

Records Disposal Schedule for Sporting Excellence Records of the Department of
Community Development Sport and Cultural Affairs

Disposal Schedule No 2004/13

AUTHORITY IS HEREBY GRANTED FOR DISPOSAL OF RECORDS

IN ACCORDANCE WITH THE PROVISIONS SPECIFIED IN THIS SCHEDULE.



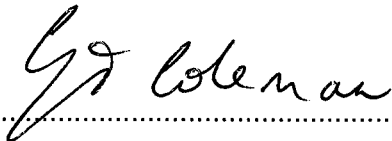
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DATED 5 / 7 / 04

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DEPARTMENT OF COMMUNITY DEVELOPMENT SPORT AND CULTURAL AFFAIRS



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DATED 12 / 7 / 2004

GREG COLEMAN

DIRECTOR

NORTHERN TERRITORY ARCHIVES SERVICE

Records Disposal Schedule
Sporting Excellence Records

Department of Community Development,
Sport and Cultural Affairs

Disposal Schedule No. 2004/13

July 2004



Northern Territory Government

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the Sporting Excellence function and activities of the Department of Community Development Sport and Cultural Affairs.

Scope

Application of this Disposal Schedule is mandatory for records created by the Department of Community Development Sport and Cultural Affairs relating to the Sporting Excellence function.

This Disposal Schedule applies to all Sporting Excellence records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- Information Act 2002
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- Departmental policies and procedures
- Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).
- Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).

- Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- Disposal Schedule for the Information Management Records of the Northern Territory Government – Disposal Schedule No. 2003/2.
- Disposal Schedule for Short Term Value Records of the Northern Territory Government – Disposal Schedule No. 2003/10.
- NT Archives Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

In accordance with Part 9 of the Information Act 2002, the NT Archives service is responsible for the content of this Disposal Schedule including the provision of advice and training, and for monitoring NT public sector organisation compliance.

Implementation of this Disposal Schedule is the responsibility of the Chief Executive of the Department of Community Development Sport and Cultural Affairs.

Authority

This Disposal Schedule was approved by the Director of the Northern Territory Archives Service and the Chief Executive of the Department of Community Development and Cultural Affairs July 2004.

Explanation

This schedule has been developed using a 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.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on



business analysis. The 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.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

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

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations – the General Disposal Schedules for Information Management Records, Financial Management Records, Human Resource Management Records, Administrative Records and Short Term Value Records. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

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

- Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.

Identify the disposal class.

- 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.
- If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- duplicate (eg information or reference copy)
- obviously unimportant (eg telephone message slips)
- of short term facilitative value (eg 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 not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

Provide formal notification of destruction of all records to NT Archives Service.

Acknowledgment

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia were used in the development of this schedule.

The schedule was drafted principally by the Department of Community Development, Sport and Cultural Affairs in consultation with the Northern Territory Archives Service.

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 Northern Territory Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Northern Territory 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 Northern Territory Archives Service and the State Records Authority of New South Wales.)

COMPLIANCE

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- 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
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- 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
- 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
- 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
- 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
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require resentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- 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
- Transfer records of permanent value to NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify NT Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.1 ADVICE

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting advice and opinions given to sporting bodies in relation to the sporting excellence function.	TEMPORARY Destroy 5 years after action completed
1.1.2	Records documenting advice regarding Northern Territory Institute of Sport athlete and/or team performance results.	TEMPORARY Destroy 2 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.2 AGREEMENTS

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards 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 agreements between the Northern Territory Institute of Sport and universities regarding design of and access to facilities in relation to the development of sporting excellence such as climate chambers.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.2.2	Records documenting development of cooperative arrangements between the Northern Territory Institute of Sport and the Australian Institute of Sport designed to jointly contribute in the preparation of elite athletes to represent Australia in international sporting events such as the Olympic Games.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.2.3	Records documenting development of agreements between the Northern Territory Institute of Sport and sporting bodies, designed to maximise the performance of talented or elite athletes competing at the national level and/or selected in national teams and international competitions and expanding the development opportunities for coaches to ensure players are provided with coaching of the highest possible standard.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.2.4	Records documenting agreements between the Northern Territory Institute of Sport and individual scholarship recipients who are elite and talented athletes.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.2.5	Records documenting agreements between the Northern Territory Institute of Sport and squad scholarship recipients.	TEMPORARY Destroy 71 years after date of birth

