

# Records disposal schedule

Police Force Administration

Northern Territory Police, Fire and Emergency Services

Disposal Schedule No. 2021/004

July 2021

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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.

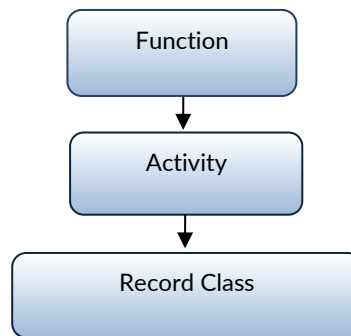
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<sup>1</sup> S.145 *Information Act*

<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 Police Force Administration of the Northern Territory Police, Fire and Emergency Services.

### Scope

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

This Records Disposal Schedule applies to Police Force Administration records in all formats.

### Responsibility

The Chief Executive Officer 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 section 136B of the *Information Act 2002*.

Disposal Schedule No. 2021/004 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 20 July 2021 and is effective immediately.

### Re-sentencing Records

All records sentenced under a superseded records disposal schedule Police Recruitment Management 2008/11 and records disposal schedule Professional Responsibility Regulation 2008/5 are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Ombudsman Act 2009*
- *Police Administration Act 1978*
- *Police Administration Regulations 1994*
- *Police Administration (Fees) Regulations 1985*
- *Summary Offences Act 1923*
- *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 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>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"/>  <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"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
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## Disposal Schedule

<h3>1. Police Force Administration</h3> <p>The function of managing sworn members of the Northern Territory Police Force under the provisions of the <i>Police Administration Act 1978</i> (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.</p>		
<h4>1.1 Agreements</h4> <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 informal agreements.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the establishment, negotiation, maintenance and review of formal agreements in relation to Police Force Administration, including memoranda of understanding and secondment arrangements with the Australian Crime Commission and the Northern Territory Police Association.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.2	Records documenting minor agreements, including agency arrangements with regards to the use of dangerous drugs for training between the Commissioner of Police and the Chief Executive Officer of another department.  Includes agreements, terms and conditions, business memoranda and related correspondence.	TEMPORARY Destroy 12 years after expiry of agreement
	Use Records Disposal Schedule for Administrative Functions of the Northern Territory 2013/5 – INDUSTRIAL RELATIONS for records documenting negotiations conducted to obtain determinations, agreements or awards and industrial disputes.	

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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.2 Appeals

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment of Appeal Boards, such as the Promotions Appeals Board and the Inability and Disciplinary Appeals Board.  Includes the appointments of the Chairperson and members, and terms and conditions.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.2	Records documenting determinations made by the Appeal Boards with regards to promotions, decisions and transfers of members, including inability and disciplinary appeals.  Includes applications, police gazette notices and other related correspondence.  May include applications for a review of decision to the Court, including court orders and supporting information.  May include disclosure of interests by members of the appeals board.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.3	Records documenting appointments of the Registrar of Appeal Boards by the Minister as required under the Act.  Includes terms and conditions and ministerial correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.4	Records documenting applications to the Appeal Boards that have been deemed vexatious or frivolous or have been withdrawn.	TEMPORARY Destroy 5 years after action completed

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## 1. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.3 Appointments

The activities involved in the formal process of assigning a job or position to someone.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting appointments of the Commissioner of Police and the Deputy Commissioner of Police by the Administrator under the Act.  Includes remunerations, allowances, terms and conditions and resignations.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.2	Records documenting appointments of the Assistant Commissioner of Police by the Minister under the Act.  Includes remunerations, allowances, terms and conditions and resignations.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.3	Records documenting the appointment of police officers as Special Constables to the Northern Territory Police Force.  Includes terms and conditions, and business recommendations.  May include written statements of oaths and terminations of appointments.	TEMPORARY Destroy 15 years after appointment expires

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## 1. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 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 the 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 internal audits to ensure integrity and ethical standards are maintained in accordance with approved policy, practices and procedures where the audit leads to prosecution, dismissal or significant change in general orders, policy or procedures.  Includes Station, Section and Unit Inspections, final audit results, recommendations and determinations.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.2	Records documenting internal audits to ensure integrity and ethical standards are maintained in accordance with approved policy, practices and procedures that have not led to any significant policy change.	TEMPORARY Destroy 10 years after last action

