



Records disposal schedule

Records Disposal Schedule Water Supply and Wastewater Services Power and Water Corporation

Disposal Schedule No. 2019/014

December 2019

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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.

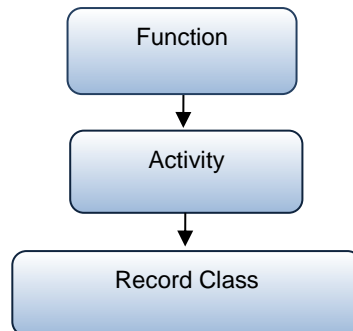
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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.

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 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 Water Supply and Wastewater Services of the Power and Water Corporation.

Scope

Application of this Records Disposal Schedule is mandatory for Water Supply and Wastewater Services records of the Power and Water Corporation.

This Records Disposal Schedule applies to Water Supply and Wastewater Services records in all formats.

Responsibility

The Chief Executive of the Power and Water Corporation 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. 2019/014 was approved by the Senior Director of Library & Archives NT (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Power and Water Corporation on 11 December 2019 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule Water Supply and Wastewater Services of the Power and Water Corporation 2004/18 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Water Act 1992*
- *Water Supply and Sewerage Service Act 2000*
- *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 Power and Water Corporation
- current authorised disposal schedules for Power and Water Corporation

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 (eg 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.

Notification of Destruction

Retain Notification of Destruction of all records when required.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

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 Senior Director, Library & Archives NT. The terms in the business 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	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> 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 NT Archives Service and NT Records Service	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/> 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	<input type="checkbox"/> 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
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> 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	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> 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	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> 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	<input type="checkbox"/> Retain Notification of Destruction of all records when required
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service

Disposal Schedule

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.1 Acquisition

The process of gaining ownership or use of equipment, stores, services and other items required in the conduct of business where there is no tendering, quotation or contracting out process.

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting acquisition of easements to construct a sewer or to lay water mains or pipes.</p> <p>Includes notifications to owners of the land,</p> <p>May include receipt for debts incurred payable to the owners of the land.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.2 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
1.2.1	<p>Records documenting the provision of major advice between the Power and Water Corporation, the Minister, and other government and regulatory bodies in relation to water supply and wastewater services.</p> <p>Includes responses to cabinet submissions, responses to development proposals, notices of intents, environmental impact statements and due diligence checks.</p> <p>Includes ministerial and briefing notes.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.2.2	<p>Records documenting notifications for restrictions of water supply or sewerage services by the Minister in respect to specified parts of, or the whole of the Northern Territory, including terms and conditions.</p> <p>Includes business memoranda and ministerials, briefing notes.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.2.3	<p>Records documenting specific advice with regards to servicing a property, where a detailed response has been given in relation to water supply and wastewater services such as how to save water, chlorination and access to water infrastructure.</p> <p>Includes ministerial and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 50 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.2 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
1.2.4	Records documenting routine advice or opinions received or given where a detailed response has not been provided in relation to water supply and wastewater services.	TEMPORARY Destroy 10 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.3 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
1.3.1	Records documenting the establishment, negotiation and review of major agreements in relation to water supply and wastewater services, such as with other government departments. Includes memorandum of understandings and ministerials.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements in water supply and wastewater services, such as emergency use of bores and supply of recycled effluent for irrigation of sporting and recreational areas such as the Italian Club or the NT Rugby Union. Includes draft agreements, memoranda of understanding, contracts, and other related correspondence.	TEMPORARY Destroy 10 years after expiry or termination of agreement

