

# Records disposal schedule

Name of Function: Policing and Crime Detection

Name of agency: Northern Territory Police, Fire and  
Emergency Services

Disposal Schedule No. 2020/0010

December 2020

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## Preamble

### Introduction

The *Information Act 2002* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

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

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

## Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.<sup>2</sup>

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 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.

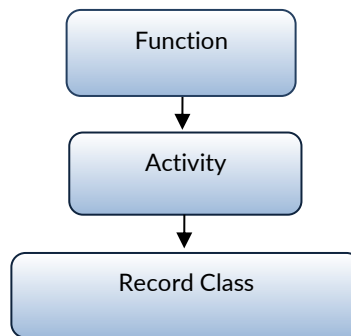
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> 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 Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act 2002, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the Archives Service before records will be accepted for transfer.

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

# About this Records Disposal Schedule

## Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of policing and crime detection of the Northern Territory Police, Fire and Emergency Services.

## Scope

Application of this Records Disposal Schedule is mandatory for policing and crime detection records of the Northern Territory Police, Fire and Emergency Services.

This Records Disposal Schedule applies to policing and crime detection records in all formats.

## Type of Records

An investigation file may include (but is not limited to) the following:

- Affidavits
- Affidavit of identification
- Cards
- Court depositions
- Diaries
- DNA samples
- Drawings
- Electronic record of interview (EROI)
- Facts for prosecution
- Field interviews (EROI)
- Forensic reports, analysis, results
- Internal memorandum
- Maps
- Medical reports
- Negatives
- Notebooks
- Person profiles
- Photographs
- Protection Information (Surveillance Devices)
- Registers
- Reports for Coroner
- Running sheet
- Subject reports
- Suspect profiles
- Transcripts
- Video and audio records including digital electronic recordings including CCTV footage
- Witness statements

Where the investigation involves numerous offences, the most serious offence will determine the status (permanent or temporary) of the investigation file and the retention period (time retained).

NOTE: investigation records include Member's working files.



## Category of Investigation by Incident Type

The Northern Territory Police Investigation Management Guidelines provide guidance and instruction in relation to the level of investigation required. Incidents are categorised into 4 categories with regards to maximum penalty, complexity, resources, seriousness, and aggravation.

### Category A – PERMANENT – Refer to Class 1.12.1

Category A Incident Type	Associated Offence – Can include
Abduction	<ul style="list-style-type: none"> <li>• Kidnapping for ransom – offence against liberty</li> <li>• Detention, or enticement of child under 16years, including for immoral purpose, against the will of the father or mother</li> </ul>
Computer Crime	<ul style="list-style-type: none"> <li>• Child pornography</li> </ul>
Death	<ul style="list-style-type: none"> <li>• Murder, includes accessory to murder</li> <li>• Homicide</li> <li>• Manslaughter – causes the death of another / Accidental Death</li> <li>• Skeletal Remains</li> <li>• Death in Custody / Care</li> <li>• Suicide</li> </ul>
Death - Intent	<ul style="list-style-type: none"> <li>• Conspiracy to murder</li> <li>• Attempted Murder</li> </ul>
Drug Offence / Street Drugs	<ul style="list-style-type: none"> <li>• Commercial / importation schedule 1</li> </ul>
Escape Lawful Custody	<ul style="list-style-type: none"> <li>• Where the escapee remains outstanding</li> <li>• The escapee has been charged with murder or terrorism</li> <li>• Serious aggravated and or complex</li> </ul>
Fire - Arson	<ul style="list-style-type: none"> <li>• Fire / Arson - Includes deliberately setting a fire with intent to endanger the life of a person</li> </ul>
Fraud	<ul style="list-style-type: none"> <li>• Offence with a value of over \$5 million. Includes Money Laundering, Blackmail, Computer Offences or Criminal deception</li> </ul>
In Custody / Care – Serious Arising from Police Contact	<ul style="list-style-type: none"> <li>• Attempted suicide</li> <li>• Serious self-inflicted injury</li> </ul>
Missing Person	<ul style="list-style-type: none"> <li>• Involuntary</li> <li>• Suspicious</li> <li>• Unresolved</li> <li>• Has significant media interest</li> </ul>
Public Health - serious	<ul style="list-style-type: none"> <li>• The contamination of food, drink, pharmaceuticals or other goods.</li> <li>• Knowingly spread an infectious disease (HIV and Covid 19)</li> </ul>
Terrorism	<ul style="list-style-type: none"> <li>• Suspicious Articles - Threat to life or property</li> <li>• Use of dangerous goods or hazardous materials</li> <li>• Stupefying in order to commit an act of Terrorism</li> <li>• Intentionally endangering the safety of persons travelling by aircraft / ship</li> <li>• Intends to cause disruption to government functions or services used by the public</li> </ul>

