



Records disposal schedule

Records Disposal Schedule Construction Project Management Department of Infrastructure, Planning and Logistics

Disposal Schedule No. 2019/3

March 2019

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Table of contents

Preamble	i
Introduction.....	i
Structure of a Records Disposal Schedule	i
Function.....	ii
Activity	ii
Record Class	ii
Status and Disposal Action	ii
About this Records Disposal Schedule	iv
Purpose	iv
Scope	iv
Responsibility	iv
Authority	iv
Regulatory Framework.....	iv
Related Documents	v
Notification of Destruction	v
Acknowledgement	v
Compliance Checklist	vi
Disposal Schedule	1
1. Construction Project Management.....	1
1.1 Advice.....	1
1.2 Agreements	2
1.3 Authorisation.....	3
1.4 Committee	5
1.5 Complaint Management.....	6
1.6 Compliance.....	7
1.7 Contract Management.....	8
1.8 Control	9
1.9 Enquiries.....	11
1.10 Investigations.....	12
1.11 Planning.....	13
1.12 Policy	14
1.13 Procedures	15
1.14 Program Management	16
1.15 Project Management.....	17
1.16 Reporting	21
1.17 Tendering.....	22

Preamble

Introduction

The *Information Act* 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 (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), 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.

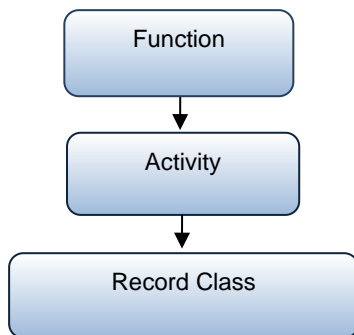
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 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 NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, 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 NT 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 NT 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 Construction Project Management and activities of the Department of Infrastructure, Planning and Logistics.

Scope

Application of this Records Disposal Schedule is mandatory for Construction Project Management records of the Department of Infrastructure, Planning and Logistics.

This Records Disposal Schedule applies to Construction Project Management records in all formats.

Responsibility

The Chief Executive of the Department of Infrastructure, Planning and Logistics 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*.

Disposal Schedule No. 2019/3 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Infrastructure, Planning and Logistics on 15 March 2019 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Construction Management Records 2010/4 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Building Act*
- *Control of Roads Act*
- *Traffic Act*
- *Traffic Regulations*
- *Information Act*
- 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 Infrastructure, Planning and Logistics
- current authorised disposal schedules for Department of Infrastructure, Planning and Logistics 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

Provide formal notification of destruction of all records to the NT Records Service.

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 NT Archives Service and the NT 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 NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. 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 NT 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"/> Notify the NT Records Service of destruction of all records
<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.

Compliance Checklist	
<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 NT Archives Service

Disposal Schedule

<p>1. Construction Project Management</p> <p>The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.</p>		
<p>1.1 Advice</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting formal advice provided to the minister in relation to construction projects, major projects and land release development. Includes Treasury Directions.	Permanent Transfer to NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice provided to clients with regards to community service obligations, contract management and other services provided in relation to construction project management, including advice on development applications.	Temporary Destroy 5 years after action completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

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	Records documenting the establishment, negotiation, maintenance and review of minor agreements, including service level agreements and confidentiality agreements.	Temporary Destroy 7 years after expiry or termination of agreement

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the authorisation of road closures and temporary road closures, including special condition road closures, such as races, parades, marches and musters.</p> <p>Includes revocations and variations for Government controlled roads as required under the <i>Control of Roads Act</i> and written instruments.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
1.3.2	<p>Records documenting approved permits to work within the Northern Territory Government Road Reserves, includes private projects.</p> <p>Includes applications, traffic management plans, traffic risk assessments, traffic guidance schemes, related correspondence, photographs, receipts of payments, site inspections, permit checklists and permit close out reports and other supporting documentation.</p> <p>May include variations to terms and conditions, revocations, non-compliance notices and cost recovery receipts.</p>	<p>Temporary</p> <p>Destroy 7 years after permit expires</p>
1.3.3	<p>Records documenting applications for permits to work within the Northern Territory Government Road Reserve that have not been approved or have been withdrawn.</p> <p>Includes applications, traffic management plans, traffic risk assessments, traffic guidance schemes, related correspondence, photographs, receipts of payments and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.4	<p>Records documenting consent provided to permit applicants for road events and oversize and over mass vehicles, such as parades, processions, speed trials and the Darwin Show for the purposes of controlling damage to infrastructure and to promote the safety of all road users.</p> <p>Includes applications, traffic management plans, risk assessments, traffic control diagrams, conditions and other supporting documentation.</p>	<p>Temporary Destroy 3 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.4 Committee

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 where the Department is the Northern Territory Government's representative, such as AustRoads, including inter-departmental committees convened by the Department. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting inter-departmental committees that are not convened by the Department, including working parties and task forces. Includes agendas, minutes and discussion papers.	Temporary Destroy 5 years after action completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.5 Complaint Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting significant complaints received by members of the public, business owners or industry representatives that have been handled by the Department and have set a legal or policy precedent. Includes complaint, acknowledgement of receipt of complaint, file notes, witness statements, photographs, extracts of document, ministerials and other supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting complaints handled by the Department that have not set a legal or policy precedent. Includes complaint, acknowledgement of receipt of complaint, file notes, witness statements, photographs and other supporting documentation.	Temporary Destroy 15 years after action completed
	Use 1.6 Compliance for records documenting reports from the community about road conditions, such as pot holes, flooding, irrigation systems, litter, vandalism, fallen trees and abandoned vehicles.	
	Use 1.15 Project Management for records documenting disputes between the contractor and the Department.	

