



Records disposal schedule

Records Disposal Schedule Tourism Marketing Tourism NT

Disposal Schedule No. 2017/6

February 2017

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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.

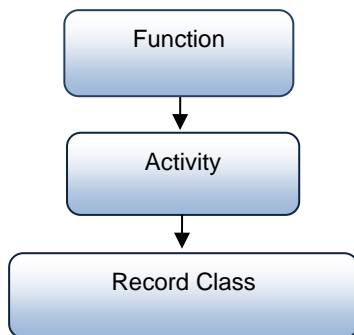
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 Tourism Marketing of Tourism NT.

Scope

Application of this Records Disposal Schedule is mandatory for Tourism Marketing records of Tourism NT.

This Records Disposal Schedule applies to Tourism Marketing records in all formats.

Responsibility

The Chief Executive Officer of the Tourism NT 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. 2017/6] was approved by the Director of the NT Archives Service (The Archives Service), Senior Director, Digital Policy (The Records Service), and the Chief Executive Officer of Tourism NT on 22 February 2017 and is effective immediately.

Re-sentencing Records

All records sentenced under the superseded records disposal schedule Northern Territory Tourist Commission – 1997/1 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Tourism NT Act*
- *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 Tourism NT
- current authorised disposal schedules for Tourism NT

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 (e.g. 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

- 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 and NT Records 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
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- 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 recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- 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
- 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
- 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 the NT Archives Service for retention as archives not later than 30 years after creation
- 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 the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Tourism Marketing

The function of marketing the Northern Territory as a desirable visitor destination and encouraging and facilitating the sustainable growth of the tourism industry in the Northern Territory. Includes provision of high level advice to the Minister, domestic and international marketing campaigns, grant allocation and annual reporting.

1.1 Accreditation

The activities associated with ensuring certification practices are acceptable, such as behave ethically and employ suitable quality assurance.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the successful accreditation of tourism operators with the Australian Tourism Accreditation Program of the Northern Territory (ATAP-NT). Includes registration forms, receipts of fees paid, copies of business plans, copies of policies and procedures, copies off risk management procedures, training and other supporting documentation, and related correspondence.	Temporary Destroy 7 years after accreditation expires
1.1.2	Records documenting applications for accreditation with ATAP-NT that have not been approved, including withdrawn and incomplete applications. Includes registration forms, copies of business plans, copies of policies and procedures, copies off risk management procedures, training and other supporting documentation, and related correspondence.	Temporary Destroy 2 years after action completed

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1.2 Advice

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the provision of high level advice to and from the Minister, other government bodies and industry stakeholders in relation to tourism marketing. Includes ministerials and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting minor advice given to members of the public and industry stakeholders, such as fee increases.	Temporary Destroy 3 years after action completed

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1.3 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the establishment, negotiation, maintenance and review of major agreements in relation to tourism marketing , such as the Commonwealth Tourism Australia Partnership Marketing Agreement.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements, such as those with consultants, airlines and cruise ship lines. Includes service level agreements, memoranda of understanding and sponsorship agreements.	Temporary Destroy 7 years after expiry or termination of agreement

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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 the delegation of powers and functions by Tourism NT to authorised officers as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed

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1.5 Client Service

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting major complaints where an investigation has taken place, such as coronial investigations. Includes final reports, witness statements, photos, extracts of documents and other supporting documentation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting minor complaints, including where an investigation may have taken place, such as increase of lock fees, itinerants or low tourist numbers. Includes final reports, witness statements, photos, extracts of documents and other supporting documentation.	Temporary Destroy 7 years after action completed

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1.6 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the establishment of the Tourism NT Board and appointments of the Board of Commissioners and Chairpersons, including leave of absences and terminations. Includes recommendations, written instruments of appointments, terms and conditions, gazette notices, copies of qualifications and experience.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting meetings of the Tourism NT Board. Includes agendas, minutes, discussion papers, action items and disclosures of personal interest.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.3	Records documenting high-level committees where a staff member of Tourism NT is representing the Northern Territory Government, such as the Australian Cruise Association and the Australian Standing Committee on Tourism (ASCOT). Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.4	Records documenting committees that are not convened by Tourism NT in relation to tourism marketing, such as the Event Marketing Sponsorship Committee, the Indigenous Tourism Advisory Council, the Local Tourism Advisory Councils (LTAC), Regional Tourist Associations and Tourism Consultative Committees. Includes agendas, minutes and related correspondence.	Temporary Destroy 5 years after action completed