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.2 AGREEMENTS

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

1.2.6	Records documenting agreements between the Northern Territory Institute of Sport and injured athlete scholarship recipients.	TEMPORARY Destroy 71 years after date of birth
1.2.7	Records documenting agreements between the Northern Territory Institute of Sport and visiting athletes.	TEMPORARY Destroy 12 years after expiry or other termination of agreement

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.3 ATHLETE DEVELOPMENT

The activities associated with developing athletes through Northern Territory Institute of Sport scholarships. Includes assessment, development, implementation and supervision of individual and squad strength and conditioning program's, advice and treatment for sports injuries and illness related to an athletes sports performance, provision of sports psychology and athlete career and education services and provision of education program addressing core nutritional concepts. Also includes developing elite and talented athletes visiting from interstate or overseas.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting athlete performance assessments conducted by a Northern Territory Institute of Sport sports scientist where the athlete is an individual scholarship recipient. Includes developing, implementing and supervising strength and conditioning programs and the management of other sport science projects associated with the athletes program as requested by the coach. Also includes advice and reports to stakeholders.	TEMPORARY Destroy 71 years after date of birth
1.3.2	Records documenting athlete performance assessments conducted by a Northern Territory Institute of Sport sports scientist where the athlete is a squad scholarship recipient. Includes developing, implementing and supervising strength and conditioning programs and the management of other sport science projects associated with the athletes program as requested by the coach. Also includes advice and reports to stakeholders.	TEMPORARY Destroy 71 years after date of birth
1.3.3	Records documenting the provision of medical services to individual Northern Territory Institute of Sport athlete scholarship recipient. Includes medical information provided by an external service provider in private practice. Also includes advice provided to stakeholders.	TEMPORARY Destroy 71 years after date of birth

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.3 ATHLETE DEVELOPMENT

The activities associated with developing athletes through Northern Territory Institute of Sport scholarships. Includes assessment, development, implementation and supervision of individual and squad strength and conditioning program's, advice and treatment for sports injuries and illness related to an athletes sports performance, provision of sports psychology and athlete career and education services and provision of education program addressing core nutritional concepts. Also includes developing elite and talented athletes visiting from interstate or overseas.

Class No.	Description of Records	Status and Disposal Action
1.3.4	Records documenting the provision of medical services to individual athletes visiting the Northern Territory Institute of Sport in accordance with the visiting athlete training agreement. Includes medical information provided by an external service provider in private practice. Also includes advice provided to stakeholders.	TEMPORARY Destroy 71 years after date of birth
1.3.5	Records documenting the provision of psychological assessments, support and advice to Northern Territory Institute of Sport athlete scholarship recipients. Includes psychological information provided by an external service provider in private practice. Also includes advice provided to stakeholders.	TEMPORARY Destroy 71 years after date of birth
1.3.6	Records documenting the provision of nutritional education, support and advice to a Northern Territory Institute of Sport athlete scholarship recipients. Includes psychological services provided by an external service provider in private practice.	TEMPORARY Destroy 71 years after date of birth

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.3 ATHLETE DEVELOPMENT

The activities associated with developing athletes through Northern Territory Institute of Sport scholarships. Includes assessment, development, implementation and supervision of individual and squad strength and conditioning program's, advice and treatment for sports injuries and illness related to an athletes sports performance, provision of sports psychology and athlete career and education services and provision of education program addressing core nutritional concepts. Also includes developing elite and talented athletes visiting from interstate or overseas.

