

**Retention and Disposal Authority for Records of Royal Botanic Gardens Board**

Authority number: PROS 10/04 VAR 1



PROS 10/04 VAR 1

**Retention and Disposal Authority for Records of  
Royal Botanic Gardens Board**

Issued Date: 06/12/2019

# **Retention and Disposal Authority for Records of Royal Botanic Gardens Board**

**Authority number: PROS 10/04 VAR 1**

## **Variation 1**

**Public Records Act 1973 (Section 12)**

**Retention and Disposal Authority for Records of the Royal Botanic Gardens Board**

**Public Record Office Standard (PROS) 10/04**

Variation 1:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of the Royal Botanic Gardens Board, issued as Public Record Office Standard (PROS) 10/04 on 16/03/2010, as follows:

Extension of the application of this Authority until varied or revoked.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 06 December 2019

## Retention and Disposal Authority for Records of Royal Botanic Gardens Board

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## Retention and Disposal Authority for Records of Royal Botanic Gardens Board

<b>Retention and Disposal Authority No</b>	PROS 10/04 VAR 1
<b>Scope</b>	Functions 1, 3, 4, and 5 are authorised for use by the City of Greater Geelong for records of the Geelong Botanic Gardens. Functions 1,3 and 5 are authorised for use by the Office of the Governor.
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	06 December 2019

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# Retention and Disposal Authority for Records of Royal Botanic Gardens Board

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## Introduction

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### Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

### Context of this Authority

#### Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

#### Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard - *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### **Normal Administrative Practice**

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.



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### **Transfer of records to Public Record Office Victoria**

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

### **Use of Other Authorities**

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

### **Explanation of Authority Headings**

#### **Class Number**

The class number or entry reference number provides citation and ease of reference.

#### **Description**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

#### **Status**

This entry provides the archival status of each class - either permanent or temporary.

#### **Custody**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

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### Concurrence of Public Office

This Authority has the concurrence of:

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Signature: [signed]

Name: Philip Moors

Position: Director & Chief Executive

Date: 11 March 2010

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### Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Royal Botanic Gardens Board. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

**Justine Heazlewood**, Keeper of Public Records

Date of Issue: 16 March 2010

### Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Dennis Renfrey (Royal Botanic Gardens)