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## 1. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.5 Authorisations

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 written directions concerning powers and functions given to the Commissioner of Police by the Minister.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting written delegations to persons by the Commissioner of Police of powers and functions under the Act or under another Act.  Includes copies of persons' qualifications and relevant experience.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.3	Records documenting drug training directions as required under the Act with regards to keeping of a batch of dangerous drugs, use of the batch in training and the disposal of the batch at the end of training.  Includes terms and conditions.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.4	Records documenting authorisations given to a member of the police force to perform the functions of a drug control officer as specified under the Act.  Includes evidence of qualifications, business recommendations and applications.  May include returned identity cards.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.5	Records documenting the authority to use police dogs and police horses as required under the Act.  Includes orders, instructions, and gazette notices.	PERMANENT Transfer to the Archives Service 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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.6 Awards

The activities involved with awarding recipients with something as a token of recognition of excellence in a certain field.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the awarding of the Police Awards such as the Australian Police Medal, National Police Service Medal, Northern Territory Police Valour Medal, Commissioner's Policing Excellence, Commissioner's Commendation Ribbon and Group Citation, Northern Territory Police Service Medal, Remote Service Ribbon, Aboriginal Community Police Officer Administrator's Medal and the Auxiliary of the Year Award.</p> <p>Includes successful nomination application, photographs, protocol arrangements, media releases and briefing papers for ministers, dignitaries and senior organisation officials.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.6.2	<p>Records documenting unsuccessful nominations for Police Awards, such as the Australian Police Medal, National Police Service Medal, Northern Territory Police Valour Medal, Commissioner's Policing Excellence, Commissioner's Commendation Ribbon and Group Citation, Northern Territory Police Service Medal, Remote Service Ribbon, Aboriginal Community Police Officer Administrator's Medal and the Auxiliary of the Year Award.</p>	<p>TEMPORARY</p> <p>Destroy 20 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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.7 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
1.7.1	Records documenting the establishment of Professional Standards Command under the Act.  Includes gazette notices, ministerial correspondence, and briefing notes.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.7.2	Records documenting interdepartmental and internal meetings in relation to police force administration.  Includes agendas, minutes, notification of meetings, attendance, briefing notes, reports, and action registers.	TEMPORARY Destroy 10 years after action completed

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## 1. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.8 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records documenting investigations into complaints by the Police Standards Command as described in the Act about the conduct of members where a policy precedent has been set or the matter has generated public wide interest.</p> <p>Includes notification of complaints from members of the public, written letters, acknowledgements, witness statements, photos, extracts of documents, electronic recordings of interview, transcripts, member's notes, and other related correspondence.</p> <p>May include investigations into complaints by the Ombudsman NT under the <i>Ombudsman Act 2009</i>, including instructions and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.8.2	<p>Records documenting investigations into complaints by the Police Standards Command as described by the Act where the matter has not set a policy precedent or generated public wide interest.</p> <p>Includes notification of complaints from members of the public, written letters, acknowledgements, witness statements, photos, extracts of documents, electronic recordings of interview, transcripts, member's notes, and other related correspondence.</p> <p>May include investigations into complaints by the Ombudsman NT under the <i>Ombudsman Act 2009</i>, including instructions and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 15 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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.8 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.8.3	<p>Records documenting investigations into complaints conducted by the Police Standards Command as described by the Act concerning behaviour of members not arising from the execution of their duty.</p> <p>Includes notification of complaint, investigation report, recommendations, determinations, electronic recording of interviews, transcripts, statements, photographs and member's notes.</p> <p>May include false reports and reports that have been withdrawn by the complainants.</p>	<p>TEMPORARY</p> <p>Destroy 15 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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.9 Control