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.6 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
1.6.1	<p>Records documenting the disposal of abandoned vehicles on NT Government land including major roads and highways.</p> <p>Includes reports from the police, council, members of the public and contractors, copies of legal advice, copies of published notices in the newspaper, evidence of certified mail to the last registered owner and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
1.6.2	<p>Records documenting reports from the community about road conditions, such as pot holes, flooding, irrigation systems, litter, vandalism and fallen trees.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.7 Contract Management

The activities involved administering contracts made with service providers. Includes variations, contract performance monitoring, progress certificates, quotations and invoices.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting contract management in relation to construction project management, including consultancy services, repairs and maintenance of buildings and roads and period contracts.</p> <p>Includes the administration of contract payments to contractors for infrastructure works, progress certificates, contractor service reports, quotations and invoices.</p>	<p>Temporary</p> <p>Destroy 7 years after completion or other termination of contract</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Plan and drawing registers. Includes: <ul style="list-style-type: none"> - drawing number - plan numbers - contract numbers - dates 	Permanent Retain in organisation (manage and migrate data to new platform during system upgrades)
1.8.2	Register of Master Specifications for infrastructure, including roadworks, power and water assets used in the preparation of contract documents.	Permanent Retain in organisation
1.8.3	Master set of drawings of buildings, roads, civil works, power and water assets.	Permanent Retain in organisation
1.8.4	Records documenting the asset history of civil assets belonging to the Northern Territory Government, including the construction and maintenance of civil assets. Includes drawings, plans, correspondence with stakeholders, photographs, feasibility studies, condition reports, clearance permits, certifications and other supporting documents. <ul style="list-style-type: none"> - Planning - Design - Approval - Construction 	Permanent Retain in organisation (manage and migrate data to new platform during system upgrades)

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> - Operation - Maintenance - Disposal - Site Surveying - Specifications - Manuals - As Constructed Drawings 	
1.8.5	<p>Surveillance images and traffic signal data used in legal proceedings. Includes CCTV footage.</p>	<p>Temporary Destroy 7 years after legal proceedings have completed</p>
1.8.6	<p>Surveillance images and traffic signal data used to assess trends, accidents and incidents that have not been used in legal proceedings. Includes CCTV Footage.</p>	<p>Temporary Destroy 3 months after date of data capture</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.9 Enquiries

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting enquiries received by organisations and contractors with regards to proposed works, such as Dial Before You Dig or similar.</p> <p>Includes Department's responses, copies of "As Constructed" drawings and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.10 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting investigations in relation to construction works, including structural site investigations, site incidents where a chemical spills and damage or potential damage impacts sacred sites. Includes investigation reports, photographs, witness statement, extracts of documents, video footage and other supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting investigations into fatal motor vehicle accidents that have occurred on Northern Territory Government Roads. Includes photographs, drawings, maps, traffic management plans, inspections, police reports, final reports and other supporting documentation.	Temporary Destroy 10 years after investigation has completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.11 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
1.11.1	Final set of strategic plans in relation to construction project management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of strategic plans in relation to construction project management. Includes consultation notes and draft versions.	Temporary Destroy 10 years after action completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.12 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
1.12.1	Master set of policies in relation to construction project management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of policies in relation to construction project management. Includes proposals, background research, consultation notes and draft versions.	Temporary Destroy 10 years after action completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.13 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	Master set of procedures in relation to construction project management, such as Project Management Office (PMO) guidelines, specifications, Back Office guidelines, emergency procedures and Standard Operating Procedures.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development and implementation of procedures and guidelines in relation to construction project management. Includes consultation notes, draft versions and correspondence to staff with regards to implementation.	Temporary Destroy 3 years after action completed

