

Records disposal schedule

Geoscience Services

Department of Industry, Tourism and Trade

Disposal Schedule No. 2022/004

October 2022

For information and advice, please contact
Records Service
Department of Corporate and Digital Development
GPO Box 2391
Darwin NT 0801

Email: NTG.RecordsPolicy@nt.gov.au
Telephone: 08 8999 1781
Facsimile: 08 8924 3880
Website: <https://dcdd.nt.gov.au/government-records>

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Preamble

Introduction

The *Information Act 2002* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

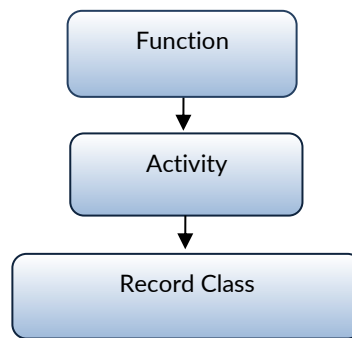
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

¹ S.145 Information Act 2002

² S.136A(3) Information Act 2002

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and disposal action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act 2002, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,

- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Geoscience Services of the Department of Industry, Tourism and Trade.

Scope

Application of this Records Disposal Schedule is mandatory for Geoscience Services records of the Department of Industry, Tourism and Trade.

This Records Disposal Schedule applies to Geoscience Services records in all formats.

Responsibility

The Chief Executive Officer of the Department of Industry, Tourism and Trade is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with s 136B of the *Information Act 2002*.

Disposal Schedule No. 2022/004 was approved by the Senior Director of Library & Archives NT (the Archives Service), Director Digital Policy and Data Strategy (the Records Service), and the Chief Executive of the Department of Industry, Tourism and Trade on 5 October 2022 and is effective immediately.

Regulatory framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Geothermal Energy Act 2008*
- *Geothermal Energy Regulations 2009*
- *Mineral Titles Act 2010*
- *Mineral Titles Regulations 2011*
- *Petroleum Act 1984*
- *Petroleum (Prospecting and Mining) Act 1980*
- *Petroleum Regulations 2020*
- *Petroleum (Submerged Lands) Act 1981*
- *Petroleum (Submerged Lands) (Application of Commonwealth Laws) Regulations 2004*
- *Petroleum (Submerged Lands) Regulations 1987*
- *Information Act 2002*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:Records Management.

Related documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Industry, Tourism and Trade
- current authorised disposal schedules for Department of Industry, Tourism and Trade
- current authorised general disposal schedules.

Normal administrative practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (e.g. information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these.

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Acknowledgement

The Archives Service and the Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Archives Service. The terms in the classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance checklist

| | | | |
|---|--------------------------|---|--------------------------|
| <p>Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records.</p> | <input type="checkbox"/> | <p>Stop applying sentences from previous schedules that have been revoked or amended.</p> | <input type="checkbox"/> |
| <p>Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the Archives Service and Records Service.</p> | <input type="checkbox"/> | <p>Retain all records in good order and condition to be available for retrieval during the retention period.</p> | <input type="checkbox"/> |
| <p>Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records.</p> | <input type="checkbox"/> | <p>Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic.</p> | <input type="checkbox"/> |
| <p>Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule.</p> | <input type="checkbox"/> | <p>Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records.</p> | <input type="checkbox"/> |
| <p>Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format.</p> | <input type="checkbox"/> | <p>Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation.</p> | <input type="checkbox"/> |
| <p>Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system.</p> | <input type="checkbox"/> | <p>Inactive records can be transferred to offsite service providers providing they have been sentenced.</p> | <input type="checkbox"/> |
| <p>Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record.</p> | <input type="checkbox"/> | <p>Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction.</p> | <input type="checkbox"/> |
| <p>Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly.</p> | <input type="checkbox"/> | <p>Do not destroy records that are not described in an authorised records disposal schedule.</p> | <input type="checkbox"/> |
| <p>Identify records that require re-sentencing where a previous disposal schedule has been superseded.</p> | <input type="checkbox"/> | <p>Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service.</p> | <input type="checkbox"/> |