## Retention and Disposal Authority for Records of Royal Botanic Gardens Board

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No	Function/Activity	Description	Status	Disposal Action
1	<b>GARDENS MANAGEMENT</b>	The establishment, management and maintenance of the gardens of the Royal Botanic Gardens. Includes the management and maintenance of plants, wildlife and water.  [For the administration of the Gardens, see GARDENS ADMINISTRATION.]		
1.1	<b>Tree Management (Arboriculture)</b>	The study and implementation of tree care in the Gardens.		
1.1.1		Records documenting inspections, management and maintenance of trees. Includes records of prioritised tree removal conducted to maintain a sustainable mixed age tree canopy, pruning or other treatments.	Permanent	Retain as State archives
1.2	<b>Horticultural Management</b>	The establishment and maintenance of groups of plants.		
1.2.1		Records documenting the overall design of the Gardens.	Permanent	Retain as State archives
1.2.2		Records documenting horticultural accessions and plant donations. Includes plant name, family, source, provenance, habitat conditions at collection location, conservation status, destination and other data.	Permanent	Retain as State archives
1.2.3		Records documenting the management of indigenous flora. Includes surveys.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Horticultural Management</i>				
1.2.4		Records documenting the planting of trees to commemorate special events and anniversaries, including visiting dignitaries.	Permanent	Retain as State archives
1.2.5		Records documenting the management of the Flora for Victoria project, led by the Royal Botanic Gardens to provide Victoria's regional botanic gardens with difficult to obtain and historically significant plants. Includes records of the provenance of the plants provided.	Permanent	Retain as State archives
1.2.6		Records documenting the management of rare seeds and plants, collected from field trips within Australia to increase the diversity of plants within the Gardens.	Permanent	Retain as State archives
1.2.7		Records documenting the management of seeds and plants that are not classified as rare, collected from field trips within Australia to increase the diversity of plants within the Gardens.	Temporary	Destroy 50 years after administrative use has concluded.
1.2.8		Records documenting the design, establishment and management of plant collections which are used for scientific, educative, conservation and aesthetic purposes.  Excludes the management of the dried or preserved specimens of the collections which form part of the State Botanical Collection.  [For the management of the State Botanical Collection, see MANAGEMENT OF THE STATE BOTANICAL COLLECTION.]	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Horticultural Management</i>				
1.2.9		Records documenting the management of plants within areas of the Gardens that are not part of a plant collection used for scientific, educative, conservation and aesthetic purposes. Includes records related to the broader living landscape of the Gardens.	Temporary	Destroy 25 years after administrative use has concluded.
1.2.10		Records documenting studies and strategies used to manage the Gardens' soils and improve soil hydrology characteristics (the pattern of water movement through the soil profile).	Permanent	Retain as State archives
1.2.11		Records documenting product applications to improve soil drainage and water retention rates.	Temporary	Destroy 25 years after administrative use has concluded.
1.2.12		Records documenting the management of the various lawn grass types within the Gardens.	Temporary	Destroy 25 years after administrative use has concluded.
1.2.13		Records documenting studies and strategies used to manage weeds, pests and plant diseases. Includes records documenting decisions to use agricultural chemicals and herbicides to protect landscape and natural areas.	Permanent	Retain as State archives
1.2.14		Records documenting the application of agricultural chemicals and herbicides to protect landscape and natural areas from weeds, pests and plant diseases.	Temporary	Destroy 25 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Horticultural Management</i>				
1.2.15		Records documenting the methods, observations and outcomes of horticultural trials conducted to assess plant fertilisers and nutrient requirements; potting mix; growth rates; water requirements and environmental tolerances, and the suitability of plants in the Gardens' growing environments.	Temporary	Destroy 25 years after administrative use has concluded.
1.2.16		Records documenting the management of the plant nursery. Includes records of propagation, plant production and compliance with industry standards.	Temporary	Destroy 25 years after administrative use has concluded.
1.2.17		Records documenting requests for plant material from other organisations for research purposes. Includes records of approvals and non approvals.	Temporary	Destroy 10 years after administrative use has concluded.
1.2.18		Records documenting individual garden bed renovations. Includes records of planting designs, plans, plant lists and of plant removals and revegetation.	Temporary	Destroy 7 years after administrative use has concluded.
1.2.19		Records documenting the recycling of plant material. Includes composting, mulching and use of green waste.	Temporary	Destroy 7 years after administrative use has concluded.
1.3	<b>Spatial Information Management</b>	The management of land and environmental information. Includes capturing and maintaining up to date mapping details of the Gardens in graphic and digital form and the management of spatial information, field verification and photography.		

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Spatial Information Management</i>				
1.3.1		Registers of all maps, drawings, plans, surveys, aerial photography and spatial information produced of Royal Botanic Gardens land.	Permanent	Retain as State archives
1.3.2		Maps, drawings, plans, surveys, aerial photography and spatial information produced of Royal Botanic Gardens land. Includes mapping of plant locations in the Gardens.	Permanent	Retain as State archives
1.4	<b>Water Management</b>	The design, establishment, construction, installation and maintenance of water management systems.		
1.4.1		Records documenting the construction and related management of wetlands and lakes systems. Includes the construction of other water-related infrastructure such as fountains.	Permanent	Retain as State archives
1.4.2		Records documenting the routine management and maintenance of wetlands and lakes systems, including the measurement of water levels and quality.	Temporary	Destroy 25 years after administrative use has concluded.
1.4.3		Records documenting the design and installation of automatic irrigation systems.	Temporary	Destroy 25 years after administrative use has concluded.
1.4.4		Records documenting maintenance and repairs of automatic irrigation systems.	Temporary	Destroy 10 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Water Management</i>				
1.4.5		Records of the Royal Botanic Gardens weather station. Includes data about rainfall, relative humidity and evaporation that indicates when irrigation occurs and how much irrigation water is needed to be applied to garden beds and grass areas within the Gardens.	Permanent	Retain as State archives
1.4.6		Records of soil moisture sensors and the capture of related information from various points throughout the Gardens documenting the amounts of rainfall and/or irrigation that is soaking into the soil and is available to plant roots.	Permanent	Retain as State archives
1.4.7		Records documenting the feasibility assessment, design, management and purchase of alternative water sources, such as recycled and reclaimed water, that are suitable for use to supplement the Gardens irrigation use and minimise overall consumption. Includes domestic applications and water features.	Temporary	Destroy 25 years after administrative use has concluded.
1.4.8		Records documenting the response to Government imposed water restrictions. Includes records of communication with the Government and applications for exemptions from all stages of restrictions.	Temporary	Destroy 15 years after administrative use has concluded.
1.5	<b>Fire Management</b>	The management of fire in the Gardens. Includes the handling of wildfires and the management of controlled (prescribed) burns and fire prevention.  [For records of fires affecting buildings or infrastructure, use the <i>General Retention and</i>		