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.4 Asset Management

The processes associated with the developing, management and disposal of assets, including costs, risk assessments and performance attributes.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting the management of infrastructure assets in relation to water supply and wastewater services.</p> <p>Includes commissioning, decommissioning plans, condition monitoring, notification of work orders, surveillance reports and condition reports.</p> <p>Includes drawings, plans and specifications, operations and maintenance manuals and emergency action plans.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.5 Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting final audit reports in relation to water supply and wastewater services where findings have impacted policy and matters have been reported to the Minister or generated public wide interest. Includes ministerials, business recommendations, findings and other supporting documentation.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting the planning and conduct of internal and external audits into water supply and wastewater services. Includes file notes and related correspondence.	TEMPORARY Destroy 7 years after audit completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting declarations by the Minister of an area to be a water supply licence area or a sewerage services licence area, including variations, surrenders, suspensions or cancellations as required under the Act.</p> <p>Includes applications to have an area declared a water supply or sewerage services licence area to the Utilities Commission, supporting documentation and gazette notices.</p> <p>Includes receipts of licence fees, annual returns to the Utilities Commission, extracts of documentation, copies of asset management plans, copies of codes, reports of minimum standards of service, audit reports, financial reports, notifications of changes to officers, compliance reports, service plans for the licenced area.</p> <p>May include applications that have been refused by the Minister, including variation applications, transfer of licences, terms and conditions, written appeals of decisions to the Supreme Court, transcripts and court orders.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.6.2	<p>Records documenting Ministerial delegations to persons of any of his or her powers and functions as required under the <i>Water Supply and Sewerage Services Act</i>.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.6.3	<p>Records documenting applications for product approvals for use in water supply and sewerage systems belonging to the Power and Water</p>	<p>TEMPORARY</p> <p>Destroy 100 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	Corporation, including reassessments on approved products that have expired. Includes applications, technical data, certificates, test reports, drawings, schedules, quality inspection plans, test plans and other product information.	
1.6.4	Records documenting permits and licences for staff in relation to water supply and wastewater services, such as permits for staff to enter aboriginal land, and licences to possess or store dangerous goods for water treatment plant sites under the Northern Territory Dangerous Goods Act.	TEMPORARY Destroy 10 years licence / permit expires
1.6.5	Records documenting approved applications for bulk wastewater agreements with clients. Includes applications, monthly checklists, emergency response plans, environment protection licences and weekly check lists. May include unsuccessful or withdrawn applications.	TEMPORARY Destroy 7 years after agreement expires or is cancelled or action completed
1.6.6	Records documenting appointment of services officers as required under the Water Supply and Sewerage Services Act. Includes ministerials, terms and conditions. May included returned identity cards.	TEMPORARY Destroy 7 years after appointment ends

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.6.7	Records documenting approval to discharge trade waste as required under the <i>Water Supply and Sewerage Services Act</i> , including suspensions and cancellations of approvals. Includes applications, terms and conditions, receipts for prescribed fees, May include unsuccessful or withdrawn applications, and notifications to persons not to discharge trade waste due to maintenance and repairs of a sewer.	TEMPORARY Destroy 10 years after approval expires or action completed
1.6.8	Records documenting approval for persons to have work to divert or relocate a sewer or water main, including having a building or structure constructed or removed, or having an access chamber placed on land. May include refused applications and related correspondence.	TEMPORARY Destroy 10 years after approval expires or action completed
1.6.9	Records documenting authorisation given to persons to use water or effluent from water supply or sewerage services infrastructure, including tapping a water main or drawing off water. Includes applications and related correspondence. May include unsuccessful applications and related correspondence.	TEMPORARY Destroy 10 years after approval expires or action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.7 Client Service

The activities associated with planning, monitoring, evaluating and delivery of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting complaints or appreciation in relation to water supply and wastewater services received from businesses, community bodies and members of the public and relevant response action by Power and Water Corporation, such as drinking water quality, odour, wastewater overflows, taste, noise and pressure.	TEMPORARY Destroy 5 years after action completed
1.7.2	Records documenting the management of specific client services provided to the public in relation to water supply and waste management services such as: <ul style="list-style-type: none"> - help desks - websites - interpreters - services for disabled clients Includes planning, monitoring and evaluation of services.	TEMPORARY Destroy 3 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.8 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
1.8.1	Records documenting high level committees where the Power and Water Corporation are representing the NT, such as the Water Services Association of Australia and the National Water Commission. Includes interdepartmental committees where the Corporation plays a significant advisory role such as the Territory Emergency Management Council and the Public Utilities Group where the Corporation is the lead agency.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.8.2	Records documenting Power and Water Corporation internal administrative committees or inter departmental committees such as advisory committees in relation to water supply and waste management services and project control groups such as Water Aid Australia, National Recycled Water and Waste Regulators Forum, National Health and Medical Research Council, Berry Springs Advisory Committee.	TEMPORARY Destroy 5 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.9 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
1.9.1	<p>Records documenting investigations into incidents and possible breaches of the <i>Water Supply and Sewerage Services Act 2000</i>, including major incidents responses such as system spills and overflows, contaminations, hazards, potable water quality and reclaimed water quality.</p> <p>Includes investigation reports, written notifications, witness statements, extracts of documents, photos, maps and plans, file notes, copies of search warrants and infringement notices.</p> <p>May include notification reports to the Chief Health Officer of incidents that may adversely affect the ability to comply with the drinking water standards as required under the <i>Water Supply and Sewerage Services Act</i>.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.9.2	<p>Records documenting minor investigations into persons suspected of contravening the <i>Water Supply and Sewerage Services Act 2000</i>, including minor incident responses.</p> <p>Includes investigation reports, written notifications, witness statements, extracts of documents, photos, maps and plans, file notes, copies of search warrants and infringement notices.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.9 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
1.9.3	Records documenting compliance reports provided to the Utilities Commission and the Chief Health Officer with regards to the water quality monitoring program as required under the <i>Water Supply and Sewerage Services Act</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.4	Records documenting compliance monitoring in relation to water supply services such as H2O filling station calibration, testing water quality, Includes raw data, spreadsheets, log sheets, recordings of daily parameters, reports sent to external regulators, sampling, contamination reports, pressure, treatment of pollutants and investigations.	TEMPORARY Destroy 25 years after action completed
1.9.5	Records documenting waste discharge licenses for the wastewater treatment plants as required under the <i>Water Act</i> , including compliance activities. Such as the: - Berrimah Wastewater Treatment Plant - Leanyer Sanderson Wastewater Treatment Plant - Palmerston Wastewater Treatment Plant - Ludmilla Wastewater Treatment Plant - Katherine Wastewater Treatment Plant	TEMPORARY Destroy 20 years after licence expires

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.9 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
	<p>- Alice Springs Wastewater Treatment Plant</p> <p>Includes terms and conditions, and annual returns as required under the <i>Waste Management and Pollution Control Act</i>, complaints received and related correspondence, compliance monitoring reports, environmental risk assessments, wastewater treatment plant improvement plans, sample sheets and results and laboratory notes.</p> <p>May include compliance reports to the Northern Territory Environment Protection Agency</p>	
1.9.6	<p>Records documenting the ongoing management of trade waste customers to ensure compliance with the Trade Waste Acceptance Guidelines and the <i>Water supply and Sewerage Services Act</i>.</p> <p>Includes agreements, discharge permits, removal of bulk wastewater, bulk waste disposal, caravan dump points, Woolworths supermarkets, Baldwin Oil / Waste separators and site inspection reports.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
1.9.7	<p>Records documenting compliance reports provided to the Utilities Commission and the Chief Health Officer with regards to the water</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.9 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
	quality monitoring program as required under the <i>Water Supply and Sewerage Services Act</i> .	
1.9.8	Records documenting notifications by the Minister of water supply and sewerage services extension areas as required under the <i>Water Supply and Sewerage Services Act</i> . Includes receipts of financial contributions paid by the owner of relevant lands, agreements, copies of statutory charges on parcels of land, and notifications of operations to land owners,	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.9	Records documenting notifications of operations and entry for works to owners of land or occupiers of land, notifications of operations on public land to relevant agencies, and written notices from the owners of land of demolition of buildings connected to a sewer or water main. May include compensation claims and receipts of money paid.	TEMPORARY Destroy 7 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.10 Contract Management

The activities associated with managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting major National Public Works Council (NPWC) contracts in relation to the supply, delivery and installation of water supply and wastewater infrastructure such as gravity mains, sewer duplications, water tanks, bores, pumps and dams within the Northern Territory, including rural and remote locations.</p> <p>Includes technical specifications, licences, permits, drawings and plans, contingency plans, invoices, remittance advices, reports and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.10.2	<p>Records documenting contracts in relation to the supply, delivery and installation of water supply and wastewater infrastructure such as maintenance period contracts, civil works, hydraulic works and rehabilitation works, including the water reticulation network, sewer reticulation network, the water metering fleet and mechanical electrical works.</p> <p>Includes invoices, remittance advices, reports and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after contract expires</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.11 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the education, promotion and awareness of water supply and wastewater services, such as Living Water Smart, National Water Week and school visits including exhibitions, displays, information sheets and other events.</p> <p>Includes background research, briefs and designs, and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.12 Infrastructure Operations

The activities associated with operating infrastructure assets. Includes headworks, distribution systems, such as piping, pumps, drains, channels, treatment plants.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting water treatment and delivery operations, wastewater capture and treatment operations, managing and operating dams, operations of the sewage network and effluent disposal services, including backflow prevention and biosolids management from sewerage treatment plants.</p> <p>Includes the monitoring of flood gauges and locations, water flows, rainfall, storm water flows, peak weather data and flooding and industrial trade waste discharges.</p> <p>Includes dam break analyses, dam safety inspections, dam safety investigations, failure impact assessments, safety instrument monitoring, data books, design flood hydrology, gauging station inspection reports, deformation surveys, management of sewerage treatment plants, reuse, reticulation, infiltration, evaluations, pumping equipment and structures.</p> <p>May include drought management plans.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after the transfer, disposal or demolition of the asset infrastructure</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.13 Land Development

The activities associated with assessing land development applications for connection to the water network. Includes provision of technical and compliance advice with consideration to the impact on the water network.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting land development applications submitted to Power Water Corporation to connect to the water supply service network or increase the load, including engineering support on new subdivisions, sewer easements and sewer mains.</p> <p>Includes drawings, statement of effect, receipts of payments to relevant government departments, survey results, engineering surveys, floodplain mapping, pipeline surveys, land acquisition surveys, copies of planning applications and related correspondence from the Councils, Dial before you Dig and relevant Government Departments.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.14 Maintenance

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Records documenting maintenance works on water or sewerage services infrastructure owned by a licensee, including inspections, testing, repairing or replacing infrastructure.</p> <p>Includes operations and maintenance schedules, work instructions, audit and compliance tests, calibration, test result certificates, high voltage switching sheets, written notices to the owners of the land or occupiers of land, work orders, surveillance reports, and repairs and maintenance programs.</p> <p>May include warrants.</p>	<p>TEMPORARY</p> <p>Retain for 7 years after transfer, disposal or demolition of the infrastructure asset</p>
	<p>Use CONTRACTING OUT for records documenting contracts for construction, repairs and maintenance of water supply and wastewater infrastructure.</p>	

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.15 Meter Management

The activities of managing meters used for measuring and registering water usage by clients. Includes reading and recording usage data and the repair and replacement of meters.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting water meter installations, replacements and removals and disconnections. Includes meter readings, meter adjustment reports, meter tests, special meter readings and water connection designs.	TEMPORARY Destroy 20 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the *Water Act 1992*.

1.16 Monitoring

The activities associated with the observation and checking the progress or quality of something over a period of time.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records documenting the monitoring of waste supply and wastewater services, such as monitoring water quality levels and evaluation of sewage flows.</p> <p>Includes laboratory data, water quality reports, water sampling reports, bacteriological data reports, microbiological water quality failures, physical chemical metal radiological exceedances, chlorine residual readings, water, wastewater and sediment sample collection forms, logbooks, running sheets and sewerage reports.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.17 Network Planning

The activities associated with planning for water networks and sewage network, including planning for drinking water, pumping stations and pipelines, sewage treatment plans and release points. Includes headworks planning, water and wastewater treatment plans, water sources and catchment planning and modelling.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting network planning in relation to water supply and wastewater services, including demand forecasting, network development plans, identifying land acquisition requirements, provision of planning advice to developers and government agencies and modelling strategies and modelling plans. Includes area plans, subdivision plans, planning investigations, business cases for planning projects, risk management plans, system functional strategies and plans, headworks development plans, plans and drawings.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.2	Records documenting water and wastewater treatment plans. Includes recycling and disposal investigations, risk assessments, concept designs and provision of technical advice.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.3	Records documenting planning for the management of water sources, such as bore fields, surface water reservoirs and catchments across the Northern Territory. Includes water source surface and groundwater investigations, risk management plans, water allocation plans, catchment and water source	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.17 Network Planning

The activities associated with planning for water networks and sewage network, including planning for drinking water, pumping stations and pipelines, sewage treatment plans and release points. Includes headworks planning, water and wastewater treatment plans, water sources and catchment planning and modelling.

