

Records disposal schedule

Government Vehicle Fleet Management

Department of Corporate and Digital Development

Disposal Schedule No. 2022/005

December 2022

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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 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, 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.

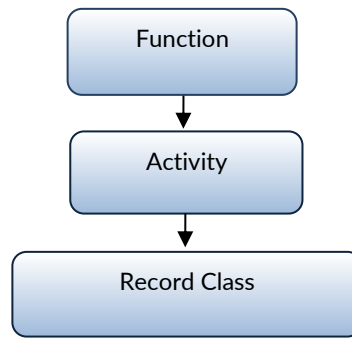
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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.

¹ S.145 Information Act 2002

² S.136A(3) Information Act 2002

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 Government Vehicle Fleet Management of the Department of Corporate and Digital Development.

Scope

Application of this Records Disposal Schedule is mandatory for Government Vehicle Fleet Management records of NT Fleet, Department of Corporate and Digital Development.

This Records Disposal Schedule applies to Government Vehicle Fleet Management records in all formats.

Responsibility

The Chief Executive of the Department of Corporate and Digital Development is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. 2022/005 was approved by the A/Senior Director of Library & Archives NT (the Archives Service), A/Director of Digital Policy and Data Strategy (the Records Service), and the A/Chief Executive of the Department of Corporate and Digital Development on 23 December 2022 and is effective immediately.

Re-sentencing records

All records sentenced under a superseded records disposal schedule NT Fleet Management 2004/2 are to be re-sentenced using this schedule.

Regulatory framework

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

- *Financial Management Act 1995*
- *Financial Management Regulations 1995*
- *Motor Vehicles Act 1949*
- *Motor Vehicles Regulations 1977*
- *Motor Vehicles (Standards) Regulations – Australian Vehicle Standards Rules*
- *Traffic Act 1987*
- *Information Act 2002*
- NT public sector organisations records and information management standards
- NT Government archives management standards
- Australian Standards AS ISO 15489:2002-Records Management.

Related documents

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

- NT Government records and information management standard – Disposal
- policies and procedures of the Department of Corporate and Digital Development
- current authorised disposal schedules for the Department of Corporate and Digital Development
- 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 (e.g. information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these.

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

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

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

Disposal Schedule

1. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

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	Status and Disposal Action
1.1.1	Records documenting high level advice provided to or received by other Government bodies, including the Minister on issues of major significance, such as fleet replacement guidelines, zero emissions reduction strategies and electric vehicle transition strategies. Includes ministerials and briefing notes.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.1.2	Records documenting routine advice provided to client agencies in relation to vehicles such as fleet arrangements, availability, vehicle replacement program and utilisation.	TEMPORARY Destroy 3 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. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.2 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
1.2.1	Records documenting community service obligations undertaken by NT Fleet as a Government Business Division for the benefit of satisfying the Government's community and social objectives. Includes ministerial briefings, written directions, receipts of funds granted and related correspondence.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.2.2	Records documenting NT Fleet compliance requirements, including authorised applications to access driver licence and vehicle information from the Motor Vehicle Registry database (MOVERS) and authorised vehicle inspectors by the Motor Vehicle Registry (MVR) for the purposes of obtaining registration and compliance with MVR standards for registration.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Government Vehicle Fleet Management

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1.3 Contract Management

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the management of panel contracts such as:</p> <ul style="list-style-type: none"> - Supply and Delivery of vehicles - Repairs and maintenance of vehicles - Cleaning of light and special vehicles - GPS tracking devices for vehicles - Auctioneers - Supply and Delivery of elevated platforms <p>Includes contract, copies of invoices, remittance advices, contract performance reports, contract variations, contract letters, copies of insurance policies, expenditure reports and other supporting information.</p> <p>May include complaints, dispute claims, copies of legal advice and related correspondence.</p> <p>May include records documenting acquisitions of goods and services in accordance with Tier 1 and Tier 2 procurement activities.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after completion or other termination of contract</p>
	<p>Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government TENDERING for records documenting receiving and assessing tenders for the supply, sale or purchase of goods and services in accordance with Tier 3, Tier 4 and Tier 5 procurement activity.</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. Government Vehicle Fleet Management

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1.4 Control

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Fleet Business System that includes the Asset Register.	TEMPORARY Destroy 6 years after last entry

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1. Government Vehicle Fleet Management

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Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.5 Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the disposal of bulk vehicles, equipment, or other assets in relation to vehicle fleet. Includes auction reports, whole of life and recoverable works reports, quotes and valuations, compliance reports, recoverable costs invoices, referrals, and related correspondence.	TEMPORARY Destroy 6 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.6 Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting insurance policies in relation to Government vehicle fleet, such as for community service obligations, malicious damage and natural disasters. Includes broker correspondence, requests for insurance quotes and estimates, and insurance policy renewals.	TEMPORARY Destroy 6 years after policy expires
	Use 1.11 Vehicle History for records documenting insurance claims, including third party insurance claims. Includes supporting records, correspondence regarding the case and payments by the insurer.	

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. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.7 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
1.7.1	<p>Final versions of strategic business plans in relation to Government vehicle fleet management, including key initiative plans and the vehicle replacement program for the NT Government.</p> <p>Includes forecasting, performance reports, consultation notes, final draft versions, and background research information.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
	Use Disposal Schedule for Short Term Value records 2003/10 for duplicate or reference copies of strategic business plans.	

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. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.8 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 organisations operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Master set of policies in relation to government vehicle fleet management, including the NT Fleet Charter of Operations. Includes policy proposals, consultation papers, formal draft versions and background research papers.	PERMANENT Transfer to the Archives Service 30 years after action completed
	Use Disposal Schedule for Short Term Value records 2003/10 for duplicate or reference copies of policies.	

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. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.9 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Master set of standard operating procedures in relation to Government vehicle fleet management, including manuals, handbooks and guidelines.	TEMPORARY Destroy 10 years after superseded
	Use Disposal Schedule for Short Term Value records 2003/10 for duplicate or reference copies of procedures and guidelines.	

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. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.10 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
1.10.1	Major final reports in relation to government vehicle fleet management, such as the annual reports, high-level reports to the senior executive management and reports to the Australian Bureau of Statistics.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.10.2	Routine vehicle fleet reports provided to client agencies that include details in relation to vehicle repairs and maintenance schedules, fleet costs, vehicle replacement program and approved delegated officers.	TEMPORARY Destroy 5 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. Government Vehicle Fleet Management

The function of managing NT Fleet vehicle, plant and equipment acquisitions and disposals, on behalf of the Northern Territory Government. Includes the provision of policy advice and the coordination of vehicle maintenance and repairs with contractors and agencies.

Note: Exception of Northern Territory Police, Fire and Emergency Services.

1.11 Vehicle History

The activity of maintaining information relating to acquisition, repairs and maintenance, and disposal of individual vehicles.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the history of vehicles, plant and equipment, including passenger vehicles, light commercial vehicles, heavy vehicles, special purpose vehicles and trailers.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Accidents reports, including photographs - Acquisitions - Leasing agreements, including short-term hire - Repairs and maintenance - Purchase requests and orders - Certificate of exemptions - Transfer of asset forms - Registration documents, including renewals and cancellations - receipts of return of plates - Inspection reports - Infringement notices - Insurance claims, including third party claims <p>Includes related correspondence, quotations, whole of life analysis reports and finance documents.</p> <p>May include details of approvals for gifting and/or write offs.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after disposal of asset</p>
	<p>Use INSURANCE for records documenting NT Fleet insurance policies.</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.