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*GARDENS MANAGEMENT - Fire Management*

		<i>Disposal Authority for Common Administrative Functions.]</i>		
1.5.1		Records documenting planning for fire preparedness. Also includes records of controlled (prescribed) burns including fire permits, stakeholder consultation, operational records, reports and radio logs.	Temporary	Destroy 25 years after administrative use has concluded.
1.5.2		Records documenting fire control operations used for containment and suppression of wild fire outbreaks in the Gardens. Includes records of personnel, equipment and tactics used, operational records and reports and radio logs.	Temporary	Destroy 15 years after administrative use has concluded.
1.6	<b>Wildlife Management</b>	The monitoring, conservation and management of the wildlife that inhabits the Gardens.		
1.6.1		Records documenting the monitoring, conservation and management of threatened fauna species, including rare and endangered animals, where the Royal Botanic Gardens is the lead agency. Includes records of programs undertaken in conjunction with other organisations.	Permanent	Retain as State archives
1.6.2		Records documenting the monitoring, conservation and management of threatened fauna species, including rare and endangered animals, where the Royal Botanic Gardens is not the lead agency. Includes records of programs undertaken in conjunction with other organisations.	Temporary	Destroy 50 years after administrative use has concluded.

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS MANAGEMENT - Wildlife Management</i>				
1.6.3		Records documenting the management of non-threatened fauna such as amphibians, birds and mammals.	Temporary	Destroy 15 years after administrative use has concluded.
1.6.4		Records documenting the management of introduced pests and feral animals including foxes, rabbits and domestic animals.	Temporary	Destroy 15 years after administrative use has concluded.
2	<b>MANAGEMENT OF THE STATE BOTANICAL COLLECTION</b>	The management of the State Botanical Collection, which comprises botanical specimens, documents, paintings, photographs, drawings and other artistic material related to botany. Includes the acquisition, documentation, control, conservation, preservation and the provision of access to the Collection,		
2.1	<b>Collection Management</b>	The control, management, conservation and monitoring of the State Botanical Collection.		
2.1.1		Records documenting the acquisition, registration and disposal of items in the State Botanical Collection. Includes the creation, maintenance, management and enhancement of the documentation on the Collection.	Permanent	Retain as State archives
2.1.2		Records documenting the curation of the Collection. Includes monitoring, conservation and preservation processes to ensure curation is of an accepted museum standard including the use of integrated pest management programs to prevent damage by insects to the dried plant specimens.	Temporary	Destroy 25 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF THE STATE BOTANICAL COLLECTION - Collection Management</i>				
2.1.3		Records documenting the lending and borrowing of materials (including specimens) by the Royal Botanic Gardens with other organisations.	Temporary	Destroy 10 years after administrative use has concluded.
2.1.4		Records documenting compliance with State, Commonwealth and International legislation, regulations and protocols on biosecurity and scientific exchange of collections of preserved plant specimens (herbarium material).	Temporary	Destroy 10 years after administrative use has concluded.
2.2	<b>Botanical Enquiries</b>	The management of responses to enquiries for information about plants where the information is provided from resources within the State Botanical Collection.		
2.2.1		Records documenting responses to enquiries from the general public and external organisations where information is derived from the State Botanical Collection.	Temporary	Destroy 5 years after administrative use has concluded.
2.2.2		Records documenting information provided to health professionals such as medical practitioners on the identification and known effects of plants and fungi in relation to a poisoning or a suspected poisoning medical case.	Temporary	Destroy 25 years after administrative use has concluded.
3	<b>PUBLIC PROGRAMS</b>	The planning, development and delivery of public programs to enhance the visitor experience and attract new visitors.		