Disposal Schedule

1. Geoscience Services

The function of collecting and providing geoscientific information to the community, national and international stakeholders and the promotion of minerals and energy opportunities for future investment attraction in the Northern Territory. Includes the management and distribution of data in relation to geology, mineral and energy resources of the Northern Territory, including the management of core sample submissions and statutory industry reports required under the relevant legislation.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.1.1 | Records documenting the provision and receipt of formal advice to the Minister and other government bodies in relation to geoscience services with regards to legislation, data delivery, mining and petroleum resources and exploration and mining development. Includes ministerials, briefing notes and other related correspondence. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.1.2 | Records documenting advice provided on exploration applications and other activities under the <i>Mineral Titles Act 2010</i> , the <i>Petroleum Act 1984</i> and the <i>Geothermal Energy Act 2009</i> and other relevant acts in relation to geoscience by Northern Territory Geological Survey. Includes business papers. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| | Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – COMMUNITY RELATIONS – ENQUIRIES for records documenting requests for routine information in relation to the Northern Territory Geological Survey products, programs and services. | |

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Geoscience Services

The function of collecting and providing geoscientific information to the community, national and international stakeholders and the promotion of minerals and energy opportunities for future investment attraction in the Northern Territory. Includes the management and distribution of data in relation to geology, mineral and energy resources of the Northern Territory, including the management of core sample submissions and statutory industry reports required under the relevant legislation.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and / or exchange of letters between parties, as well as informal agreements.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|--|
| 1.2.1 | <p>Records documenting the establishment, negotiation, maintenance and review of agreements with other government organisations or bodies in relation to geoscience research projects, joint ventures and secondments, such as with Geoscience Australia, AuScope, CSIRO and Universities.</p> <p>Includes data sharing agreements, memoranda of understanding and related correspondence.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.3 Authorisations

The processes of seeking and granting permission to undertake requested action.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|--|
| 1.3.1 | <p>Records documenting authorisation given for public release of reports, data, drill core, cuttings, and geological samples under the relevant Acts.</p> <p>Includes business memoranda, ministerials, gazette notices and related correspondence.</p> <p>May include formal objections, applications to extend confidentiality periods, requests for access to confidential reports, data, drill core, cuttings and geological samples and correspondence seeking permission of titleholders or operators to provide material or access to material before it is released to the public. Includes applications, objections and requests that may have been refused.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |
| 1.3.2 | <p>Records documenting authorisation of preliminary exploration of land (airborne surveys) under the <i>Mineral Titles Act 2010</i>.</p> <p>May include ministerial approval for airborne geoscientific surveys, refusal of the application for airborne geoscientific surveys, requests for further information and business recommendations as required under the <i>Mineral Titles Act 2010</i>.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |
| 1.3.3 | <p>Records documenting ministerial approval given to persons to give an amalgamated report for the annual reports or expenditure reports for 2 or more of the mineral titles in pursuant of the <i>Mineral Titles Regulations 2011</i>.</p> <p>Includes terms and conditions and business memoranda.</p> <p>May include applications that have been refused by the Minister, cancellations of an approved amalgamated reporting</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.3 Authorisations

The processes of seeking and granting permission to undertake requested action.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| | group or applications to modify an existing amalgamated group, such as nominating a later date, adding or removing titles from the group of titles to which the amalgamated reporting applies. | |
| 1.3.4 | Records documenting ministerial approval given to persons to send core and cuttings overseas before submission under relevant Acts. Includes terms and conditions and business memoranda. May include applications that have been refused by the Minister and request for variations. | PERMANENT Transfer to the Archives Service 30 years after action completed |

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1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.4.1 | Records documenting high level committees in relation to geoscience services where the member is representing the Northern Territory Government, such as the COAG Energy Council Geoscience Working Group and the Government Geoscience Information Committee, including inter-departmental committees convened by the Northern Territory Geological Survey. Includes business papers, agendas, minutes, out of session papers and related correspondence. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.4.2 | Records documenting inter-departmental committees and internal committees that have not been convened by the Northern Territory Geological Survey. Includes agendas, minutes and discussion papers. | TEMPORARY Destroy 10 years after action completed |

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1. Geoscience Services

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1.5 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.5.1 | <p>Geoscientific and technical reports and other scientific data received by the Northern Territory Geological Survey from researchers, explorers and title holders in compliance with relevant legislation such as the <i>Mineral Titles Act 2010</i>, <i>Petroleum Act 1984</i> and the <i>Geothermal Energy Act 2009</i> and other relevant Acts that have been publicly released once their statutory confidentiality period ceases, including reports that have not been publicly released.</p> <p>Includes exploration, production and reserves reports, expenditure reports and associated data.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed unless exemption granted under the <i>Information Act 2002</i></p> |
| 1.5.2 | <p>Records documenting requests and related correspondence to and from explorers and title holders in relation to submissions of geoscientific and technical reports, data, core, cuttings and other geological samples received or requested by the Northern Territory Geological Survey.</p> <p>May include negotiations of extension dates for reporting requirements.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |
| 1.5.3 | <p>Records documenting notification of a significant discovery report to the Minister by a titleholder as required under the <i>Mineral Titles Act 2010</i>.</p> <p>Includes written notifications and ministerials.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.6 Conferences

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. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.6.1 | <p>Reports and addresses from conferences, seminars or forums hosted by the Northern Territory Geological Survey in relation to geoscience, such as the Annual Geoscience Exploration Seminar (AGES).</p> <p>Includes business papers, briefing reports and copies of presentation reports, ministerial speeches, briefing notes, delegate lists and other supporting documentation.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> <p>One copy of published proceedings to be deposited with the Northern Territory Library in accordance with the <i>Publications (legal Deposit) Act 2004</i> and one copy to be deposited with the National Library of Australia in accordance with the <i>Copyright Act 1968</i>.</p> |
| 1.6.2 | <p>Reports, presentations and addresses from conferences, seminars or forums where staff of the Northern Territory Geological Survey staff have presented at geoscientific conferences like the Australasian Exploration Geoscience Conference and the Australasian Earth Sciences Convention. May include after-conference reports by staff.</p> | <p>TEMPORARY</p> <p>Destroy 10 years after conference</p> |
| 1.6.3 | <p>Records documenting the administrative arrangements for conferences, seminars or forums arranged by Northern Territory Geological Survey.</p> <p>Includes records relating to the development of the program, invitations to speakers and responses, registrations, venue bookings, sponsorship agreements, accommodation and transport arrangements and catering arrangements.</p> | <p>TEMPORARY</p> <p>Destroy 5 years after action completed</p> |

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1. Geoscience Services

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1.7 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.7.1 | <p>Northern Territory Geological Survey Geoscience Information Systems that are internal business systems, including file systems, data sets and data types.</p> <p>Includes:</p> <ul style="list-style-type: none"> - geology including drilling and geochemistry - geophysical survey images and remote sensing - geophysical data eg Magnetic, radiometric, gravity and seismic data - mineral occurrences - indexes to open file reports and geophysical surveys - mineral exploration industry reports and data - energy exploration reports and data - Northern Territory Geological Survey Products - Core sampling reports and data - Catalogue of drill core and cuttings - Hyperspectral data - 3D Models | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>.</p> <p>(Manage and migrate data to new platform during system upgrades)</p> |
| 1.7.2 | <p>Geoscience field notebooks and templates.</p> <p>Includes geological observations, measurements, sketches, sample details, mapping, magnetism levels, and locations.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.7 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.7.3 | <p>Records documenting history of access or change to data for Geoscience information systems that are publicly accessible, such as STRIKE (Spatial Territory Resource Information Kit for Exploration) and GEMIS (Geoscience Exploration and Mining Information System) and Core Library Catalogue and GIWS (Geophysical Image Web Server).</p> <p>Data available through these systems include:</p> <ul style="list-style-type: none"> - title applications - granted titles and reserved areas - geology including drilling and geochemistry - geophysical and remote sensing images - mineral occurrences - indexes to open file reports and geophysical surveys - mineral exploration industry reports and data - energy exploration reports - Northern Territory Geological Survey Products - Core sampling reports and data - Catalogue of drill core and cuttings - Geophysical data eg Magnetic, radiometric, gravity and seismic data - Digital elevation data - Hyperspectral data | <p>TEMPORARY</p> <p>Destroy 5 years after system is superseded, either through upgrade or major modification, and any data supported is migrated or destroyed</p> |
| | <p>Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government – TECHNOLOGY AND TELECOMMUNICATIONS for records documenting acquisitions of software, application development, modelling, software licences, managing security, and contracting out and tendering with regards to developing and upgrading systems. Use also for implementation of system projects, including collaborative system projects with other government bodies or organisations.</p> | |

