

Northern Territory  
Archives Service  
&  
Department of Community Development, Sport  
and Cultural Affairs

Disposal Schedule for Land Use Planning and  
Development Records

**Disposal Schedule No. 2002/2**



*Northern Territory Government*

Disposal Schedule for Land Use Planning  
and Development Records of the  
Department of Community Development, Sport and Cultural Affairs

Disposal Schedule No 2002/2

In accordance with NT Cabinet Decision No 3035 of 1983 authority is hereby granted  
for disposal of records in accordance with the provisions specified in this schedule.



Dated.....9/12/2002.....

.....  
Mike Dillon  
CE Community Development, Sport and Cultural Affairs



Dated.....6/12/2002.....

.....  
Greg Coleman  
Director  
Northern Territory Archives Service

## **DISPOSAL SCHEDULE FOR LAND USE PLANNING AND DEVELOPMENT RECORDS**

### **Introduction**

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

### **Records Disposal Schedules**

There are two types of records disposal schedules – disposal schedules that apply to records common to most or all NTG agencies and agency specific records disposal schedules.

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

Agency specific records disposal schedules are drawn up in consultation with the NTAS and the agency controlling the records. These schedules relate to those records which are unique to the specific agency. Authority to destroy these records is given jointly by the Chief Executive of the agency and the Director NTAS.

### **Disposal Schedule for Land Use Planning and Development Records**

This disposal schedule applies to the Land Use Planning and Development Records created by the Department of Community Development, Sport and Cultural Affairs in accordance with that agency's functions.

### **Status and Disposal Action**

The right hand column of the schedule contains the status and disposal action for the records identified within that Class. The status of these records is designated as PERMANENT. PERMANENT records are never to be destroyed and must be transferred to NTAS for retention as archives.

The disposal action identifies the minimum length of time the records must be retained in the agency. These records must be retained in the agency for at least 4 years after action completed.

### **Normal Administrative Practice**

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

**DRAFT DISPOSAL SCHEDULE FOR LAND USE PLANNING & DEVELOPMENT  
RECORDS FOR DEPARTMENT OF COMMUNITY DEVELOPMENT SPORT &  
CULTURAL AFFAIRS**

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.	<b>LAND USE PLANNING &amp; DEVELOPMENT</b>	
	<i>Records relating to the function of providing land use planning advisory service and facilitation of the development of communities on aboriginal trust land.</i>	
1.1	<b>PLANNING</b>	
1.1.1	Records relating to planning and reviewing land use for communities on aboriginal trust land. Includes but not limited to land use structure plan, land use and development strategies, justification and approval to appoint a consultant, field trip reports, copies of maps and town plans, photographs, correspondence to government departments and land councils, community profile, consultants report, Aboriginal land servicing design list, authority certificates, photographs, copies of feasibility studies, copies of steering committee attendance and contact list, agendas and minutes, formal handover documents outlining project description, contract detail, technical drawings/site plans, project costs and apportionment, comments on project implementation and handover certificates of work completed on specified projects. Also includes updated or reviewed drafts and final copies of maps and plans for distribution to government departments, land councils, other bodies and stakeholders responsible for implementing the plan.	<b>RETAIN PERMANENTLY</b> Transfer to the NT Archives Service 4 years after action completed
1.2	<b>POLICY</b>	
1.2.1	Records relating to the development of agency land use planning policies, including consultation papers, drafts policy proposals, reports, research papers, master copies of policies	<b>RETAIN PERMANENTLY</b> Transfer to the NT Archives Service 4 years after action completed