Class No.	Description of Records	Status and Disposal Action
	protection plans, water extraction licence applications, renewals and reporting and provision of technical support for water source operations.	
1.17.4	Records documenting network modelling in relation to water supply and wastewater services, including development and operation of demand models and forecast demand growth and provision of modelling advice in relation to operations, network planning and emergency management. Includes network model plans, pressure management plans, hydrological and hydrogeological models, system yield model plans, and hydrodynamic water quality models.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.5	Records documenting engineering support services in relation to water supply and wastewater services, such as determining levels of performance of assets and systems, analysing pumping operations and system configuration and improving system operations and performance.	PERMANENT Transfer to the Archives Service 10 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.18 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
1.18.1	Final versions of plans in relation to water supply and wastewater services such as the Catchment and Water Source Protection Strategy, Catchment and Water Source Protection plans, future projects and operational plans.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.18.2	Records documenting the development and review of water supply and wastewater services plans. Includes draft versions, advice received from stakeholders and file notes.	TEMPORARY Destroy 5 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.19 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
1.19.1	<p>Records documenting policies in relation to water supply and wastewater services, including Trade Waste Codes and Connection Codes, Metering codes, Bio Solids, Drinking Water Quality Policy, Reclaimed / Recycled Water Policy and the Product Approvals Manual.</p> <p>Includes approvals by the Utilities Commission, ministerials, copies of technical reports, procedures and charging requirements.</p> <p>Includes consultation papers, consultation drafts, policy proposals, research papers and comments.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.20 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.20.1	Master set of Power and Water Corporation procedures, guidelines and work instructions, such as treated effluent waste, Pumped Water Systems Guidelines, Disinfection procedures for Water Mains and Service, Multi-metering of Water Supply for Unit Titled Developments, Sewer Connections Procedure for Land and Building Developments, Drawing Procedures and the Water Services Products Manual.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.20.2	Records documenting the development of procedures relating to water supply and wastewater services. Includes consultation papers, drafts, and supporting documents.	TEMPORARY Destroy 5 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.21 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.21.1	<p>Records documenting water supply and wastewater infrastructure projects, including construction and maintenance projects that generate public wide interest and have recognised historical or cultural value.</p> <p>Includes project management documentation, preliminary design drawings and review reports, budget papers, cost-benefit analyses, schedules, proposals, ministerial briefs, reports, copies of specifications, drawings and plans, handovers and project completion reports.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
	<p>Use CONTRACTING OUT for records documenting the management of construction and maintenance contracts including panel and period contracts.</p>	

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.22 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
1.22.1	Final reports in relation to water supply and wastewater services, including technical publications by the Corporation.	PERMANENT Transfer to the Archives Service 10 years after action completed
	Use 1.9 Compliance for records documenting compliance reports as required under the <i>Water Supply and Sewerage Act 2000</i> .	

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.23 Research

The activities involved in 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 organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
1.23.1	Records documenting research in relation to water supply and wastewater services including joint projects with the Water Services Association of Australia, Water Research Foundation, Cooperative Research Centre, Universities, Australian Institute of Marine Science, Water Quality Research Australia and Australia Research Council. Includes research and development applications and research reports.	TEMPORARY Destroy 25 years after action completed
1.23.2	Records documenting research working papers in relation to water supply and wastewater services. Includes technical information, externally published material and draft research and development reports.	TEMPORARY Retain until reference ceases

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.24 Tendering

The activities involved in developing, issuing, 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 the supply or purchase of goods or services, or for the production of work.

Class No.	Description of Records	Status and Disposal Action
1.24.1	Records documenting the management of the tender process for tenders that have historical significance or relating to a major contract such as tier 5. Includes tenders for major infrastructure assets in relation to water supply and wastewater services. Includes requests for tender, requests for information, statement of requirements, statement of confidentiality, evaluation of tenders received, post offer negotiations, due diligence checks, recommendations and letter to successful tenderer.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.24.2	Records documenting the management of the tender process for tenders that do not have historical significance or do not fall within the tier 5 category. Includes requests for tender, requests for information, statement of requirements, statement of confidentiality, evaluation of tenders received, post offer negotiations, due diligence checks, recommendations and letter to successful tenderer.	TEMPORARY Destroy 20 years after expiry of the contract
1.24.3	Records documenting unsuccessful tender applications, including where there is no suitable	TEMPORARY Destroy 2 years after action completed

1. Water Supply and Wastewater Services

The function of managing water supply and wastewater services across the Northern Territory, including the management of catchment areas, dams, pumping stations, bores and management of sewerage reticulation systems, trade waste, treatment and reuse or disposal of bio solids in compliance with the requirements of the *Water Supply and Sewerage Services Act 2000*.

Includes technical advice given with regards to land development, network planning, statutory reporting to the industry regulatory body, land acquisitions, asset management, product approvals, approvals of bulk wastewater and discharge trade waste, and compliance with waste discharge licences as required under the Water Act 1992.

1.24 Tendering

The activities involved in developing, issuing, 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 the supply or purchase of goods or services, or for the production of work.

Class No.	Description of Records	Status and Disposal Action
	bidder or where the tender process has been discontinued. Includes submissions, notification or out comes and reports on debriefing sessions.	