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Geoscience Services

The function of collecting and providing geoscientific information to the community, national and international stakeholders and the promotion of minerals and energy opportunities for future investment attraction in the Northern Territory. Includes the management and distribution of data in relation to geology, mineral and energy resources of the Northern Territory, including the management of core sample submissions and statutory industry reports required under the relevant legislation.

1.8 Core Submissions and Facility Services

The activities associated with managing core and other geological submission applications and sampling requests. Includes the management of the geological sample storage facilities.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.8.1 | Records documenting applications to submit drill cores, cuttings and other geological samples to the Minister as required under the <i>Mineral Titles Act 2010</i> by the title holder and for the submission under the <i>Petroleum Act 1984</i> , the <i>Geothermal Energy Act 2009</i> and other relevant Acts. Also includes submission documentation of core and cuttings by donation or on the behalf of other agencies eg water bore cuttings. Includes disposal documentation of geological samples by title holders and operators authorised by the Minister, and other supporting documentation. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.8.2 | Core facility sampling reports received by Northern Territory Geological Survey (NTGS) as a condition of access and sub-sampling of drill core, cuttings and other geological samples. Includes drillhole details, copies of raw data, copies of contractor reports and other supporting information. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.8.3 | Records documenting approved request forms for the provision of access to core, cuttings and other geological samples from explorers, researchers and other government bodies for the purpose of sampling, such as geochemistry, petrology or other. | TEMPORARY Destroy 15 years after action completed |
| 1.8.4 | Records documenting correspondence in relation to access arrangements for geological samples. | TEMPORARY Destroy 5 years after action completed |

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Geoscience Services

The function of collecting and providing geoscientific information to the community, national and international stakeholders and the promotion of minerals and energy opportunities for future investment attraction in the Northern Territory. Includes the management and distribution of data in relation to geology, mineral and energy resources of the Northern Territory, including the management of core sample submissions and statutory industry reports required under the relevant legislation.

1.8 Core Submissions and Facility Services

The activities associated with managing core and other geological submission applications and sampling requests. Includes the management of the geological sample storage facilities.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|--|
| | Includes requests for earlier public release and for a person to remove part of a geological sample for analysis and records documenting the follow up of outstanding reports required as condition of approval to access core samples. | |
| 1.8.5 | Records documenting applications for the provision of access to core samples, cuttings and other geological samples that have been declined by the Northern Territory Geological Survey. Includes forms, correspondence and other supporting information. | TEMPORARY Destroy 7 years after action completed |
| 1.8.6 | Records documenting the management of core facilities both in Darwin and Alice Springs. Includes collection management excluding the core library catalogue, relocations, disposals, security and commercial storage arrangements with other organisations. | TEMPORARY Destroy 30 years after action completed |
| | Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government – PROPERTY MANAGEMENT - MAINTENANCE for records documenting routine upkeep, repair and maintenance activities such as cleaning, painting, pest control and ground maintenance. | |
| | Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government – EQUIPMENT AND STORES - MAINTENANCE for records documenting repairs, maintenance to equipment such as the core saws, instruments and field equipment. | |