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1.7 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the organisation of conferences hosted by Tourism NT, such as Australian Tourism Exchange and Corroboree. Includes proceedings, reports, speaker notes, programs and protocols. May include unpublished proceedings.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting the administrative arrangements for conferences, seminars or forums arranged by the organisation. Includes draft programs, invitations to speakers, venue bookings, registrations, accommodation and transport arrangements.	Temporary Destroy 2 years after action completed
1.7.3	Records documenting the attendance of staff at conferences arranged by other organisations where a staff member has represented Tourism NT. Includes programs, registration forms and travel arrangements.	Temporary Destroy 5 years after action completed

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1.8 Contract Management

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting major contracts in relation to tourism marketing. Includes specifications, plans, contingency plans, invoices, remittance advices, reports and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting minor contracts in relation to tourism marketing, such as with consultants, advertising, public relations, social and digital media organisations and storage and distributions. Includes contracts, memoranda of understanding, reports and related correspondence.	Temporary Destroy 7 years after completion or other termination of contract

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1.9 Events

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the organisation and staging of events and celebrations of significant interest to the Northern Territory by Tourism NT, such as the Northern Territory Brolga Awards.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Final version addresses given by the Chief Minister or portfolio Minister, including senior organisation officers - Briefing papers for ministers, dignitaries and senior organisation officials - Final Guest lists, invitations, and programs - photographs and multimedia formats of coverage of events 	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.9.2	<p>Records documenting administrative arrangements for the organisation of significant events in relation to tourism marketing.</p> <p>Includes bookings, catering, travel arrangements, draft programs and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>
1.9.3	<p>Records documenting the hosting of less significant tourism marketing events, such as industry briefing events, trade events and industry road shows.</p> <p>Includes negotiations, briefings, reports and related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
1.9.4	<p>Records documenting administrative arrangements for less significant tourism events.</p> <p>Includes bookings, catering, travel arrangements, draft programs and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>

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1.10 Grant Allocation

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the receipt of applications from non-government sources, such as event organisers and schools, for grant funding by the organisation where the application was successful, such as for Education Grants, Event Marketing Sponsorship Grants and Tourism Infrastructure Development Grants. Includes applications, supporting paperwork, notices of acceptance, compliance reports and acquittals.	Temporary Destroy 7 years after grant acquitted
1.10.2	Records documenting unsuccessful applications for grant funding by the organisation to non-government bodies. Includes applications, supporting paperwork, notices and other related correspondence.	Temporary Destroy 2 years after action completed

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1.11 Marketing and Promotion

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Master set of key marketing campaign deliverables, such as television advertisements, maps, video and photos,	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of major tourism marketing activities, such as national partnership campaigns. Includes terms and conditions, marketing plans, project overview forms, presentations, media schedules, copies of invoices, reports and copies of advertisements.	Temporary Destroy 5 years after action completed
1.11.3	Records documenting minor tourism marketing activities with commercial entities, such as cooperative campaigns with wholesalers, online travel agents and airlines both domestic and international. Includes cooperative marketing agreements, marketing plans, project overview forms, presentations, media schedules, copies of invoices, reports and copies of advertisements.	Temporary Destroy 5 years after action completed

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1.12 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
1.12.1	Final versions of key strategic documents, such as the Tourism Strategic Plan, Tourism Development Master Plan, Visitor Experience Development Plans and Operational Plans.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of key strategic documents. Includes draft versions, consultations notes, and supporting documentation.	Temporary Destroy 5 years after action completed
1.12.3	Records documenting activation plans, such as the Stakeholder Alliances Division plan and the Education Sector Activation Plan. Includes draft versions, consultation notes and supporting documents.	Temporary Destroy 5 years after action completed

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1.13 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
1.13.1	Master set of policies in relation to tourism marketing.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of policies in relation to tourism marketing. Includes draft policies, consultation notes and other related correspondence.	Temporary Destroy 5 years after action completed

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1.14 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
1.14.1	Final versions of major reports, such as the annual report.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development of reports, including to the Australian Bureau of Statistics. Includes draft versions, consultation notes and other supporting documentation.	Temporary Destroy 5 years after action completed
1.14.3	Records documenting periodic reports provided to senior management in relation to tourism marketing. Includes statistical reports.	Temporary Destroy 10 years after action completed

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1.15 Research

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Final version of research reports in relation to tourism marketing, such as accommodation, industry sentiment, visitor statistics, tourism economics and regional profiles.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting the development of research reports in relation to tourism marketing. Includes draft versions, sentiment polls, surveys, reports to industry stakeholders, statistics, feasibility studies, impact assessments and other supporting documentation.	Temporary Destroy 10 years after action completed