**Category B - TEMPORARY 75 YEARS - Refer to Class 1.12.2**

<b>Category B Incident Type</b>	<b>Associated Offence – Can include</b>
Abduction	<ul style="list-style-type: none"> <li>• Kidnapping to compel a person to work against their will</li> </ul>
Abuse of Office - Corruption	<ul style="list-style-type: none"> <li>• Disclosure of official secrets</li> <li>• Bargaining for office in the public service</li> <li>• Abuse of office by persons employed in the public service</li> </ul>
Accident - Serious	That result in serious or long-term injury to a person, can include accidents involving motor vehicles, aircraft, railway, marine or dangerous goods or hazardous materials.
Armed Hold Up / Robbery	<ul style="list-style-type: none"> <li>• With a firearm or offensive weapon</li> <li>• Intent / Serious Harm / Threaten to use violence</li> <li>• Intent / Steal</li> </ul>
Assault - Aggravated	<ul style="list-style-type: none"> <li>• Intent / Serious Harm (requires medical attention)</li> <li>• With a firearm or offensive weapon</li> <li>• Male on female</li> <li>• Assault police officer or emergency worker</li> <li>• Assault within a prison / detention centre</li> <li>• Assault committed between hours 2100 – 0600 (9pm – 6am)</li> <li>• Choking / Strangulation (Domestic Violence)</li> </ul>
Assault – Minor	Where the victim is a minor
Assault - Indecent	Unwanted sexual contact
Assault - Sexual	<ul style="list-style-type: none"> <li>• Sexual offences against a child under 16 years including gross indecency</li> <li>• Sexual Intercourse w/o consent, rape</li> <li>• Possessing or publishing child abuse material</li> <li>• Incest involving a child</li> <li>• Sexual servitude</li> </ul>
Child Welfare - Under 16	<ul style="list-style-type: none"> <li>• Pregnancy</li> <li>• Sexually transmitted infection (STI)</li> </ul>
Computer Crime	<ul style="list-style-type: none"> <li>• Unlawful access/modification/impairment to data or electronic communication</li> <li>• Online Image Abuse (Sharing Intimate Images / Revenge Porn / Sextortion / Blackmail)</li> <li>• Identity Fraud / Identity Theft</li> <li>• Money Laundering</li> <li>• Romance Fraud</li> <li>• Business email compromise (Government)</li> </ul>
Criminal Damage	Damage to property belonging to another person with a value of more than \$100,000
Drugs Offence / Street Drugs	<ul style="list-style-type: none"> <li>• Manufacture or production of dangerous drugs or precursors</li> </ul>
Drugs Offence / Street Drugs	Drug offences carrying penalties - trafficable
Female genital mutilation	<ul style="list-style-type: none"> <li>• A person who performs female genital mutilation on another person</li> </ul>
Fraud	<ul style="list-style-type: none"> <li>• Offence with a value of between \$100K - \$5million Includes Money Laundering, Blackmail, Computer Offences or Criminal deception</li> </ul>
Judicial Corruption	Including major offences against the Administration of Justice, Corruption of witnesses and Concealing or Compounding a Crime

Category B Incident Type	Associated Offence – Can include
Offences against Executive or Legislative	Includes Interfering or disturbing the Legislative Assembly and Bribery
Perjury	False statements or declarations under oath
Reportable Offenders	<ul style="list-style-type: none"> <li>Reportable offenders breach of court appointed order - failure to comply with reporting obligations, terms and conditions – child protection prohibition orders</li> </ul>
Sabotage	<ul style="list-style-type: none"> <li>On a public facility</li> <li>Causes major economic loss</li> </ul>
Sacred Sites	Includes the Desecration, Unlawful entry to a sacred site or to carry out work without approval
Spiking - Food / Drink	<ul style="list-style-type: none"> <li>More substance than the victim expects</li> <li>Stupefying to commit crime (to make one unable to think or feel properly)</li> <li>Sexual type of offending</li> <li>Overpowering drug</li> </ul>
Stealing	<ul style="list-style-type: none"> <li>Assault with intent to steal</li> <li>With a value of over \$500K</li> </ul>
Threat - Bomb	<ul style="list-style-type: none"> <li>Threatening to burn or destroy</li> <li>Serious, aggravated and/or complex</li> </ul>
Unlawful Entry - Aggravated	<ul style="list-style-type: none"> <li>Armed with a firearm</li> <li>Armed with a dangerous / offensive weapon</li> </ul>

### Category C – TEMPORARY – 30 Years – Refer to Class 1.12.3

Category C Incident Type	Associated Offence – Can include
Abduction	Deprivation of Liberty
Accident - non-serious	That <b>does not</b> result in serious or long-term injury to a person, can include accidents involving motor vehicles, aircraft, railway, marine or dangerous goods or hazardous materials.
Act - Causing Harm - non serious	<ul style="list-style-type: none"> <li>Failing to supply the necessities of life to a child</li> <li>Failing to provide or obstructing rescue, resuscitation, medical treatment or first aid to a person</li> </ul>
Child Protection Register	Improper access or use of information
Computer Crime	<ul style="list-style-type: none"> <li>Malware / Ransomware</li> <li>Business Email Compromise (non-Government)</li> <li>Cyber Abuse / Bullying / Harassment</li> </ul>
Consumer Affairs / Licensing NT Investigations	Breaches or non-compliance by licenced agencies such as: <ul style="list-style-type: none"> <li>Builders</li> <li>Travel Agencies</li> <li>Liquor Licensee</li> <li>Motor Vehicle Dealerships</li> <li>Escorts (commercial)</li> </ul>

Category C Incident Type	Associated Offence – Can include
Criminal Damage	Damage to property belonging to another person with a value of less than \$100,000 but more than \$5000
Death	Non-suspicious / not reportable
Drug Offence / Street Drugs	<ul style="list-style-type: none"> <li>• Possession of instructions or articles</li> </ul> REFER to Category B for the manufacture or production of dangerous drugs
Elections	<ul style="list-style-type: none"> <li>• Undue influence (taking advantage of a position of power over another person)</li> <li>• Bribery</li> <li>• Illegal practices</li> <li>• Lodgement of false ballot papers</li> </ul>
Escape Lawful Custody	<ul style="list-style-type: none"> <li>• Assisting or permitting escape, including the mentally ill</li> <li>• Non serious circumstances</li> <li>• Harboursing an escapee/s</li> </ul>
Firearm Prohibited Orders – offences under the <i>Firearms Act 1997</i>	Offences that contravene a firearm prohibition order, such as: <ul style="list-style-type: none"> <li>- Has possession or has acquired a firearm</li> <li>- Uses a firearm</li> <li>- Enters a prohibited premise</li> </ul>
Fraud	Offence with a value less than \$100K. Including false accounting, money laundering, blackmail, computer offences or criminal deception or personal offences. i.e. identity crime
Illegal Abortion	<ul style="list-style-type: none"> <li>• Procuring an abortion</li> <li>• Supplying an instrument or drug with intent to procure an abortion</li> </ul>
Missing Person	Voluntary – Non-Suspicious
Personal Liberty	<ul style="list-style-type: none"> <li>• Falsification of certificates</li> <li>• Wrongful detainment</li> </ul>
Pervert Justice	<ul style="list-style-type: none"> <li>• Destroying evidence</li> <li>• Interfering with witnesses</li> <li>• Conspiracy offences</li> <li>• Concealing or compounding a crime</li> </ul>
Piracy	<ul style="list-style-type: none"> <li>• Stealing/taking control or boarding of a ship on the high seas</li> <li>• Confining the master of a ship against his will</li> </ul>
Prohibited Material	<ul style="list-style-type: none"> <li>• Exhibition, advertising, possession, selling or delivering unclassified adult publications, films or computer games</li> <li>• Display or advertise sexual articles</li> </ul>
Stalking	The following of a person that includes repeated instances of: telephoning, loitering, interfering with property, giving offensive material, keeping under surveillance
Stealing	<ul style="list-style-type: none"> <li>• Non-aggravated</li> <li>• With a value of less than \$500K but more than \$5000</li> </ul>
Threat/s against a person including a minor	<ul style="list-style-type: none"> <li>• Threats to kill</li> <li>• Serious, aggravated and/or complex threats</li> <li>• Threats to cause injury / cause detriment of any kind. Includes threats of violence against an officiating minister of religion including causing an obstruction while officiating</li> </ul>
Unlawful Assembly	<ul style="list-style-type: none"> <li>• Breaches of peace</li> <li>• Riotous behaviour</li> <li>• Sedition or seditious enterprise</li> <li>• Conspiracy to carry out seditious enterprise (rebel against the authority of a state or monarch)</li> </ul>

Category C Incident Type	Associated Offence – Can include
Unlawful Use - Serious	Damage is caused to an Aircraft, Motor vehicle, vessel, caravan or trailer with a value of over \$20,000.
Witness Protection	Disclosure of information regarding participants

#### Category D – TEMPORARY – 7 years – Refer to Class 1.12.4

Category D Incident Type	Associated Offence – Can include
Alcohol - Restricted Area	Bringing, possessing, consuming, controlling or selling liquor
Assault - Common	Does not cause an injury amounting to actual bodily harm – does not interfere with the health or comfort of a victim
Breach - Court Appointed Order	<ul style="list-style-type: none"> <li>• Non-compliance with court appointed orders</li> <li>• Interference or removal of property under lawful seizure</li> <li>• Obstruction of execution of warrant</li> <li>• Breach Bail</li> <li>• Breach – Domestic Violence Order (DVO)</li> <li>• Breach of Home Detention Orders</li> </ul> <p>This does not include breaches against the Child Protection Reportable Offenders Act.</p>
Breaches of peace - minor	<ul style="list-style-type: none"> <li>• Offensive / disorderly conduct</li> <li>• Disorderly behaviour</li> <li>• Indecent exposure</li> <li>• Acts of obscenity in a public place</li> <li>• Violent disorder in a public place</li> <li>• Threatening violence</li> <li>• Undue noise</li> <li>• Nuisance phone calls</li> <li>• Fireworks complaints</li> </ul>
Commercial Passenger Vehicle Operators	<ul style="list-style-type: none"> <li>• Unauthorised operation</li> <li>• Breaches of operation</li> </ul>
Computer Crime	Online Sales / Shopping Fraud
Criminal Damage	Damage to property belonging to another person with a value of less than \$5000. Including threats to burn or destroy or conspiracy offences relating to criminal damage
Criminal Defamation	Threat to publish defamatory matter
Dangerous Driving / Riding	<ul style="list-style-type: none"> <li>• Dangerous Driving / Riding</li> <li>• Driving (whilst disqualified, without a licence, uninsured and unregistered)</li> <li>• Under the influence of alcohol or drugs</li> </ul>
Drug Offence / Street Drugs	<ul style="list-style-type: none"> <li>• Low order drug offences</li> <li>• possessing items to administer dangerous drugs</li> <li>• Administering dangerous drugs</li> <li>• Kava</li> </ul>
Firearm / Weapon Offences	<ul style="list-style-type: none"> <li>• Unregistered Firearm</li> <li>• Unlawful use of a firearm</li> <li>• Insufficient storage</li> </ul>

Category D Incident Type	Associated Offence – Can include
Interfered with	Interfere with an Aircraft, Motor vehicle, vessel, caravan, or trailer
Littering	Throwing, leaving, depositing, or abandoning litter in a public place or vacant crown land
Offences against public authority	<ul style="list-style-type: none"> <li>• False statements or declarations</li> <li>• A Public officer (police, emergency worker) who refuses to perform their duty</li> <li>• Neglect to aid in suppressing a riot</li> <li>• Neglect to aid in arresting offenders</li> </ul>
Political Liberty	Interference
Public Health - non-serious	Selling of food or drink unfit for public consumption
Receiving Property	Obtained by the means of crime, of any value
Stealing	<ul style="list-style-type: none"> <li>• With a value of less than \$5000</li> <li>• Service Station drive off</li> <li>• Shop stealing</li> <li>• Taxi fare evasion</li> </ul>
Traffic Offences	<ul style="list-style-type: none"> <li>• Unregistered</li> <li>• Uninsured</li> <li>• Unlicensed</li> <li>• Drive without due care</li> </ul>
Trespass	<p>Includes persons acting suspiciously</p> <ul style="list-style-type: none"> <li>• Prowlers</li> <li>• Failure to comply with a police officer direction</li> </ul>
Unlawful Entry	<p>Simple Unlawful Entry – nil Tech/Witnesses – individual If this is a business refer to Consumer Affairs – Investigations.</p>
Unlawful exploration	<ul style="list-style-type: none"> <li>• Mining</li> <li>• Extraction of minerals</li> <li>• Unauthorised fossicking</li> </ul>
Unlawful Gaming	Includes unlawful gaming, racing, Betting or Casino related offences
Unlawful Use – Non-Serious	<ul style="list-style-type: none"> <li>• Unlawful use of an Aircraft, Motor vehicle, vessel, caravan, or trailer</li> <li>• Damage is caused to an Aircraft, Motor vehicle, vessel, caravan, or trailer with a value of less than \$20,000.</li> </ul>

## Responsibility

The Chief Executive of the Northern Territory Police, Fire and Emergency Services is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

## Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the Information Act 2002.

Disposal Schedule No. 2020/0010 was approved by the Senior Director of Library & Archives NT (the Archives Service), Director of Digital Policy and Data Strategy (the Records Service), and the Chief Executive of the Northern Territory Police, Fire and Emergency Services on 16 December 2020 and is effective immediately.



## Re-sentencing Records

All records sentenced under a superseded records disposal schedule Policing and Crime Detection 2011/1 are to be re-sentenced using this schedule.

## Regulatory Framework

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

- *Child Protection (Offender Reporting and Registration) Act 2004*
- *Criminal Code Act 1983*
- *Emergency Management Act 2013*
- *Fire and Emergency Act 1996*
- *Firearms Act 1997*
- *Police Administration Act 1978 (except part 3)*
- *Police (Special Investigative and Other Powers) Act 2015*
- *Telecommunications (Interception) Northern Territory Act 2001*
- *Terrorism (Emergency powers) Act 2003*
- *Weapons Control Act 2001*
- *Youth Justice Act 2005*
- *Information Act 2002*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:Records Management



## Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Northern Territory Police, Fire and Emergency Services
- current authorised disposal schedules for the Northern Territory Police, Fire and Emergency Services
- current authorised general disposal schedules

## 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.

## Acknowledgement

The Archives Service and the Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Archives Service. The terms in the 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

<p>Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records.</p> <p>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 Archives Service and Records Service.</p> <p>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.</p> <p>Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly.</p> <p>Identify records that require re-sentencing where a previous disposal schedule has been superseded.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p>Stop applying sentences from previous schedules that have been revoked or amended.</p> <p>Retain all records in good order and condition to be available for retrieval during the retention period.</p> <p>Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic.</p> <p>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.</p> <p>Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation.</p> <p>Inactive records can be transferred to offsite service providers providing they have been sentenced.</p> <p>Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction.</p> <p>Do not destroy records that are not described in an authorised records disposal schedule.</p> <p>Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
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## Disposal Schedule

1. Policing and Crime Detection		
<p>The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.</p>		
1.1 Advice		
<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	<p>Records relating to the provision and receipt of formal advice in relation to policing and crime detection, including advice on legislation amendments, policy development, incident responses, prevention and reduction of crime and all other matters.</p> <p>Includes executive briefings, ministerials and briefing notes.</p>	<p>PERMANENT Transfer to the Archives Service 10 years after action completed</p>
1.1.2	<p>Master copy of Police Gazette notification and related records from the Commissioner of Police regarding instructions, determinations, directions and notices.</p> <p>Includes Police Gazette supplements, photo supplements, Crime Circulars, Special Circulars and Special Crime Circulars.</p>	<p>PERMANENT Transfer to the Archives Service 10 years after action completed</p>
1.1.3	<p>Records documenting advice received and sent from commands and regional and remote stations in relation to policing and crime detection, including routine operational advice.</p> <p>Includes debriefing summaries, briefing papers and situation reports.</p>	<p>TEMPORARY Destroy 30 years after action completed</p>
1.1.4	<p>Records documenting notifications of intention to dispose of uncollected goods under bailment.</p> <p>Includes applications to the court and certificates issued concerning motor vehicles.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
1.1.5	<p>Records documenting notifications and advice received from external agencies, bodies, organisations or agents in accordance with statutory requirements, such as the issuing of liquor permits in a public restricted area, advice concerning the re-possession of vehicles by commercial agents and the issuing or renewing of kava management plans.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
1.1.6	<p>Duplicate copies of police Gazettes and supplements.</p>	<p>TEMPORARY Destroy when reference ceases</p>

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 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 agreements with other governments, government organisations or bodies in relation to policing and crime detection, including intergovernmental agreements and memoranda of understanding.  Includes ministerials, briefing notes, progress reports and related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance, and review of minor agreements with other government bodies or organisations in relation to policing and crime detection, such as information data sharing agreements.	TEMPORARY Destroy 7 years after expiry or termination of agreement

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.3 Animal Services

The activities associated with employing the use of animals within the Police force.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the management and care of dogs and horses by the NT Police.  Includes acquisitions, disposals, veterinary history, and training and assessment records.	TEMPORARY Destroy 10 years after service life of animal is completed
	Use POLICING AND CRIME DETECTION - INVESTIGATIONS for investigations conducted into the death of a person as a result of contact with a police animal.	
	Use POLICING AND CRIME DETECTION - CORONIAL INQUIRIES for records prepared for the Coroner concerning the death of a person as a result of contact with a police animal.	
	Use LEGAL SERVICES - LITIGATION for activities associated with litigation action taken against the police service.	
	Use LEGAL SERVICES - CLAIMS for activities associated with claims that do not proceed to litigation.	

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.4 Audit

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting handover/takeover reports where a discrepancy is identified, and an investigation is conducted to determine the cause of the discrepancy. Includes final outcome and recommendations.	TEMPORARY Destroy 10 years after action completed
1.4.2	Records documenting handover/takeover reports where no discrepancy is found. Includes station handover/takeover reports and front counter or shift change handover/takeover reports.	TEMPORARY Destroy 6 years after action completed
1.4.3	Records documenting audits conducted at the section or unit level to ensure adherence to statutory requirements, policy and procedures.	TEMPORARY Destroy 6 years after action completed
	Use PROFESSIONAL RESPONSIBILITY REGULATION – AUDIT for audits conducted to ensure integrity and ethical standards are maintained. Includes station, section and unit inspections.	
	Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for activities associated with criminal investigations.	

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.5 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting statutory authorisation, appointment, or delegation of powers in accordance with legislative responsibility. Includes copies of gazette notices.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting regulatory licences issued between 1978 and 2002, such as a Hawkers licence, Auctioneers Licence, Bookmakers Licence, Marine Dealers Licence and Public Entertainment Licence. Excludes Firearm and Weapon Licences.	TEMPORARY Destroy 6 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.



## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.6 Community Policing

The activities associated with developing and implementing strategies and initiatives which are primarily aimed at increasing community involvement in assisting police to reduce and prevent crime.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting notifications from community groups, organisations or bodies regarding public order events where a police presence is required.  Includes notification of event, resource arrangements, briefing notes and final reports.	TEMPORARY Destroy 10 years after action completed
1.6.2	Records documenting notifications from community groups, organisations or bodies regarding public order events where no police presence is required.	TEMPORARY Destroy 5 years after action completed
1.6.3	Records documenting the assessment and consideration of new patrol initiatives, including joint operations between the police service and other government bodies concerning community-based policing strategies and initiatives.  Includes proposals, assessments, discussion papers, statistical data and outcomes.	TEMPORARY Destroy 7 years after action completed
1.6.4	Records documenting the planning of major or special community organised events, such as V8 Supercars, Darwin Festival, or Bass in the Grass where a police presence is required.  Includes request for police presence, policing requirements, risk assessments, briefing notes and final reports.  May include agreements with external stakeholders and related correspondence.	TEMPORARY Destroy 7 years after action completed
1.6.5	Records documenting requests from members of the community, community groups or businesses for police patrols or presence at specific locations.  May include minutes of meetings concerning police activities or actions.	TEMPORARY Destroy 3 years after action completed
	Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for records documenting investigations into a public order event that has become riotous or an unlawful assembly.	

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Electronic records documenting the management of information and incidents reported to or coming to the attention of the Northern Territory Police, such as PROMIS or SerPro.	PERMANENT Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>  (manage and migrate data to new media platform/system during system upgrade)
1.7.2	Crime Report Index Cards, Criminal Offence and Modus Operandi Registers and Crime Report Registers.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.7.3	Electronic records documenting information reports concerning suspects or suspected criminal activity or behaviour.	PERMANENT Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>  (manage and migrate data to new media platform/system during system upgrade)
1.7.4	Register of Information Reports created prior to January 2005. Includes Information Report Index Cards.	PERMANENT Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>  (manage and migrate data to new media platform/system during system upgrade)

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.5	Register of Surveillance device warrants and emergency authorisations.	PERMANENT Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>  (manage and migrate data to new media platform/system during system upgrade)
1.7.6	Police journals used for reporting daily activities of police members.	PERMANENT Transfer to the Archives Service 30 years after last entry date
1.7.7	Complaint and enquiry journals used to record details of offences and incidents reported to police. Includes comments and follow up action.	PERMANENT Transfer to the Archives Service 30 years after last entry date
1.7.8	Radio logbooks and radio message books used to record the receipt and issue of messages via radio to police stations.	PERMANENT Transfer to the Archives 30 years after last entry date
1.7.9	Official police diaries used for recording events, incidents and occurrences by police members. Includes Commissioned Officer Journals.	PERMANENT Transfer to the Archives 30 years after last entry date
1.7.10	Database records relating to the management of human and community source informants.  Includes details of registered sources both active and inactive and information supplied.	PERMANENT Transfer to the Archives Service 30 years after action completed, unless exemption granted under the <i>Information Act 2002</i>  (manage and migrate data to new media platform/system during system upgrade)

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.11	Police notebooks used for recording events, incidents and occurrences by police members.	TEMPORARY Destroy 30 years after last entry
1.7.12	Station procedure register of intimate and non-intimate procedures.	TEMPORARY Destroy 25 years after action completed
1.7.13	Electronic records documenting the management of master electronic record of interview records.	TEMPORARY Destroy 20 years after action completed  (manage and migrate data to new media platform/system during system upgrade)
1.7.14	Drug seizure database used to record the location of seizure, drug type and offender details.	TEMPORARY Destroy 20 years after action completed  (manage and migrate data to new media platform/system during system upgrade)
1.7.15	Police Attendance books – Sworn Police Officers	TEMPORARY Destroy 20 years after action completed
1.7.16	Message books used for the reporting of information to operational members.	TEMPORARY Destroy 10 years after action completed
1.7.17	Copies of drug seizure reports.	TEMPORARY Destroy 6 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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.18	Register of bailed persons reporting to police stations at specified intervals in accordance with bail conduct agreements.	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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.8 Coronial Inquiries

The process of investigations by inquest of any death which is not clearly due to natural causes.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting inquiries conducted on behalf of the Coroner to determine facts and obtain evidence concerning reportable deaths and disasters.  Includes report of death form, briefing notes, report submissions, supporting paperwork and related correspondence.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.8.2	Duplicate copies of coronial files.	TEMPORARY Destroy upon written confirmation that original file is held by the Coroner's Office or NT Archives Service

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.9 Extradition

The activities associated with seeking the return of a person from another legal jurisdiction, such as another Australian State, Territory or country for the purpose of responding to serious criminal charges in the country or state which is seeking the person's extradition.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the extradition of individuals from or to the Northern Territory from/to another Australian State or Territory or foreign country.</p> <p>Includes the request for extradition application, warrant, statements, requests for approvals, supporting documentation and travel arrangements.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</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.



## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.10 Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the issue and management of infringement notices to persons who have committed an offence in breach of the law which have not elected to be heard before the court.  Includes courtesy letters, withdrawal requests and re-issued infringements.	TEMPORARY Destroy 7 years after action completed
	Use POLICING AND CRIME DETECTION - JUDICIAL PROCESS for infringements elected to be heard before the Court.	
	Use ROAD SAFETY SERVICES - INFRINGEMENTS for activities associated with the issue and management of traffic infringement notices, including parting infringements, speeding infringements and defect notices.	
	Use POLICING AND CRIME DETECTION - CONTROL for records contained in PROMIS	

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.11 Intelligence Gathering

The activities associated with gathering, collating, analysing and disseminating criminal intelligence, including tactical intelligence, operational intelligence and strategic intelligence.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to the management of human and community sources.  Includes identification, registration and contact reports.	TEMPORARY Destroy 50 years after deactivation or last contact with source
1.11.2	Records documenting information originating from the Australian Intelligence Community relevant to the assessment of any aspect of National Security.  Records and information must be handled and managed in accordance with their national security classification.	TEMPORARY Destroy when reference ceases and notify originating agency or return to originating agency
1.11.3	Records relating to hard copy intelligence reports produced prior to January 2005.  Includes field reports and information reports.	TEMPORARY Destroy 10 years after action completed
1.11.4	Records relating to intelligence information requests and information exchange.  Includes requests from national and international law enforcement agencies.	TEMPORARY Destroy 10 years after action completed
1.11.5	Records documenting security clearance checks of persons seeking employment with the NT Police, Fire and Emergency Services, including contractors.  Includes probity screening applications and supporting documentation.	TEMPORARY Destroy 5 years after separation or 6 years after the date of the last clearance check on file, whichever is sooner
1.11.6	Records documenting information circulars, bulletins, newsletters or publications issued by law enforcement authorities regarding suspects, criminal activity, trends and law enforcement techniques.	TEMPORARY Destroy when reference ceases

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.12 Investigations

The activities related to the investigation and solving of offences/crime against personal safety, property security, industrial accidents and public order and safety, including juveniles. Includes the conduct of internal investigations and/or overviews of incidents that may involve allegations of police officer's impropriety or misconduct.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p><b>Category A Investigations</b></p> <p>Records documenting major criminal investigations, including unsolved investigations that satisfy Category A investigations, such as homicide, death in custody, aggravated assault, unresolved missing persons that are suspicious, arson, sexual offences against minors and sexual intercourse without consent.</p> <p>Includes investigations that generate public-wide interest, or there has been a fatality or a serious or long-term injury has been caused to a person.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.12.2	<p><b>Category B Investigations</b></p> <p>Records documenting criminal investigations, including unsolved investigations that satisfy Category B investigations, such as aggravated assault on a police officer, trafficable drug offences, female genital mutilation, stealing with violence, aggravated unlawful entry, desecration of a sacred site, attempted suicide of persons in police custody, corruption by persons employed by the public service.</p>	<p>TEMPORARY</p> <p>Destroy 75 years after date action completed or legal action whichever is the later</p>
1.12.3	<p><b>Category C Investigations</b></p> <p>Records documenting criminal investigations, including unsolved investigations that satisfy Category C investigations, such as accidents where there has been a minor injury caused to a person in an aircraft, railway or marine, threats against persons, illegal abortion, acts causing harm that are non-serious, stalking, fire damage that has not endangered a life, drug offences, non-aggravated unlawful entry and forgery less than \$100,000.00.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after date action completed or legal action whichever is the later</p>
1.12.4	<p><b>Category D investigations</b></p> <p>Records documenting minor criminal investigations, including unsolved investigations that satisfy Category D investigations, such as attempted suicide non-contact with police, breach</p>	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed or legal</p>