Class No.	Description of Records	Status and Disposal Action
1.3.7	<p>Records documenting the management of individual scholarship recipients. May include:</p> <ul style="list-style-type: none">• advice from the NTIS sports medicine coordinator, head coach, psychologist, nutritionist, sports scientist• specialist medical assessment• results• media releases• annual budget• competition travel arrangements• budget acquittal <p>various types of correspondence between the scholarship holder and the NTIS eg minutes of meetings, letters of withdrawal from scholarship recipient and letters from NTIS advising scholarship recipient that they are not fulfilling their commitments as per agreement.</p>	<p>TEMPORARY</p> <p>Destroy 71 years after date of birth</p>

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.3 ATHLETE DEVELOPMENT

The activities associated with developing athletes through Northern Territory Institute of Sport scholarships. Includes assessment, development, implementation and supervision of individual and squad strength and conditioning program's, advice and treatment for sports injuries and illness related to an athletes sports performance, provision of sports psychology and athlete career and education services and provision of education program addressing core nutritional concepts. Also includes developing elite and talented athletes visiting from interstate or overseas.

Class No.	Description of Records	Status and Disposal Action
1.3.8	<p>Records documenting the management of individual squad scholarship recipients. May include:</p> <ul style="list-style-type: none">• advice from the NTIS sports medicine coordinator, program manager , psychologist, nutritionist, sports scientist• specialist medical assessment• performance results• media releases• annual budget• competition travel arrangements• budget acquittal <p>various types of correspondence between the scholarship holder and the coach eg minutes of meetings, letters of withdrawal from scholarship recipient and letters from the coach advising scholarship recipient that they are not fulfilling their commitments as per agreement.</p>	<p>TEMPORARY</p> <p>Destroy 71 years after date of birth</p>

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.4 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting ethics clearances sought by the Northern Territory Institute of Sport before research is undertaken using facilities such as the climate chamber in relation to the development of sporting excellence.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.4.2	Records documenting successful applications for an individual scholarship through the Northern Territory Institute of Sport. Includes medical and performance screening results provided by the medical services coordinator and sports scientist.	TEMPORARY Destroy 71 years after date of birth
1.4.3	Records documenting successful applications for a Squad Scholarship through the Northern Territory Institute of Sport. Includes medical and performance screening results provided by the medical services coordinator and sports scientist.	TEMPORARY Destroy 71 years after date of birth
1.4.4	Records documenting successful applications for a injured athlete scholarship through the Northern Territory Institute of Sport. Includes medical and performance screening results provided by the medical services coordinator and sports scientist.	TEMPORARY Destroy 71 years after date of birth
1.4.5	Records documenting requests for a visiting athlete scholarship through the Northern Territory Institute of Sport. Includes medical and performance results provided by the medical services coordinator and sports scientist.	TEMPORARY Destroy 12 years after expiry or other termination of agreement
1.4.6	Records documenting successful applications from sporting organisations to the Northern Territory Institute of Sport seeking access to Northern Territory Institute of Sport services and support.	TEMPORARY Destroy 5 years after action completed
1.4.7	Records documenting unsuccessful applications from sporting organisations to the Northern Territory Institute of Sport seeking access to Northern Territory Institute of Sport services and support.	TEMPORARY Destroy 2 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.4.8	Records documenting unsuccessful applications for a Scholarship through the Northern Territory Institute of Sport. Includes individual, squad, injured athlete and visiting athlete applications.	TEMPORARY Destroy 2 years after action completed
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Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.5 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the actions taken by Northern Territory Institute of Sport to comply with national standards such as the National Laboratory Standards Assistance Scheme to promote continuous improvement in sports science testing standards. Includes annual reports such as those required as part of Laboratory Standards Assistance Scheme accreditation process.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
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- measuring and monitoring athletic performance.

1.6 IMPLEMENTATION

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting implementation of programs designed to maximise the performance of talented or elite athletes competing at the national level and/or selected in national teams and international competitions.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.6.2	Records documenting implementation of programs designed to develop and improve coaching standards in the Northern Territory.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
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- conducting sports science research
- measuring and monitoring athletic performance.