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1. Geoscience Services

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1.9 Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and disaster plan objectives to safeguard against data loss or corruption.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.9.1 | <p>Primary data administration records for geoscience information systems, data sets and data types which provide context for and describe disposition of data over time.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Indexes, data dictionaries, data scheme and vocabularies used to describe imagery and data by NT Geological Survey - Disposal Actions | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>.</p> <p>(Manage and migrate data to new platform during system upgrades)</p> |

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1.10 Geoscience Research

The activities involved in undertaking geoscience research to gain knowledge and data on the Territory's geology and resources and to support and grow the minerals and petroleum exploration industry.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|--|
| 1.10.1 | <p>Records documenting geoscience research by the Northern Territory Geological Survey where there has been a geoscientific decision or policy as an outcome that goes beyond a geoscientific project, such as defining geological provinces and revising the geological framework within the Northern Territory.</p> <p>Also includes observations, measurements, spatial and interpreted data, geological mapping, geophysical surveys, geochemistry, compilations of data from multiple sources including industry, regional prospective assessments and commodity studies aimed at identifying resource potential and support industry exploration within the Northern Territory.</p> <p>Includes updates, corrections, maintaining and improving data quality of geoscience data.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |
| 1.10.2 | <p>Records documenting the project administration of geoscience research projects, including joint ventures with other government bodies and organisations in relation to geoscience programs, such as Geoscience Australia and CSIRO.</p> <p>Includes performance reports, negotiations, memoranda of understanding, ministerials, briefing notes, business recommendations, consultation notes with Aboriginal Traditional Owners and landowners, field plans, draft reports and spatial datasets up to the stage they are provided to the publication team and related correspondence.</p> | <p>TEMPORARY</p> <p>Destroy 20 years after project completed</p> |
| | Use CONTROL for Geoscience field notebooks and templates. | |

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| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|----------------------------|
| | Use REPORTING for records documenting final reports produced by the Northern Territory Geological Survey, including joint reports with other collaborative organisations such as Geoscience Australia. | |
| | Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – CONTRACTING OUT for records documenting contracts in relation to geoscience services, such as geochemical analytical services, petrographic and survey mapping services. | |
| | Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – TENDERING for records documenting tendering activities by the Northern Territory Geological Survey, such as for airborne geophysical surveys, drilling services and petrological, mineralogical and analytical services. | |

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1.11 Grant Allocation

The process of administering the provision of grants to other organisations.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.11.1 | <p>Records documenting successful applications from non-government sources for grant funding offered by Northern Territory Geological Survey, such as under the Geophysics and Drilling Collaborations Program.</p> <p>Includes written letters of acknowledgement, letters of acceptance and copies of contracts, receipts, status reports and invoices.</p> <p>May include requests for extensions with regards to final reports and withdrawal notifications or inability to complete the approved program.</p> | <p>TEMPORARY</p> <p>Destroy 20 years after action completed</p> |
| 1.11.2 | <p>Records documenting unsuccessful applications from non-government sources for grant funding.</p> <p>Includes written notifications of decision and related correspondence.</p> | <p>TEMPORARY</p> <p>Destroy 10 years after action completed</p> |
| 1.11.3 | <p>Records documenting the assessment and recommendations of the assessment panel in relation to grant funding applications. Includes copies of applications, selection matrix and other supporting documents.</p> | <p>TEMPORARY</p> <p>Destroy 20 years after action completed</p> |
| 1.11.4 | <p>Records documenting the establishment of the Northern Territory Geological Survey Grants Scheme, including the reviews of the scheme, modifications to the scope, implementation plans, processes for each round and announcements of dates.</p> | <p>TEMPORARY</p> <p>Destroy 10 years after action completed</p> |

