



Records disposal schedule

Records Disposal Schedule Land Development Corporation

Disposal Schedule No. 2019/010

September 2019

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

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

Structure of a Records Disposal Schedule

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

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

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

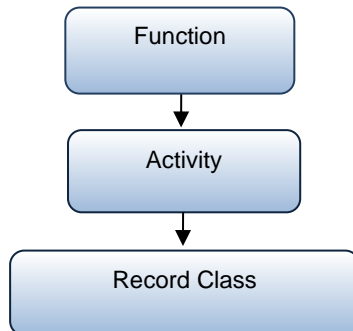
¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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.

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 Land Development Corporation.

Scope

Application of this Records Disposal Schedule is mandatory for Land Development Corporation records.

This Records Disposal Schedule applies to Land Development Corporation records in all formats.

Responsibility

The Chief Executive of the Land Development Corporation 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. 2019/010 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 Land Development Corporation on 12 September 2019 and is effective immediately.

Regulatory Framework

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

- *Corporations Act 2001 (Cth)*
- *Land Development Corporation Act 2003*
- *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 Department of Infrastructure, Planning and Logistics
- current authorised disposal schedules for Land Development Corporation

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.

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Compliance Checklist

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

Disposal Schedule

<p>1. Land Development Corporation</p> <p>The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the <i>Land Development Corporation Act</i>.</p>		
<p>1.1 Advice</p> <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 documenting the provision and receipt of detailed formal advice to and from the Minister, Commonwealth, Government bodies and industry stakeholders.</p> <p>Includes ministerials and briefing notes.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.2 Asset Management

The processes associated with the developing, management and disposal of assets, including costs, risk assessments and performance attributes.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting the management of infrastructure assets belonging to the Corporation, such as buildings and roads.</p> <p>Includes commissioning, decommissioning plans, condition monitoring, notification of work orders, surveillance reports, engineering reports, condition reports, and repairs and maintenance schedules and programs.</p> <p>Includes drawings, plans and specifications, operations and maintenance manuals and emergency action plans.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the appointment of the Chief Executive Officer by the Minister as required under the Act. Includes ministerials.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting directions given to the Corporation by the Minister as required under the Act. Includes ministerials.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting delegations to persons by the Corporation as required under the Act, including variations and revocations.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

1. Land Development Corporation

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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	Status and Disposal Action
1.4.1	Records documenting the establishment of the Advisory Board as required under the Act, including ministerial appointments. Includes re-appointments, resignations and terminations of members.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings held by the Advisory Board. Includes minutes, agendas and discussion papers. May include disclosure of interests by members.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting management meetings in relation to land development. Includes agendas, minutes and discussion papers.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.5 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.

Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting investigations into persons suspected of contravening the Corporation by-laws. Includes written notices, infringement notices, receipts of prescribed fees and related correspondence.	TEMPORARY Destroy 15 years after action completed
	Use NTG Administrative Functions – 10.6 – LEGAL SERVICES – LITIGATION for activities associated with investigations that proceed to a lawsuit or other legal proceedings.	

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1.6 Contract Management

The activities involved administering contracts made with service providers. Includes variations, contract performance monitoring, progress certificates, quotations and invoices.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the management of contracts in relation to land development of commercial, industrial and residential projects, such as construction contracts, landscape contracts, repairs and maintenance contracts, minor new works contracts, security contracts and consultancy contracts.</p> <p>Includes variations, contract progress reports, invoices, drawings, specifications and related correspondence.</p> <p>May include disputes.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

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	Land Register Includes: <ul style="list-style-type: none"> - land holdings - asset registers 	PERMANENT Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry

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1.8 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	Status and Disposal Action
1.8.1	Records documenting enquiries in relation to land development, land sales and leases. Includes written correspondence received from industry stakeholders and commercial developers and responses from the Corporation.	TEMPORARY Destroy 10 years after action completed

1. Land Development Corporation

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1.9 Land Sales

The activities involved in strategic land sales including, vetting business activities for suitability to land precinct, reviewing site development plans, administration of development leases until construction is completed and transferring of titles to the purchaser's name.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the sale of land belonging to the Corporation for residential, commercial and industrial development in the Northern Territory.</p> <p>Includes contract of sale, business checks, development plans, valuations, survey reports, compliance documentation with the development permit, settlement documentation and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.10 Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price, Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the leasing out of land owned by the Corporation, such as long-term development leases and ground leases. Includes signed lease, inspection reports, receipts of payments, sub-leases, business probity checks, valuations, plans for development and related correspondence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting short term leases of both land and buildings owned by the Corporation, including licences issued for access such as to the Hidden Valley Explosives Reserve and the Common User Facility. Includes agreements, terms and conditions and related correspondence.	TEMPORARY Destroy 7 years after expiry of contract

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.11 Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Act, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting by-laws relating to the management of Corporation land as required under the Act, such as access to the Corporation's land or buildings, the conduct of persons on Corporation land or in buildings, regulation of animals and vehicles, and the security or general facility on Corporation land. Includes gazette notices and drafting instructions.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.12 Marketing and Promotion

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Record documenting Corporation marketing strategies designed to profile the Northern Territory, increase awareness of the opportunities available and increase market penetration.</p> <p>Includes participation at conferences and forums, brochures and newsletters, background research, briefs and designs and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

1. Land Development Corporation

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1.13 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
1.13.1	Final Corporation strategic plans, including the development of strategic plans. Includes draft versions, working plans and consultation notes.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.14 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
1.14.1	<p>Master set of policies in relation to the Corporation, such as Development of Product Corridors, Extractive Mining in Future Industrial Estate, Off Market Land Sales and Land Lease off the Plan.</p> <p>Includes formal draft versions, consultation notes, ministerials, briefing notes and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.15 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records documenting the development and management of project land by the Corporation for commercial development, use by Industrial businesses and for residential developments in the Northern Territory, including projects not proceeded with.</p> <p>Includes planning, feasibility studies, design documentation, copies of contracts, permits and clearances, acquisitions, valuations, leasing, land releases, copies of legal advice, drawings, audits, project closure reports and related correspondence.</p> <p>May include partnership agreements.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Land Development Corporation

The function of developing and managing land for use by new and existing industries and commercial developments in the Northern Territory, including use for residential developments. Includes the establishment and management of the Advisory Board, establishment and regulation of the Corporation's By-Laws, statutory reporting and compliance monitoring activities as required under the *Land Development Corporation Act*.

1.16 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
1.16.1	Records documenting major reports in relation to land development, including reports to the Minister, the Estimates Committee and Treasurer from the Corporation, including annual reports.	PERMANENT Transfer to the NT Archives Service 10 years after action completed