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*PUBLIC PROGRAMS - Education Programs Management*

3.1	<b>Education Programs Management</b>	The establishment and management of educational programs and activities for education and promotion of the Royal Botanic Gardens.		
3.1.1		Records documenting the development of education programs. Includes the development of programs for tertiary, secondary, primary or early childhood students. Includes school holiday programs and professional development opportunities for teachers.	Temporary	Destroy 10 years after program discontinued.
3.1.2		Resource materials developed for teachers, students and community groups. Includes lesson plans and learning and assessment strategies.	Temporary	Destroy 7 years after materials last referred to.
3.1.3		Records documenting the development of guided tours, walks, festivals, open days, information programs and environmental based talks.	Temporary	Destroy 10 years after event concluded.
3.1.4		Records documenting the scheduling and delivery of visitor and education programs to the public, including guided tours, walks and talks. Includes calendar entries, requests and confirmation of bookings and related arrangements.	Temporary	Destroy 7 years after last action.
3.2	<b>Visitor Management</b>	The management of visitors, including the conducting of market research, visitor surveys and the administration of entry schemes.		
3.2.1		Records documenting commissioned market research, including the use of focus groups, relating	Temporary	Destroy 10 years after market research concluded.

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*PUBLIC PROGRAMS - Visitor Management*

		to visitor experience, visitor needs and demographics. Includes final reports and analysis.		
3.2.2		Records documenting visitor surveys and monitoring of visitor numbers to the Gardens.	Temporary	Destroy 10 years after last action.
3.2.3		Records documenting the management of entry schemes to paid areas of the Gardens such as the Australian Garden. Includes concession programs such as special entry schemes and companion card schemes.	Temporary	Destroy 7 years after administrative use has concluded.
3.3	<b>Tourism Promotion</b>	The promotion of the Royal Botanic Gardens as a tourist destination for local, interstate and international tourists.		
3.3.1		Records documenting the planning, design and development of tourism campaigns that promote the Royal Botanic Gardens.	Temporary	Destroy 10 years after administrative use has concluded.
3.3.2		Records documenting the organisation, administration and staging of tourism campaigns or events.	Temporary	Destroy 7 years after the conclusion of event or campaign.
3.3.3		Records documenting awards received from other organisations. Includes the development of entries or submissions by the Royal Botanic Gardens.	Temporary	Destroy 15 years after date of competition.
3.3.4		Records documenting the development of entries or submissions by the Royal Botanic Gardens for awards from other organisations which are unsuccessful.	Temporary	Destroy 2 years after date of competition.

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*PUBLIC PROGRAMS - Merchandise Development*

3.4	<b>Merchandise Development</b>	The development and production of branded merchandise sold by and on behalf of the Royal Botanic Gardens.		
3.4.1		Records documenting the final design of merchandise designed specifically for, and commissioned by, the Royal Botanic Gardens.	Permanent	Retain as State archives
3.4.2		Records documenting the design of branded merchandise, not specifically designed for the Royal Botanic Gardens. Also includes records of the management and production of all merchandise, including the merchandise designed specifically for the Royal Botanic Gardens.	Temporary	Destroy 15 years after product is superseded or discontinued.
4	<b>RESEARCH MANAGEMENT</b>	The conducting of research into plants, particularly their variety and interrelationships with the environment of which they form a part (biodiversity); their discovery, naming and classification (taxonomy); their evolutionary and biogeographic relationships (systematics); and the conservation of Australian plants.		
4.1	<b>Conduct of research programs</b>	The management of research programs. Includes collaborative research projects undertaken with other organisations. Also includes the administration of research projects such as the approval of projects and the management of research permits and student projects supervised by Royal Botanic Gardens staff.		