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1.12 Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|--|
| 1.12.1 | <p>Records documenting the implementation of the Northern Territory Geological Survey strategic plans, roadmaps, information management framework.</p> <p>Includes key direction statements and initiatives in relation to geoscience services, ministerials, business memoranda and performance reports.</p> | <p>PERMANENT Transfer to NT Archives Service 30 years after action completed</p> |

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1.13 Library Services

The activities associated with managing the library collection, including inter library loans and donations and distribution of products.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|---|
| 1.13.1 | Records documenting the management of the Northern Territory Geological Survey library's collection, such as books, journals, government reports and maps in relation to geoscience. Includes inventories, subscriptions, documentation on donations received and the culling of the library collection. | TEMPORARY Destroy 5 years after action completed |
| 1.13.2 | Records documenting loans of publications by departmental staff, including inter library loan requests such as for books and journal articles by members of the public. | TEMPORARY Destroy 1 year after action completed |
| | Use the Records Disposal Schedule Administrative Functions of the Northern Territory Government PUBLISHING for records documenting the production and distribution of products. | |

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1.14 Marketing and Promotion

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|--|
| 1.14.1 | <p>Records documenting marketing and promotion campaigns to raise the Northern Territory Geological Survey profile and increase exploration expenditure in the Northern Territory, such as investment presentations.</p> <p>Includes advertising a particular service, product, program or event.</p> | <p>TEMPORARY Destroy 10 years after action completed</p> |

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1.15 Mining Development

The activities associated with facilitating companies with the planning and approvals processes for their prospective mining projects.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|---|--|
| 1.15.1 | <p>Records documenting the provision of advice and assistance to companies for their mining development proposals also known as Notice of Intent or Referral documents.</p> <p>Includes copies of mining development project proposals, the facilitation of approvals with various regulatory authorities, such as environmental approvals, mining approvals, transport approvals, and other licence and permit approvals, including, Commonwealth approvals. Also includes Gantt charts, project schedules, budget spreadsheets, advice on feasibility studies and other written correspondence.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.16 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.16.1 | Final versions of strategic management plans and roadmaps in relation to geoscience services, including the Northern Territory Geological Survey Information Management Framework. Includes business papers, ministerials and briefing notes. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.16.2 | Records documenting the development of strategic management plans. Includes formal draft versions, consultation notes, background research and related correspondence. | TEMPORARY Destroy 10 years after action completed |

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1.17 Policy

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.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|--|
| 1.17.1 | <p>Final versions of policies and guidelines in relation to geoscience services, such as the Core Sampling Policy and Guidelines, and the Mineral Reporting Guidelines.</p> <p>Includes ministerials, policy proposals, background research, consultation notes and formal draft versions.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.18 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|--|
| 1.18.1 | <p>Final versions of procedures and templates for the Northern Territory Geological Survey, such as the Geological Sample Submission Form and the Resource Reserves Summary Template.</p> <p>Includes ministerials, policy proposals, background research, consultation notes and formal draft versions.</p> | <p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p> |

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1.19 Reporting

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 an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Class No. | Description of Records | Status and Disposal Action |
|-----------|--|---|
| 1.19.1 | Master set of project reports that are not published, including consultant reports, progress reports, sample analysis reports and specific guidelines in relation to geoscience. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.19.2 | Records documenting reports in relation to geoscience information, such as the Potential mining developments in the NT report prepared by the Northern Territory Geological Survey. Includes business memoranda, internal detailed reports to senior management, briefing notes to the Minister and file notes. | PERMANENT Transfer to the Archives Service 30 years after action completed |
| 1.19.3 | Records documenting internal management reports, such as monthly activity reports in relation to Geoscience Services operations and including performance reports against strategic management plans. | TEMPORARY Destroy 10 years after action completed |
| | Use the Records Disposal Schedule Administrative Functions of the Northern Territory Government – PUBLISHING for records documenting master set of geoscientific reports and product datasets created by the Northern Territory Geological Survey. | |

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