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Register of formal complaints against members of the Northern Territory Police Force.	PERMANENT (manage and migrate data to new platform during system upgrades)  Transfer to the Archives Service 10 years after last entry
1.9.2	Register of dangerous drugs used for training as required under the Act. Includes: <ul style="list-style-type: none"> <li>- the name of the dangerous drug</li> <li>- a description of the batch</li> <li>- the weight in grams of the batch</li> <li>- a description of any container or packaging and of any other item, used for conveying the batch into the possession of the Police Force.</li> <li>- the weight, in grams, of any container or packaging, and of any other item, used for conveying the batch into the possession of the Police Force</li> <li>- when the batch was received into the possession of the Police Force</li> <li>- the purity of the batch and details of the certification of the purity</li> <li>- a description of the circumstances in which the batch came into the possession of the Police Force</li> <li>- when the drugs leave the vault</li> <li>- the nature of the training for which the drugs are to be used</li> <li>- the condition of any container or packaging in which the drugs leave the vault</li> </ul>	PERMANENT (manage and migrate data to new platform during system upgrades)  Transfer to the Archives Service 10 years after last entry

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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.9 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- the weight, in grams, of the drugs when they are returned to the vault</li> </ul> <p>Includes disposal information such as:</p> <ul style="list-style-type: none"> <li>- the weight, in grams, of the batch when it leaves the vault</li> <li>- the weight, in grams of any container or packaging in which the batch leaves the vault</li> </ul> <p>May include written directions with regards to reasons for accessing the Register of dangerous drugs.</p>	
1.9.3	<p>Register of disciplinary investigations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Member type</li> <li>- Position</li> <li>- Dates</li> <li>- Disciplinary offence</li> <li>- Investigation status</li> <li>- Outcome of investigation</li> </ul>	<p>PERMANENT (manage and migrate data to new platform during system upgrades)</p> <p>Transfer to the Archives Service 10 years after last entry</p>
1.9.4	<p>Register of drug and alcohol testing on police members.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Member type</li> <li>- Member number</li> <li>- Date</li> <li>- Type of Sample (breath, urine, saliva, blood, hair etc)</li> <li>- Authorised Officer's Name</li> <li>- Result (positive/negative)</li> <li>- Outcome (disciplinary/rehabilitation)</li> </ul>	<p>PERMANENT (manage and migrate data to new platform during system upgrades)</p> <p>Transfer to the Archives Service 10 years after last entry</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. Police Force Administration

The function of managing sworn members of the Northern Territory Police Force under the provisions of the *Police Administration Act 1978* (the Act). Includes the management of the Promotions Appeals Board and the Police Arbitral Tribunal. Includes statutory appointments, disciplinary actions, inability, and medical incapacity determinations and recruitment. Includes the management of the use of dangerous drugs for training, such as the Register of Dangerous Drugs as required under the Act.

### 1.9 Control

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

Class No.	Description of Records	Status and Disposal Action
1.9.5	<p>Electronic database records relating to the management of police recruitment records.</p> <p>Includes application name, squad number, locations, status of application, personal information regarding the applicant and exclusionary periods.</p>	TEMPORARY Destroy 50 years after last action

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### 1.10 Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting breaches of discipline by members of the Northern Territory Police Force that have resulted in disciplinary action, including termination of appointment, or suspension from duty of the member.</p> <p>Includes served notices on members by the Commissioner of Police, members response to notice for alleged breach of discipline, interview notes, witness statements, and final investigation reports.</p> <p>May include suspension of members from duty by the Commissioner of Police, copies of medical examinations, hearings, fines, demotions, transfer of members, suspensions from the Northern Territory Police Force for a specified term and dismissals.</p> <p>May include reviews of action taken or fines imposed on members by members, including written applications for reviews.</p>	<p>TEMPORARY</p> <p>Destroy 75 years after member's date of birth</p>
1.10.2	<p>Records documenting alleged breaches of discipline by members of the Northern Territory Police Force resulting in no disciplinary action, including investigations into breaches that have been dismissed.</p> <p>Includes served notices, members written response, medical assessments, recording of interviews, recommendations, transcripts, photographs and members notes.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

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### 1.11 Inability

The activities and actions associated with the inability process for employees who are unable to perform duties due to factors that are outside the control of the employee. Includes investigation, formal inquiries and appeals.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the inability of members to discharge duties deemed by the Commissioner of Police.</p> <p>Includes written notices to members by the Commissioner of Police and member responses.</p> <p>May include review of grounds as requested by the Commissioner of Police, medical examinations, applications of refusals and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 75 years after date of birth</p>