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.14 Program Management

The activities associated with identifying construction activities to be programmed, including schedules, funding, resources and timeframes.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Records documenting the management of works programming scheduling for clients, including forward planning, cost and forward estimates.</p> <p>Includes fee proposals and calculations, treasury directions, budget approvals, client agreements, minutes of meetings, client correspondence, program briefs, routine and one-off reports to clients, progress reports, cash flow advice, risk assessments of programs and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 10 years after financial year ends</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.15 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
1.15.1	<p>Records documenting project management of construction projects that have cultural and heritage significance, including repairs and maintenance projects.</p> <p>Includes archaeological and heritage assessments, design documentation, copies of plans, drawings, specifications, photographs, audits and other related correspondence.</p> <p>May include disputes detected during liability period, including legal opinions, defect liability notices, contract variations and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.15.2	<p>Records documenting project management of construction projects that fall within the Northern Territory Government Procurement Tier five range, including public private partnerships construction projects, including major repairs and maintenance projects.</p> <p>Includes copies of plans, design documentation, drawings, specifications, photographs, audits and other related correspondence.</p> <p>May include disputes detected during liability period, including legal opinions, defect liability notices, contract variations and related correspondence.</p>	<p>Temporary</p> <p>Destroy 50 years after project completed</p>
1.15.3	<p>Records documenting project management of construction projects that fall within the Northern Territory Government Procurement Tier three and Tier four range, have received an award at the Territory or National level or were subject to public</p>	<p>Temporary</p> <p>Destroy 15 years after project completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.15 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
	<p>interest, including repairs and maintenance projects.</p> <p>Includes design drawings, copies of plans, drawings, specifications, photographs, audits and other related correspondence.</p> <p>May include disputes detected during liability period, including legal opinions, defect liability notices, contract variations and related correspondence.</p>	
1.15.4	<p>Records documenting project management of construction projects that fall within the Northern Territory Government procurement tier one or tier two that are not of cultural or heritage significance to the Northern Territory, including the design, construction, repairs and maintenance, renovation or restoration of infrastructure, such as health centres, headworks, schools, police stations, subdivisions, roads, highways, airstrips and bridges.</p> <p>Includes client correspondence, minutes of meetings, client reports, building approvals, project plans, risk management plans, procurement plans, scope management, financial budgets, communication plans, service provider contracts, cost benefit analysis, inspection certificates, environmental management plans, quality management and safety management plans, performance reports, post completion reports, operation manuals, defects list, inspection certificates, hand over to client, audits and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 10 years after project completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.15 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
	<p>May include records documenting the management of consultants and contractors used on the project, including briefs, proposals, copies of specifications, variations, tender drawings, requests for information, financial checks, instructions to contractor, feasibility studies, cost benefit analysis, environmental assessments, arborist reports, condition reports, energy audits, other audits, inspection certificates, site inspection reports and photographs.</p> <p>May include disputes detected during the liability period, legal opinions, defect liability notices, contract variations and related correspondence</p>	
1.15.5	<p>Records documenting site materials investigations required for the design of earthworks and foundations for proposed structures and repairs for construction projects.</p> <p>Includes spatial and natural resources data sets relating to tides, rainfall and storm surges, hydrographic survey plans, earthquake monitoring data, briefs, technical advice, technical investigations, assessments, studies, planning, audits, quantity surveying, geotechnical investigations, hydrogeological investigations, modelling and materials and research technical reports.</p> <p>*Does not include bitumen sampling worksheets.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.15.6	<p>Records documenting sampling and testing bitumen, cement and concrete and related products.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.15 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
	<p>Include compaction test reports, graphs, laboratory reports, worksheets and other supporting documents.</p> <p>Use 1.15.5 for records documenting the final technical report.</p>	
1.15.7	<p>Records documenting project management of construction works that have been cancelled.</p> <p>Includes cost estimations, client correspondence, directions from the Treasurer and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.16 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
1.16.1	Final version of major reports in relation to construction project management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.16.2	Records documenting reports in relation to construction project management that are not deemed major, including periodic reporting on the progress of construction management projects.	Temporary Destroy 10 years after action completed
	Use 1.15.5 for records documenting materials and research technical reports, including geotechnical investigation reports and hydrogeological investigation reports.	

1. Construction Project Management

The function of managing the construction and maintenance of infrastructure assets for the Northern Territory Government, such as buildings, roads, bridges, marine infrastructure, highways, airstrips and traffic signals. Includes project management services, contract management and works programming.

1.17 Tendering

The activities involved in receiving and assessing tenders for the supply, sale or purchase of goods and services in accordance with Tier Four and Five Procurement activity. Tendering involves liaison with Contract and Procurement Services and refers to the process of inviting parties to submit an offer by advertisement, followed by evaluation of offers and selecting a successful bidder.

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records documenting the development, issue and evaluation of tender documentation where a signed contract by deed becomes executed under seal.</p> <p>Includes statement of requirements, requests for proposals, approvals, expression of interest, request for tender, request for information, tender responses, evaluation assessments, addenda, recommendations, final report, copies of public notices, due diligence checks and other related correspondence.</p> <p>May include requests for certificates of exemptions.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
1.17.2	<p>Records documenting unsuccessful tenders or a tender process, where there is no suitable bidder or the contract is not proceeded with.</p> <p>Includes submissions, notifications of outcome, reports on debriefing sessions, statement of requirements, request for proposals, approvals, expression of interest, request for tender, tenders received, evaluation assessments, recommendation, final report, copies of public notices, post offer negotiations and due diligence checks.</p> <p>May include requests for certificates of exemptions.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>