down by an organisation according to formulated policy. <i>See DA 2158 for records received from external sources that are kept solely for reference.</i>	
05.14.01	Master copies of agency procedures relating to the promotion of exploration and mining. Includes background and research material, significant drafts of procedures and consultation with stakeholders related to the development of procedures.	TEMPORARY Destroy 10 years after superseded.
05.15.00	PROMOTION (RESOURCE DEVELOPMENT & PROMOTION) The activities associated with presentation of information including geoscience information and geophysical data at trade shows, exhibitions, domestic and international industry conferences, press conferences, workshops, open days and other events to promote Tasmania's mineral resource potential. <i>See 05.03.00 for records relating to the organisation or attendance at conferences.</i>	
05.15.01	Records relating to functions or visits organised by the agency to promote opportunities in mineral exploration and mining. Includes venues, guest lists, invitations, etc.	TEMPORARY Destroy 5 years after action completed.
05.15.02	Records relating to visits by representatives of other organisations.	TEMPORARY Destroy 2 years after action completed.
05.15.03	Records of information presented in exhibitions organised as part of conferences, trade shows etc. to attract potential investors. Including: <ul style="list-style-type: none"> • reproductions of maps, photographs etc. • copies of publications • display graphics. 	TEMPORARY Destroy when superseded.
05.15.04	Records documenting participation, for the sole purpose of promoting mineral exploration in Tasmania, at conferences, exhibitions, trade shows etc. organised by other organisations.	TEMPORARY Destroy 5 years after action completed.
05.16.00	REPORTING (RESOURCE DEVELOPMENT & PROMOTION) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. <i>See DA No. 2157 (Publication) for published reports.</i> <i>See DA No. 2157 (Strategic Management) for consolidated management reporting, management meetings and management committees.</i> <i>See DA No. 2158 for copies of statistical reports received from other agencies.</i>	
05.16.01	Statistical information that is collected by the agency in relation to mining and exploration opportunities that is not forwarded to a centralised collecting agency such as the Australian Bureau of Statistics.	PERMANENT

05.16.02	Statistical information collected by the agency in relation to mining and exploration that is forwarded to a centralised collecting agency such as the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
05.16.03	Internal reports on the environmental management function that are consolidated into a whole of agency report such as a monthly report.	TEMPORARY Destroy 2 years after action completed.
05.17.00	REVIEWING (RESOURCE DEVELOPMENT & PROMOTION) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
05.17.01	Records documenting reviews of resource development and promotion activities, programs and operations.	TEMPORARY Destroy 5 years after action completed.
05.18.00	TENDERING (RESOURCE DEVELOPMENT & PROMOTION) The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.	
05.18.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contracts • reports • public notices. 	TEMPORARY Destroy 7 years after tender process completed.
05.18.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
05.18.03	Tender registers	TEMPORARY Destroy 7 years after last entry.