1.7 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the investigation of a complaint relating to a Northern Territory Institute of Sport scholarship recipient where the allegation is proved and result in disciplinary action being taken.	TEMPORARY Destroy 5 year after action completed
1.7.2	Records documenting the investigation of a complaint relating to a Northern Territory Institute of Sport scholarship recipient where the allegation is proved to be unfounded.	TEMPORARY Destroy 1 year after action completed

Use PERSONNEL – DISCIPLINE or PERSONNEL – INVESTIGATIONS for the investigation of complaints regarding employees

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.8 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
1.8.1	Records documenting the development of training plan/program for individual elite athletes, squads, training camps and satellite coaching centres.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.8.2	Records documenting the analysis, concept development, definition and initial planning of sporting excellence related projects where the project is approved by the Minister and proceeded with. Includes project approval requests to the Minister.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.8.3	Records documenting the analysis, concept development, definition and initial planning of sporting excellence related projects where the project is not approved. Includes project approval requests to the Minister.	TEMPORARY Destroy 10 years after action completed
1.8.4	Records documenting coaches plans for selecting squad scholarship athletes.	TEMPORARY Destroy 10 years after action completed
1.8.5	Records documenting development by the sports scientist of a squad specific conditioning plan. Includes advice given and reporting to stakeholders. Also includes timetabling of squad screenings.	TEMPORARY Destroy 10 years after action complete
1.8.6	Records documenting the planning of medical services to support athlete development programs. Includes timetabling of squad screenings.	TEMPORARY Destroy 10 years after action complete

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
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- measuring and monitoring athletic performance.

1.9 PRESENTATIONS

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentation or conferring of honours or prizes. Add the title of the presentation as free text.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Presentations and workshops conducted by the sports psychologist in relation to the support and development of individual and squad scholarship recipients.	TEMPORARY Destroy 5 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting reports to the Australian Institute of Sport as specified in cooperative arrangements regarding the preparation of elite athletes to represent Australia in international sporting events such as the Olympic Games.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.10.2	Records documenting service provision reports prepared by the Northern Territory Institute of Sport as part of the annual individual targeted sports program review.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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

SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.11 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. Add the name of the research topic as free text.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting sport science research projects in relation to the development of sporting excellence for example, heat training and acclimatisation research projects. Includes reports and recommendations arising from research conducted.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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SPORTING EXCELLENCE

The function of developing sporting excellence in the Northern Territory through the provision and management of quality coaching, support programs and training environments for athletes and coaches. Includes

- facilitating the identification, development and management of target sports and elite athletes
- providing assistance to squad sport athletes
- conducting sports science research
- measuring and monitoring athletic performance.

1.12 REVIEWING

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the review of programs designed to maximise the performance of talented or elite athletes competing at the national level and/or selected in national teams and international competitions and expanding the development opportunities for coaches to ensure players are provided with coaching of the highest possible standard.	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed

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

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Sporting Excellence Records**

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SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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**QUALITY (SEE
COMPLIANCE;
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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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- PARLIAMENTARY**
- PUBLIC**

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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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REPRESENTATIVES

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
COMMUNITY RELATIONS – REPRESENTATIVES
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REQUESTS:

- ACCESS TO
INFORMATION
- CORRECTION OF
INFORMATION
- PROTECTION OF
PRIVACY

SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
MANAGEMENT RECORDS
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INFORMATION MANAGEMENT - ENQUIRIES

INFORMATION MANAGEMENT - ENQUIRIES

- FOR INFORMATION

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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SEE GENERAL DISPOSAL SCHEDULE FOR INFORMATION
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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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**SYSTEMS
ADMINISTRATION**

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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UNAUTHORISED ACCESS

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
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RECORDS
PROPERTY MANAGEMENT - CONSTRUCTION

