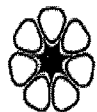


NORTHERN TERRITORY
ARCHIVES SERVICE
&
DEPARTMENT OF
INDUSTRIES & BUSINESS

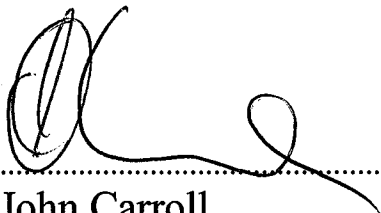
Disposal Schedule for Business Services Records
of the
Department of Industries & Business

Disposal Schedule No. 2001/10 (BSDIB)



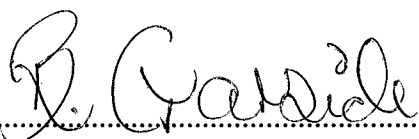
Northern Territory Government

Authority is hereby granted for disposal of records in accordance with the provisions specified in this schedule



.....
John Carroll
Chief Executive Officer
Department of Industries and Business

Dated...12/11/01.....



.....
Barry Garside
Acting Director
Northern Territory Archives Service

Dated...8/11/2001.....

DISPOSAL SCHEDULE FOR BUSINESS SERVICES RECORDS OF THE DEPARTMENT OF INDUSTRIES & BUSINESS

Introduction

NT Cabinet Decision No. 3035 of 1983 authorised the establishment of the Northern Territory Archives Service (NTAS) to promote the efficient and economic management of NT Government records. The Decision also directed that no NT Government agency could dispose of its records without the approval of the NTAS. This approval is given in the form of records disposal schedules.

Records Disposal Schedules

There are two types of records disposal schedules - general disposal schedules and agency specific records disposal schedules.

General disposal schedules are intended to provide disposal coverage for those records common to most or all NT Government agencies. There are presently three general disposal schedules – the *Disposal Schedule for Administrative Records of the Northern Territory Government*, the *Disposal Schedule for Financial Management Records of the Northern Territory Government* and the *General Disposal Schedule for Human Resource Management Records*. These can be used by all NT Government agencies for the disposal of records of this type.

Agency specific records disposal schedules are drawn up in consultation between the Northern Territory Archives Service and the agency controlling the records and relate to those records which are unique to that specific agency.

The Business Services Disposal Schedule

This disposal schedule applies to records of Business Services, Department of Industries & Business, created by that agency in accordance with its functions.

Storage and Destruction of Records

Further authorisation by the NTAS for destruction of records in accordance with the provisions of this schedule is not required. However, notification of the destruction to the NTAS is required using the form 'Notification of Destruction of Records'. Copies may be made from the form which appears at the back of this schedule.

The NTAS no longer provides storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

Normal Administrative Practice

The destruction of ephemeral material such as reference copies of records, external publications and circulars is covered by Normal Administrative Practice (NAP). This provides for the routine permissible destruction of non essential material in the course of day to day business without formal authorisation from the NTAS. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

**DISPOSAL SCHEDULE FOR
BUSINESS SERVICES RECORDS OF
DEPARTMENT OF INDUSTRIES & BUSINESS**

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.	BUSINESS SERVICES	
1.1	GRANT FUNDING	
1.1.1	Commonwealth funded programs providing grants, by way of subsidies to existing business including National Industry Extension Service (NIES)	TEMPORARY Destroy 6 years after acquittal of grant
1.1.2	Applications for grants made by Industry Associations and private sector entities for the purpose of operational shortfall funding for business purposes. Includes Industry Associations; Industry Development; Awards; Youth; Export Marketing Assistance Scheme (EMAS); Sponsorship; or Business Growth funding under a variety of specific assistance programs	TEMPORARY Destroy 6 years after acquittal of grant
1.2	LOAN MANAGEMENT	
1.2.1	New Enterprise Incentive Scheme (NEIS) Records relating to loans provided and where action has been taken to write off outstanding loans	TEMPORARY Destroy 12 years after action completed
1.2.2	New Enterprise Incentive Scheme (NEIS) Records relating to loans allocated for starting a new business provided to unemployed persons	TEMPORARY Destroy 5 years after acquittal of loan

NORTHERN TERRITORY ARCHIVES SERVICE

NOTIFICATION OF DESTRUCTION OF RECORDS

This form is to be returned to: Northern Territory Archives Service
GPO Box 874
Darwin NT 0801
Ph: (08) 8924 7677 or Fax: (08) 8924 7660
Email: nt.archives@nt.gov.au

1. Agency Title:

2. Agency Division/Branch:

3. Address:

4. Contact Officer:

Phone No:

5. Authorised Disposal Schedule(s) used to Destroy Records:

6. Method of Destruction:

Date:

7. Description of Records Destroyed:-

Disposal Schedule(s) & Class No(s).	Records Title and/or Description	Date Range	Quantity in Shelf Metres

8. I hereby notify that the above information is an accurate description of the records destroyed and that they were destroyed under the provisions of an authorised records disposal schedule.

Agency Representative:

Date: