



Records disposal schedule

Records Disposal Schedule Energy Resources Regulation Department of Primary Industry and Resources

Disposal Schedule No. 2018/7

August 2018

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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 which 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.²

Each class of records created by an agency is described using classifications based on business analysis.

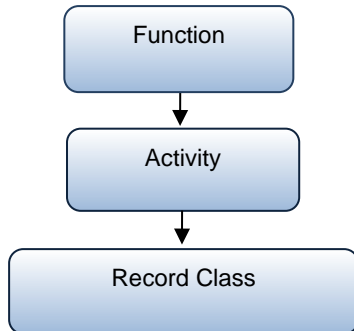
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 the function Energy Resources Regulation of the Department of Primary Industry and Resources.

Scope

Application of this Records Disposal Schedule is mandatory for Energy Regulation Services records of the Department of Primary Industry and Resources.

This Records Disposal Schedule applies to Energy Resources Regulation records in all formats.

Responsibility

The Chief Executive Officer of the Department of Primary Industry and Resources 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. 2018/7 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Primary Industry and Resources on 31 August 2018 and is effective immediately.

Regulatory Framework

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

- *Bonaparte Gas Pipeline (Special Provisions) Act*
- *Energy Pipelines Act*
- *Energy Pipelines Regulations*
- *Geothermal Energy Act*
- *Geothermal Energy Regulations*
- *National Gas (Northern Territory) Act*
- *North East Gas Interconnector Pipeline (Special Provisions) Act 2015*
- *Offshore Petroleum and Greenhouse Gas Storage Act 2006 (CTH)*
- *Petroleum Act*
- *Petroleum (Environment) Regulations*
- *Petroleum Regulations*
- *Schedule of Onshore Petroleum Exploration and Production Requirements*
- *Petroleum (Submerged Lands) Act*
- *Petroleum (Submerged Lands) (Application of Commonwealth Laws) Regulations*
- *Petroleum (Prospecting and Mining) Act (repealed)*
- *Petroleum (Submerged Lands) Regulations*
- *Trans-Territory Pipeline and Blacktip Gas Projects (Special Provisions) Act 2005*
- *Information Act*
- NT Government Records Management Standards

- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-Records Management

Related Documents

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

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Primary Industry and Resources
- current authorised disposal schedules for the Department of Primary Industry and Resources.

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these.

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

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

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/> Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/> Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/> Notify the NT Records Service of destruction of all records
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.1 Advice

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.1.1	Records documenting the provision of formal advice to the Minister, other Government Bodies and Industry in relation to energy resources regulation. Includes ministerials and briefing notes.	<ul style="list-style-type: none"> Formal advice Ministerials 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting the graticulation of earth's surface where the Minister has assigned a section or part of with an identifying number as required under the relevant Act.	<ul style="list-style-type: none"> Graticulation of earth's surface 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.3	Records relating to routine advice provided to the community with regards energy resource regulation.	<ul style="list-style-type: none"> Routine Advice 	Temporary Destroy 5 years after action completed

<h2>1. Energy Resources Regulation</h2> <p>The function of regulating petroleum, geothermal and energy pipeline titles and operations under the <i>Petroleum Act</i>, <i>Petroleum (Submerged Lands) Act</i>, <i>Geothermal Energy Act</i>, <i>Energy Pipelines Act</i>, <i>Petroleum (Prospecting and Mining) Act</i> and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.</p>			
<h3>1.2 Agreements</h3> <p>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 information agreements.</p>			
Class No.	Description of Records	Examples	Status and Disposal Action
1.2.1	<p>Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies in relation to energy resources regulation.</p> <p>Includes high level agreements with the Commonwealth, Tripartite Deeds under the <i>Native Title Act</i>, and memoranda of understanding.</p>	<ul style="list-style-type: none"> Tripartite Deed 	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.2.2	<p>Records documenting the establishment, negotiation, maintenance and review of minor agreements in relation to energy resources regulations.</p>	<ul style="list-style-type: none"> Minor Agreements 	<p>Temporary</p> <p>Destroy 7 years after agreement expires</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.3 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	Records documenting delegations of powers and functions by the Minister to persons under relevant Acts in relation to energy resources regulation. Includes instruments of delegations.	<ul style="list-style-type: none"> Delegations 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting the appointment of a Registrar under the relevant Act. Includes instruments of delegation.	<ul style="list-style-type: none"> Appointment of Registrar 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting appointment of inspectors, including geothermal energy officers as required under the relevant Act in relation to energy resources regulation. Includes instruments of appointments, certificates and other related correspondence. May include revocations.	<ul style="list-style-type: none"> Inspectors 	Temporary Destroy 7 years after appointment ends

1. Energy Resources Regulation

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1.4 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	Examples	Status and Disposal Action
1.4.1	Records documenting high-level committees in relation to energy resources regulation, or where the Department is the NT Government's main representative, such as the Australian Minerals and Energy Council, Australian and New Zealand Energy Council and the Ministerial Council on Energy. Includes agendas, minutes and discussion papers.	<ul style="list-style-type: none"> • Australian Minerals and Energy Council • Australian and New Zealand Energy Council • Ministerial Council on Energy • APGA-RSC 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting internal administrative committees, or inter-departmental formal committees where the Department is not the NT Government's main representative.	<ul style="list-style-type: none"> • Internal administrative 	Temporary Destroy 5 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.5 Compliance

The activities associated with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Examples	Status and Disposal Action
1.5.1	<p>Records documenting investigations into persons suspected of contravening the relevant Acts, such as not holding an energy title or environmental offences under the relevant energy resources legislation.</p> <p>Includes inspection reports, equipment test results, file notes, photos, films, video recordings, seized goods, receipts of monies received for the cost of repairs, the sale or disposal of property forfeited to the Northern Territory, warning letters, infringement notices, extracts of documents, witness statements, show cause notices and responses, notices of appeal, local court orders and final decisions</p> <p>May include reports to the Minister where a person is suspected of contravening the relevant energy resources legislation.</p>	<ul style="list-style-type: none"> Investigations 	<p>Permanent Transfer to the NT Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting the compliance of energy resource title holders and operators as required under the relevant energy resources legislation.</p>	<ul style="list-style-type: none"> Compliance – Energy Title Holders and Operators 	<p>Permanent</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.5 Compliance

The activities associated with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Examples	Status and Disposal Action
	<p>Includes technical programs, assessments, approvals, reports, notification for activities within a lease, licence or permit area and receipts of funds recovered.</p> <p>May include applications for the construction or reconstruction of pipeline licences, terms and conditions, maps and drawings, expenditure reports, copies of technical qualifications, agreements, receipts of prescribed fees, security, written notices to relevant local government councils, owner or occupiers of land, native title claimants and bodies, other persons with interests, terms and conditions, instruments of notifications and copies of published newspaper notifications.</p> <p>May also include licensing of exempt pipelines.</p>		<p>Transfer to the NT Archives Service 10 years after action completed</p>
	<p>Use LEGAL SERVICES – LITIGATION for records documenting lawsuits or legal proceedings in relation to desecration of sacred sites.</p>		

1. Energy Resources Regulation

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1.6 Conferences

The activities involved in arranging 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	Examples	Status and Disposal Action
1.6.1	Master set of proceedings of conferences organised by the Department in relation to energy resources regulations. Includes final papers presented by speakers.	<ul style="list-style-type: none"> Conferences organised by the Dept / SEAAOC 	Permanent Transfer to NT Archives Service 10 years after action completed
1.6.2	Proceedings, reports and addresses from conferences, seminars or forums attended by Departmental staff in relation to energy resources regulation. Includes inter-organisation and government conferences.	<ul style="list-style-type: none"> APPEA Conference SEAAOC 	Temporary Destroy 5 years after conference
1.6.3	Records documenting the administrative arrangements for conferences, seminars or forums arranged by the Department. Includes programmes, invitations to speakers, registrations, venue bookings, accommodation and transport arrangements and catering arrangements.	<ul style="list-style-type: none"> Administrative arrangements for conferences 	Temporary Destroy 2 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.7 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.7.1	<p>Records documenting requests for information from Government Bodies, private individuals and companies in relation to energy resources interests, including requests for abstract of records from the statutory registers, inspections of statutory registers.</p> <p>Includes written letters, abstracts of the register, copies of maps and drawings and other related correspondence.</p>	<ul style="list-style-type: none"> • Requests for information • Requests for Abstract of Records • Request for searches 	<p>Temporary</p> <p>Destroy 15 years after action completed</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.8 Grant Allocation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.1	Records documenting the receipt of applications from non-government sources for grant funding by the organisation where the application was successful in relation to energy resources regulation.	<ul style="list-style-type: none"> Successful Grants 	Temporary Destroy 7 years after grant acquitted
1.8.2	Records documenting unsuccessful applications made by the organisation for grant funding from a non-government source.	<ul style="list-style-type: none"> Un-successful Grants 	Temporary Destroy 2 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.9 Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Examples	Status and Disposal Action
1.9.1	<p>Records documenting the Department's contribution and involvement in an inquiry directly relating to energy resources regulation.</p> <p>Includes statements, submissions, responses to reports, witness statements and final reports.</p>	<ul style="list-style-type: none"> Inquiries 	<p>Permanent</p> <p>Transfer to NT Archives Services 10 years after action completed</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.10 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	Examples	Status and Disposal Action
1.10.1	Final versions of strategic plans in relation to energy resources regulation.	<ul style="list-style-type: none"> Plans - Final 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of plans in relation to energy resources regulation. Includes draft versions and consultation notes.	<ul style="list-style-type: none"> Plans – Draft versions 	Temporary Destroy 10 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.11 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	Examples	Status and Disposal Action
1.11.1	Master set of policies in relation to energy resources regulation. Includes formal draft versions, file notes, background research, consultation notes and other related correspondence.	<ul style="list-style-type: none"> • Policies – Final • Draft versions 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of policies, in relation to energy resources regulation. Includes draft versions, file notes, consultation notes and other related correspondence.	<ul style="list-style-type: none"> • Policies - Draft 	Permanent Retain in organisation

1. Energy Resources Regulation			
<p>The function of regulating petroleum, geothermal and energy pipeline titles and operations under the <i>Petroleum Act, Petroleum (Submerged Lands) Act, Geothermal Energy Act, Energy Pipelines Act, Petroleum (Prospecting and Mining) Act and subordinate legislation</i>, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.</p>			
1.12 Procedures			
Standard methods of operating laid down by an organisation according to formulated policy.			
Class No.	Description of Records	Examples	Status and Disposal Action
1.12.1	<p>Master set of guidelines issued by the Minister in relation to energy resources regulation.</p> <p>Includes gazette notices, draft versions, consultation notes and implementation plans.</p>	<ul style="list-style-type: none"> • Master set of guidelines • Draft versions 	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.12.2	<p>Records documenting the development of procedures and guidelines in relation to energy resources regulation.</p> <p>Includes consultation notes, draft versions and implementation plans.</p>	<ul style="list-style-type: none"> • Procedures / Guidelines – draft versions 	<p>Permanent</p> <p>Retain in organisation</p>

<h2>1. Energy Resources Regulation</h2> <p>The function of regulating petroleum, geothermal and energy pipeline titles and operations under the <i>Petroleum Act</i>, <i>Petroleum (Submerged Lands) Act</i>, <i>Geothermal Energy Act</i>, <i>Energy Pipelines Act</i>, <i>Petroleum (Prospecting and Mining) Act</i> and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.</p>			
<h3>1.13 Reporting</h3> <p>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.</p>			
Class No.	Description of Records	Examples	Status and Disposal Action
1.13.1	Final, versions of major reports in relation to energy resources regulation, including published reports and statistic reports in relation to energy resources activities and the public. Includes working papers and consultation notes.	<ul style="list-style-type: none"> Major Reports 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting periodic reports in relation to energy resources regulation, such as statistics and energy activities reports.	<ul style="list-style-type: none"> Energy Activities periodic reports 	Temporary Destroy 10 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.14 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	Examples	Status and Disposal Action
1.14.1	Records documenting research in relation to energy resources regulation, includes research projects. Includes published reports, research papers, data reports and input into industry government collaborative research.	<ul style="list-style-type: none"> • Industry research • GDA 2020 	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.15.1	Records documenting declarations by the Minister of reservations of blocks under the <i>Petroleum Act</i> , <i>Petroleum (Submerged Lands) Act</i> and the <i>Geothermal Energy Act</i> . Includes gazette notices, terms and conditions.	<ul style="list-style-type: none"> • Reservations of Blocks 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting the granting of energy resource titles by the Minister under the relevant legislation in relation to energy resources, such as exploration permits, production licences and retention licences, including transfers, surrenders, cancellations, variations, replacements and refusals. Includes applications, gazettes, technical work programs, receipts of prescribed fees, public notices, approved access authorities, proposed expenditure on exploration, surveys of proposed title areas, terms and conditions, other supporting documentation, cessation documentation and reports to the Minister. May include objections and submissions received in relation to title applications and applicant responses. Minister's written	<ul style="list-style-type: none"> • Petroleum Exploration Permits • Petroleum Production Licences • Petroleum Retention Licences • Petroleum Retention Leases • Geothermal Licences • Petroleum (Submerged Lands) Leases 	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	consent to applications for Aboriginal land, including other relevant minister consents, notices of appeals, tribunal hearings and final decisions.		
1.15.3	Records documenting applications for access authorities that have been granted by the Minister, including renewals, surrenders and cancellations. Includes application, statements, terms and conditions set by the Minister. Includes operation reports.	<ul style="list-style-type: none"> Access Authorities 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.4	Records documenting approved applications for energy pipeline permits, licences, including variations and cancellations. Includes applications, maps, drawings, copies of agreements, receipts of prescribed fees, written notices to relevant local government councils, owner or occupiers of land, native title claimants and bodies, other persons with interests, terms and	<ul style="list-style-type: none"> Energy Pipeline Licences Energy Pipeline Permits 	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	conditions, instruments of notifications, copies of published newspaper notifications,		
1.15.5	Records documenting formal advice provided to the National Offshore Petroleum Titles Administrator (NOPTA) for energy resource titles in Commonwealth offshore areas. Includes agreements and memoranda of understanding, consultation papers and other supporting documentation.	<ul style="list-style-type: none"> Commonwealth Titles 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.6	Register of Instruments as required under the <i>Petroleum Act</i> . Includes: <ul style="list-style-type: none"> - details of permittee or licensee - exploration permit or licence area details - term of exploration permit or licence 	<ul style="list-style-type: none"> Register of Instruments – <i>Petroleum Act</i> 	Permanent Retain in organisation (manage and migrate data to new platform system during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> - history of area that has been subjected previously to an exploration permit or licence - conditions of exploration permit or licence - variations, cancellations, surrender details - Minister directions to the permittee or licensee - notice of instruments varying or revoking a notice or instrument - instruments of transfers - devolution of titles <p>May include rectifications, including orders from the Tribunal.</p>		
1.15.7	<p>Register of licences and related instruments as required by the <i>Energy Pipelines Act</i>.</p> <p>Includes:</p>	<ul style="list-style-type: none"> • Register of licences – <i>Energy Pipelines Act</i> 	<p>Permanent</p> <p>Retain in organisation (manage and migrate data to</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> - name of permit or licence holder - particulars of land - description of licence area - term of permit / licence - instruments that vary, cancel, surrender a permit / licence - transfer details - dealings <p>May include rectifications of the register and court orders.</p>		<p>new platform system during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.15.8	<p>Register of Geothermal Authorities as required by the <i>Geothermal Energy Act</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"> - geothermal authority applications 	<ul style="list-style-type: none"> • Register of Geothermal Authorities – <i>Geothermal Energy Act</i> 	<p>Permanent</p> <p>Retain in organisation (manage and migrate data to</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> - Application Date - Description of the Application Area - Name and contact details of each applicant - Type of geothermal authorities - Terms and conditions - geothermal authority interests - dealings with geothermal authorities - other details <p>May include requests to have information corrected in the register.</p>		<p>new platform system during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.15.9	<p>Register of Instruments as required under the <i>Petroleum (Submerged Lands) Act</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Name of the title holder 	<ul style="list-style-type: none"> • Register of Instruments 	<p>Permanent</p> <p>Retain in organisation (manage and migrate data to</p>

1. Energy Resources Regulation

The function of regulating petroleum, geothermal and energy pipeline titles and operations under the *Petroleum Act*, *Petroleum (Submerged Lands) Act*, *Geothermal Energy Act*, *Energy Pipelines Act*, *Petroleum (Prospecting and Mining) Act* and subordinate legislation, includes the granting and monitoring of titles and their holders and operators, maintaining statutory registers, statutory appointments and the development of policy in relation to energy resources within the Northern Territory.

1.15 Tenure History

The activities associated with documenting the history of exploration, mining and petroleum tenure granted under the relevant Northern Territory legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> - Name of special prospecting authority - Details of permit/lease or licence area - Terms and conditions - Variations, cancellations, surrenders - Agreements - Memorials - Approval and registrations of transfers - Approval of dealings 		<p>new platform system during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>