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.12 Investigations

The activities related to the investigation and solving of offences/crime against personal safety, property security, industrial accidents and public order and safety, including juveniles. Includes the conduct of internal investigations and/or overviews of incidents that may involve allegations of police officer's impropriety or misconduct.

Class No.	Description of Records	Status and Disposal Action
	orders, missing persons that have been resolved or non-suspicious, drug offences that are non-commercial, forgery less than \$5,000.00, disorderly behaviour, disturbance complaints, fisheries offences, bringing, possessing, consuming and selling liquor in a restricted area, sabotage or criminal defamation, offences against the Traffic Act, unlawful gaming and racing, betting or casino related offences and unauthorised exploration.	action whichever is the latest  Where an investigation involves a minor Destroy 25 years after their date of birth or 7 years after legal action whichever is the latest
	<b>NOTE:</b> Refer to the Category of Investigation by Incident type table in the preamble of the schedule.	

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.13 Judicial Process

The activities associated with charging offenders, provision of prosecution services, applications for bail, use of diversionary programs, serving of court notices, warrants, apprehended violence orders and subpoenas.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the laying of charges against offenders in police custody.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.13.2	Prosecution files that fall within the Category A investigation type, including prosecution cases that involve significant public wide interest, a controversial prosecution, or involve a prominent member of the community such as a politician.  Includes Master sealed electronic records of interview (EROI) and Section 140 interviews, court notices,	PERMANENT Transfer to the Archives Service 30 years after action completed
1.13.3	Prosecution files that fall within the Category B investigation type.  Includes Master sealed electronic records of interview (EROI) and Section 140 interviews.	TEMPORARY Destroy 75 years after action completed
1.13.4	Prosecution files that fall within the Category C investigation type.  Includes Master sealed electronic records of interview (EROI) and Section 140 interviews.	TEMPORARY Destroy 30 years after action completed
1.13.5	Prosecution files that fall within the Category D investigation type.  Includes Master sealed electronic records of interview (EROI) and Section 140 interviews.	TEMPORARY Destroy 7 years after action completed
1.13.6	Records documenting court notices, including sentencing details imposed by the courts.  Includes cautioning notices, court orders, court attendance notices, summonses, warrants, apprehended violence orders and subpoenas.	TEMPORARY Destroy 30 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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.13 Judicial Process

The activities associated with charging offenders, provision of prosecution services, applications for bail, use of diversionary programs, serving of court notices, warrants, apprehended violence orders and subpoenas.

Class No.	Description of Records	Status and Disposal Action
1.13.7	Hard copy apprehension reports created prior to the introduction of the Integrated Justice Information System (IJIS).	TEMPORARY Destroy 30 years after action completed
1.13.8	Police issued or court issued domestic violence orders. Includes application, review, variation and revocation of interim orders, consent orders and external orders.	TEMPORARY Destroy 10 years after action completed
1.13.9	Working copies of electronic records of interview (EROI). Note: Master sealed electronic record of interview (EROI) recordings and S140 recordings are retained as per prosecution file.	TEMPORARY Destroy 28 days after appeals period has lapsed
1.13.10	Records documenting the formal diversion of offenders away from the criminal justice system. Includes diversionary reports, assessments, agreements, service provider reports, post conference surveys, weekly reports and exit interviews.	TEMPORARY Destroy 10 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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.14 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
1.14.1	Records documenting strategic plans in relation to policing and crime detection.  Includes draft versions, consultation notes, background research and related correspondence.	PERMANENT Transfer to the Archives Service 30 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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.15 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
1.15.1	Master set of policies in relation to policing and crime detection. Includes policy proposals, formal draft versions, background research, consultation notes with relevant stakeholders, copies of legal advice, ministerials and briefing notes.	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.16 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.16.1	Master set of procedures and guidelines in relation to policing and crime detection. Includes formal draft versions.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.16.2	Records documenting the development of procedures and guidelines in relation to policing and crime detection. Includes draft versions, consultation notes, implementation advice and related correspondence.	TEMPORARY Destroy 6 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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.17 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
1.17.1	Records documenting major reports in relation to policing and crime detection, including consolidated statistical reports and annual reports.  May include ministerials and business memoranda.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.17.2	Records documenting operational periodic reports in relation to policing and crime detection.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.17.3	Reports and statistical information received from external bodies or other law enforcement authorities. Includes publications.	TEMPORARY Destroy when reference ceases

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.