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### 1.12 Injury Management

The activities associated with the management of injuries, including compensation claims and rehabilitation case files.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the management of injuries sustained by members of the Northern Territory Police Force in their course of duty, including workers compensation claims and rehabilitation case files.</p> <p>Includes notification of injury forms, medical assessments, medical certificates, claims for compensation, progress reports, return to work plans, copies of invoices, medical results and other supporting correspondence.</p> <p>May include disputes, conciliations notes, agreements, disease test applications, disease test orders, court orders and appeals applications to the Supreme Court.</p>	<p>TEMPORARY</p> <p>Destroy 75 years after date of birth</p>

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## 1. Police Force Administration

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### 1.13 Integrity Testing

The activities designed to measure the presence of corrupt, criminal or unethical behaviour by members in a given situation.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting assessments on a serving member of the Northern Territory Police Force where corrupt, criminal or unethical behaviour is found, including assessments conducted where corrupt, criminal or unethical behaviour is not found to exist.	TEMPORARY Destroy 75 years after date of birth
1.13.2	Records documenting assessments conducted to determine the suitability of a potential Northern Territory Police Force member.	TEMPORARY Destroy 75 years after date of birth
1.13.3	Records documenting assessments conducted on serving Northern Territory Police Force members on behalf of interstate jurisdictions for the purpose of employment.	TEMPORARY Destroy 10 years after action completed

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## 1. Police Force Administration

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### 1.14 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
1.14.1	Records documenting recruitment campaigns in relation to the Northern Territory Police Force Recruitment Program.  Includes ministerial correspondence, briefing notes, advertising, and related correspondence.	TEMPORARY Destroy 10 years after action completed

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### 1.15 Medical Incapacity

The activities involved in determining when an employee is no longer able to do their job due to illness or injury.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting members deemed as medically incapacitated by the Commissioner of Police because of a physical or mental condition.  Includes medical examinations, written notices to members and related correspondence.	TEMPORARY Destroy 75 years after member's date of birth

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### 1.16 Member History

The process of documenting the employment history of sworn Northern Territory Police Force members, including personal records, employment conditions, employment entitlements, promotions, transfers and resignations.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records documenting the management of members of the Northern Territory Police Force under the Act.</p> <p>Includes appointments, notices of resignations and retirements and dismissal of member, including promotions, certificate of appointments, gazette notices and performance agreements.</p> <p>May include written transfers of both positions and localities, written cautions to members who commit breaches of discipline.</p> <p>May include written consent agreements, medical examination reports, approvals to act as a director of a co-operative society.</p>	<p>TEMPORARY</p> <p>Destroy 75 years after member's date of birth</p>

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## 1. Police Force Administration

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### 1.17 Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting the design, review and operation of performance management schemes for Northern Territory Police Force members.	TEMPORARY Destroy 5 years after date superseded

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## 1. Police Force Administration

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### 1.18 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.18.1	<p>Master set of general orders by the Commissioner of Police under the Act, including standing orders and standard operating procedures in relation to Northern Territory Police Force administration function.</p> <p>Includes standing orders, gazette notices, briefing notes, draft versions, background research, consultation notes and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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### 1.19 Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions, the handling of applications, interviews, selection, culling and appointment.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Records documenting applications deemed unsuccessful for appointments to the Northern Territory Police Force as a member.  Includes applications, referee reports, medical reports, physical assessments, psychological reports, criminal history information and evaluation reports.	TEMPORARY Destroy 3 years after action completed
1.19.2	Records documenting applications deemed unsuitable and permanently excluded from appointment to the Northern Territory Police Force as a member due to evidence of serious breaches of integrity.	TEMPORARY Destroy 20 years after action completed
1.19.3	Records documenting applications deemed as unsuitable and excluded from appointment for a specified period of time to the Northern Territory Police Force as a member due to identified integrity issues.  Includes applications, referee reports, medical reports, physical assessments, psychological reports, criminal history information and evaluation reports.	TEMPORARY Destroy 2 years after exclusionary period expires

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