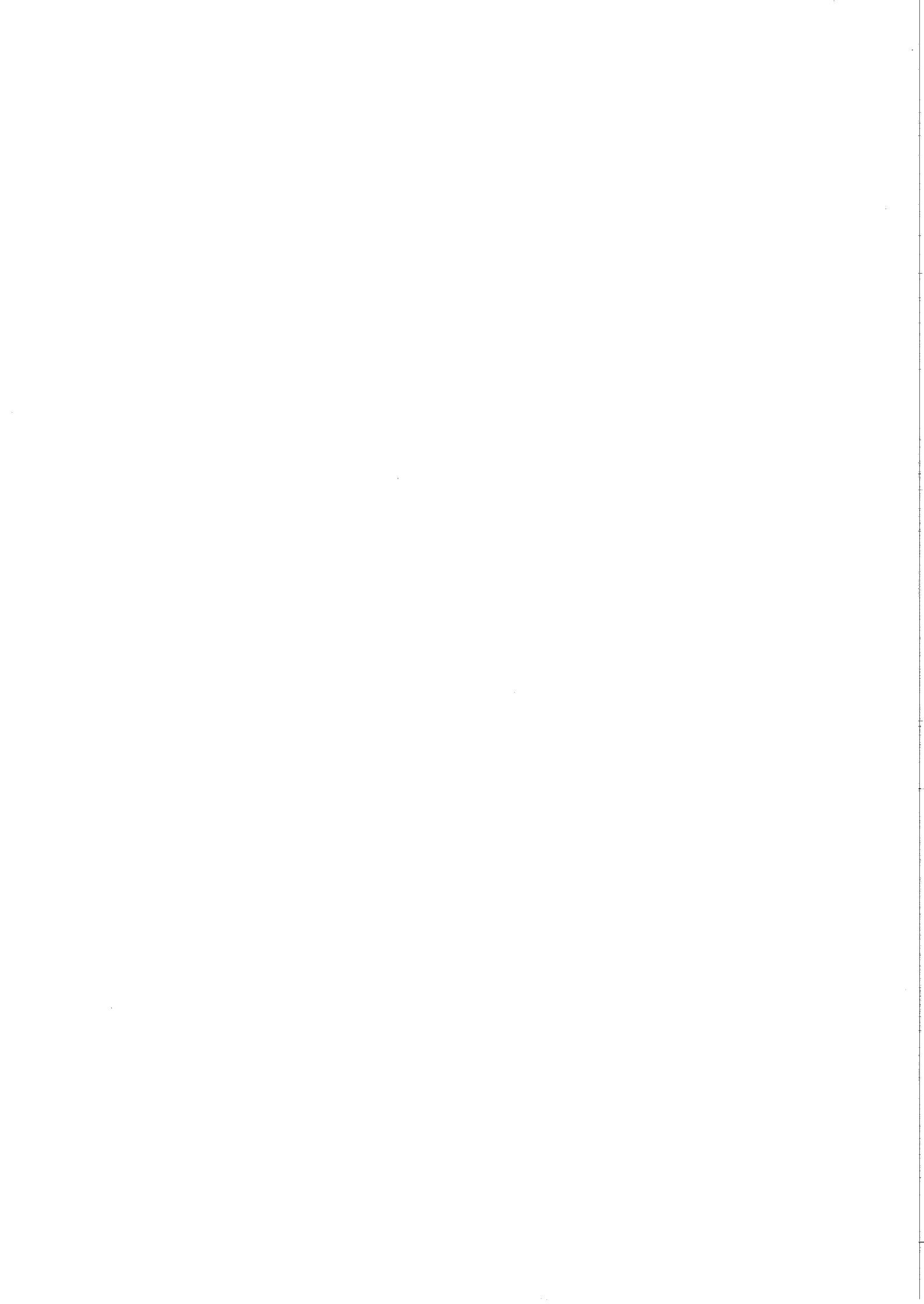
WRITE-OFF

SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
EQUIPMENT & STORES - DISPOSAL
FLEET MANAGEMENT - DISPOSAL

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**YEAR 2000
REMEDATION**

**SEE GENERAL DISPOSAL SCHEDULE FOR ADMINISTRATIVE
RECORDS
PROPERTY MANAGEMENT - COMPLIANCE
TECHNOLOGY & TELECOMMUNICATIONS – COMPLIANCE**





DEPARTMENT OF CORPORATE
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