<h2>1. Policing and Crime Detection</h2> <p>The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.</p>		
<h3>1.18 Surveillance</h3> <p>The activities associated with surveillance of locations using closed circuit television (CCTV) and other surveillance systems.</p>		
Class No.	Description of Records	Status and Disposal Action
1.18.1	Records relating to images and information captured by closed circuit television (CCTV) cameras that have been transferred to a data incident storage system and have not been used as evidence to support an investigation.	TEMPORARY Destroy 90 days after date of capture
1.18.2	Records relating to images and information captured by closed circuit television (CCTV) cameras that have not been transferred to the data incident storage system.	TEMPORARY Destroy 30 days after date of capture
1.18.3	Records documenting images and information captured by closed circuit television (CCTV) cameras and transferred to the data incident storage system and used as evidence to support an investigation.	TEMPORARY Transfer image to master Sealed CD/DVD and retain as per relevant investigation file
1.18.4	Working copies of CCTV footage.	TEMPORARY Destroy when reference ceases
	Use POLICING AND CRIME DETECTION – INVESTIGATIONS for records capturing evidence used to support an investigation.	

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.19 Target Operations

The activities associated with developing and planning targeted operations designed to identify and reduce crime in the community. Includes major crime operations, joint operations, covert operations and road safety enforcement operations.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Records documenting the registration of code names.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.19.2	Records documenting the development, planning and implementation of operations targeting offenders or criminal activity involving serious violence offences or serious sexual offences.  Includes identified operational issues, human resource plans, expected outcomes, reportable outcomes, operational briefings, running sheets, briefing notes, final reports and operational statistical data.  May also include joint target operations conducted in conjunction with other law enforcement authorities.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.19.3	Records documenting the development, planning and implementation of operations targeting offenders or criminal activity that are not serious violence offences or not serious sexual offences.  Includes identified operational issues, human resource plans, expected outcomes, reportable outcomes, operational briefings, running sheets, briefing notes, final reports and operational statistical data.  May also include joint target operations conducted in conjunction with other law enforcement authorities.	TEMPORARY Retain as per criteria for investigation of offence type  If multiple offence types are involved, retain as per criteria for offence type with maximum retention period

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.20 Telecommunication Interception

The activities associated with the authorised interception of telecommunications for the purpose of tracing the location of callers in emergencies, and for authorised related purposes.

Class No.	Description of Records	Status and Disposal Action
1.20.1	Records documenting the application, authorisation, revocation, issue and execution of telecommunication interception warrants.  Includes notification to federal law enforcement agencies, certificate of facts, evidentiary certificate, and authorisation to receive information obtained by a warrant, particulars of warrant and particulars concerning restricted records.	TEMPORARY Destroy 20 years after execution and audit of warrant
1.20.2	Restricted records obtained by means of interception.	TEMPORARY Destroy when no longer required for a permitted purpose in accordance with the <i>Telecommunications (Interception) Northern Territory Act 2001</i>

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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.21 VIP Protection

The activities associated with providing protection for specified persons and property eg. VIP's dignitaries, consuls, and public officials, etc. Also includes security protection to persons or organisations who by reason of their political position or interest or office are considered to be under threat.

Class No.	Description of Records	Status and Disposal Action
1.21.1	<p>Records documenting the development of operational plans and arrangements for the protection of persons, organisations or vital installations.</p> <p>Includes movement details, threat assessments, event or ceremony details, location details, travel routes, itineraries, contingency plans, security response, risk assessments and public order management issues (where there is a risk of politically motivated violence or terrorism).</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.21.2	<p>Records originating from federal government agencies concerning the provision of protective services to Australia's high office holders and high-level visiting dignitaries.</p> <p>Includes dignitary and consul program notification, threat assessments, forecast of significant events briefing notes and bulletins.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases or return to originating agency when reference ceases, in accordance with originating agency requirements</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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.22 Warrant Processing

The activities associated with the provision, maintenance and execution of warrants (including the payment of related fines).

Class No.	Description of Records	Status and Disposal Action
1.22.1	Records documenting the application, authorisation, refusal or execution of surveillance device warrants, retrieval warrants or emergency authorisations.  Includes statement setting out grounds for warrant, affidavit, committee approval and authorisation, application for variation or extension to warrant, revocation of warrant, and effectiveness reports.	TEMPORARY Destroy 20 years after execution and audit of warrant
1.22.2	Records documenting the application, authorisation, refusal, execution or issue of a search warrant for person, premises, vehicle, vessel or property.  Includes statement setting out grounds for warrant, affidavit, expired search warrant, refused warrants, withdrawn warrants, duplicate warrants issued by phone, search warrant briefing note, authorisation form, seizure receipt and acknowledgement, search warrant booklet.	TEMPORARY Destroy 15 years after action completed
1.22.3	Records documenting the application, authorisation, execution or issue of a search warrant for premises or persons for investigation in the Territory of certain offences against the law of a State or the Australian Capital Territory, and for other purposes (extra-territorial offences).  Includes unauthorised applications and expired search warrants, statement setting out grounds for warrant, affidavits.	TEMPORARY Destroy 10 years after action completed
1.22.4	Copies of records relating to the application, authorisation, issue and execution of arrest warrants.	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.

## 1. Policing and Crime Detection

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime, including the prosecution of offenders.

### 1.22 Warrant Processing

The activities associated with the provision, maintenance and execution of warrants (including the payment of related fines).

Class No.	Description of Records	Status and Disposal Action
	Includes statement setting out grounds for warrant, affidavit, refused warrants, recalled warrants, withdrawn warrants, duplicate warrants issued by phone. May include interstate warrant of apprehension for enquiry in the Northern Territory.	

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.