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH MANAGEMENT - Conduct of research programs</i>				
4.1.1		<p>Records documenting original research conducted by the Royal Botanic Gardens.</p> <p>Includes research into biodiversity such as the classification and evolution of plants; nature conservation, habitat management, non-threatened and threatened species, wildlife, ecosystems, and programs that impact upon the environment; avoidance or reduction of the impact of disease, infestation or pathogen attack (including pests, weeds and fungal infestations and biological control mechanisms).</p> <p>Also includes research into the conservation of Victoria's rare plants, including whether to propagate and replant species into their natural environments after threats like grazing animals or weeds have been managed. Includes management of plants in situ (process of protecting an endangered plant in its natural habitat), including plants survey and monitoring, habitat protection, revegetation projects and translocation.</p> <p>Also includes ecological research (the relationship between organisms and their environment and each other) in urban areas and the effect of urbanization on flora, fauna and ecology. Includes nature conservation, habitat management, non-threatened and threatened species, and wildlife, and terrestrial, marine and freshwater ecosystems. Includes reports and published articles that contribute to the conservation and management of species and ecosystems in urban areas.</p>	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>RESEARCH MANAGEMENT - Conduct of research programs</i>				
4.1.2		Records that facilitate the development of original research. Includes inputs into research that has been analysed and reproduced.	Temporary	Destroy 7 years after research is concluded.
4.1.3		Records documenting the administration of projects and collaboration with other organisations, including the Australian Biological Resources Survey, the Victorian Conservation Seedbank and Fungimap. Includes grant progress reports, studentships and fellowships.	Temporary	Destroy 7 years after administrative use has concluded.
4.1.4		Records documenting research collecting permits issued to Royal Botanic Gardens staff by other government agencies authorising the collection of biological specimens on Crown lands for research purposes.	Temporary	Destroy 10 years after administrative use has concluded.
5	<b>GARDENS ADMINISTRATION</b>	The management and administration of the Gardens, not related to managing the plants of the Gardens. [For the management of plants, see GARDENS MANAGEMENT.]		
5.1	<b>Enforcement and Compliance</b>	The enforcement of the regulations of the Royal Botanic Gardens and compliance with the regulations of other organisations. Includes efficient energy management and compliance activities.		
5.1.1		Records documenting the administering and enforcing of Royal Botanic Gardens regulations. Includes visitor compliance with regulations relating to dog management, loud music, erection of	Temporary	Destroy 7 years after resolution of the matter.



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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS ADMINISTRATION - Enforcement and Compliance</i>				
		marquees and ball games. Includes records of penalty notices issued.		
5.1.2		Records documenting the issuing of permits for events and outdoor entertainment conducted by other organisations on Royal Botanic Gardens property. Also includes operational records relating to the setting up and moving out of events.	Temporary	Destroy 7 years after the event has concluded.
5.1.3		Records documenting the administration and use of the Royal Botanic Gardens' car parks, including the issuing of car parking permits for use by staff, visitors and tenants.  [For the maintenance of the car parks, use class 5.2.2.]	Temporary	Destroy 7 years after administrative use has concluded.
5.1.4		Records documenting applications for permission for site access for photography and filming by organisations and individuals. Includes records of permits, public liability requirements, and publication and broadcast clearances.	Temporary	Destroy 3 years after last action.
5.1.5		Records documenting efficient energy management initiatives and programs.	Temporary	Destroy 7 years after administrative use has concluded.
5.1.6		Records documenting planning applications submitted by the Royal Botanic Gardens relating to the management and development of the Gardens. Includes applications to Heritage Victoria and municipal councils.	Temporary	Destroy 15 years after applications have been finalised.

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No	Function/Activity	Description	Status	Disposal Action
<i>GARDENS ADMINISTRATION - Enforcement and Compliance</i>				
5.1.7		<p>Records documenting the review of external planning applications where the Royal Botanic Gardens have made comment.</p> <p>Includes the review of applications for development projects and dwellings that are in the planning areas that adjoin the Gardens and comment has been made as the application may impact on the Gardens. Comments may relate to visual amenity, car parking, noise disruptions and disruptions to ingress and egress to the Gardens or changes to wind patterns which can affect tree growth.</p>	Temporary	Destroy 15 years after applications have been finalised.
5.1.8		<p>Records documenting the review of external planning applications where the Royal Botanic Gardens have not made comment.</p> <p>Includes the review of applications for development projects and dwellings that are in the planning areas that adjoin the Gardens and comment has not been made as the application does not impact on the Gardens.</p>	Temporary	Destroy 5 years after applications have been finalised.
5.2	<b>Infrastructure Management</b>	<p>The construction, management and maintenance of Gardens infrastructure.</p> <p>Excludes the management and maintenance of buildings and water-related infrastructure.</p> <p>[For the construction, management and maintenance of buildings use the <i>General Retention and Disposal Authority for Common Administrative Functions.</i>]</p>		

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No	Function/Activity	Description	Status	Disposal Action
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*GARDENS ADMINISTRATION - Infrastructure Management*

		[For the construction, management and maintenance of water-related infrastructure see Water Management.]		
5.2.1		Records documenting the design, installation and maintenance of signage, including plant signs and labels.	Temporary	Destroy 10 years after replacement or removal of signage.
5.2.2		Records documenting the construction, management and maintenance of infrastructure such as tracks, roads, paths, fences, sculptures and other structures. Includes maintenance of the Royal Botanic Gardens' car parks.	Temporary	Destroy 7 years after last action.