

Records disposal schedule

Ports Regulation

Ports Operations

Department of Logistics and Infrastructure

Disposal Schedule No. 2025/002

May 2025

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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.

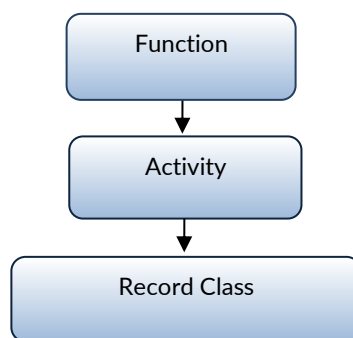
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

Reactivation is considered to have occurred when a record has been altered, added to, or amended in a way that affects the date range of the record.

The reactivation of a record may be triggered by such events as:

- record retrieved to meet a Freedom of Information (FOI) request
- record retrieved to meet a subpoena
- record retrieved to meet a Royal Commission Notice to Produce
- record identified as being of significant risk management status
- record identified as being required for possible legal proceedings.

Reactivation is **not** triggered by a record being accessed for:

- research/reference where no change is made to the record
- making a copy of the record or partial record for another purpose
- filing documents within the existing date range of the record.

There is no requirement to destroy temporary records if an agency has a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, an agency should take all steps to reduce the storage costs of time-expired records.

Sentencing records

Agency employees or records management consultants engaged in sentencing records should be experienced records administrators who have a good understanding of business process so that they are able to identify the functions and activities described in the schedule.

As sentencing involves matching records with the applicable disposal class/es there is obvious value in using corresponding terms for both classification and disposal. Where only one disposal class applies to a particular function and activity it should be possible to sentence records at creation. Where more than one disposal class applies to a particular function and activity, the similarity in classification and disposal terms narrows down the number of disposal classes the sentencer must consult.

The following points should be kept in mind when sentencing records:

- read definitions of the function and activity as well as descriptions of the disposal classes
- consult other function/activity combinations in the schedule if there is any ambiguity
- always sentence records by their content, not just their titles - titles can be misleading and the status of records may change after a title is given to a record
- examples and notes are given in disposal classes as a guide to assist users, however disposal classes relate to all records which document the transaction described and are not limited to the examples given

- watch out for types of information that have permanent value, e.g. policy, precedent cases, exceptional decisions and events, Cabinet submissions, items of national or Territory significance, minutes of high-level committees, etc
- watch out for records that are excluded from the schedule, e.g. records created prior to 1 July 1978, records relating to legal discovery, records covered by a disposal freeze, records relating to agency-specific operational programs and projects, etc
- never try to make unique operational agency records “fit” into classes in the General Disposal Schedule - put the records to one side until an agency-specific functional records disposal schedule is developed, if one does not already exist
- retention periods for temporary records must be calculated from the disposal action trigger, e.g. “Destroy 2 years after action completed” or “Destroy 2 years after superseded”, remembering that in paper files the date of action completed may not be the date on the last item added to a file
- where a record contains information that falls into two or more disposal classes, it must be sentenced in accordance with the disposal class with the longest retention period, BUT where a record contains information covered by a disposal class within both a general disposal schedule and an agency functional Records Disposal Schedule (RDS) it must be sentenced in accordance with the disposal class within the RDS
- sentencing on automated document and records management systems must always be subject to review and manual override before any disposal takes place
- retention periods in this schedule are the minimum time that records must be retained, and agencies may delay disposal for administrative or legal purposes.

Sentencers annotating disposal authority detail on hard copy records should use pencil and make the markings in the area provided on the file cover.

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 both Port Regulation and Port Operations, within the Department of Logistics and Infrastructure

Scope

Application of this Records Disposal Schedule is mandatory for Ports Regulation and Ports Operations records of the Department of Logistics and Infrastructure.

This Records Disposal Schedule applies to Ports Regulation and Ports Operations records in all formats.

Since achieving self-government in 1978, the Northern Territory Government has played a central role in both the Port Regulation and Ports Operation functions of the Port of Darwin. In 1999, the government established the Darwin Port Corporation under the *Darwin Port Corporation Act 1983*, creating a statutory body responsible for the operation, maintenance, development, and commercial activities of the port to support regional trade and economic growth. Although the Act had been in place since 1983, the function of port operations was initially managed directly by the Northern Territory Government until 1999. The Darwin Port Corporation remained in operation until 2015, when the introduction of the *Ports Management Act 2015* led to the privatisation of port operations under a new regulatory framework.

In 2015, the Northern Territory Government entered into a 99-year lease agreement with the Chinese-owned Landbridge Group, transferring operational control of the port while retaining ownership of the land and port regulatory function. Despite the privatisation of the port operation function, the government continues to maintain key regulatory responsibilities, including ensuring compliance with national security, environmental regulations, and trade laws. Through these evolving responsibilities, the Northern Territory Government remains committed to increasing economic growth with long-term regulatory oversight, ensuring that the Port of Darwin remains a strategic gateway for trade and development in the region. The Department of Logistics and Infrastructure is currently the responsible agency for port development and administration.

Type of Records

In most cases, disposal classes have been separated so that when an activity is deemed **significant** the records are deemed “permanent” and are to be transferred to the Archives Service. When the activity class is deemed **not significant** the records are sentenced to be destroyed. In this schedule the term “significant” is used to identify records of archival value.

If the activity has any of the following characteristics, it is deemed **significant**:

- substantially impacts the whole-of government function
- substantially impacts the implementation or development of legislation, regulations or government policy
- substantially impacts the organisation’s business, structure or policy,
- substantially impacts obligations, responsibilities or liabilities of the Territory,
- sets a legal or substantive precedent
- generates or involves substantial community or public interest, debate or controversy
- involves innovative, unique or precedent-setting practices, techniques or methods

- involves or affects property (land, infrastructure, structures, buildings or items) considered to have cultural, Aboriginal, environmental or heritage significance
- led or substantially contributed to a major investigation or formal inquiry
- concerns or affects the long-term environmental impact on Territory land, waters and air

Responsibility

The Chief Executive of the Department of Logistics and Infrastructure is responsible for the 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. 2025/002 was approved by the Senior Director of Library & Archives NT (the Archives Service), and the Director of Digital Policy and Data Strategy (the Records Service) on 6 May 2025 and is effective immediately.

Regulatory framework

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

- *Port of Darwin Act 2015*
- *Ports Legislation Amendment Act 2020 (Act No. 20, 2020)*
- *Ports Management Act 2015*
- *Ports Management Regulations 2015*
- *Utilities Commission Act 2000*
- *Utilities Commission Regulations 2001*
- *Information Act 2002*
- NT public sector organisations records and information 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 public sector organisation records and information management standard – Records Disposal
- policies and procedures of the Department of Logistics and Infrastructure
- current authorised disposal schedules for the Department of Logistics and Infrastructure
- 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, Queensland State Archives, State Records Office of Western Australia, Public Record Office Victoria, State Records Authority of New South Wales, Tasmanian Archive and Heritage 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 Senior Director, Libraries & Archives NT (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), which is made available by the State Records of NSW under Creative Commons Attribution - ShareAlike 4.0 International (CC BY 4.0) Licence.

Compliance checklist

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

Disposal Schedule

1. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.1 Acquisition

The process of gaining ownership or use of equipment, stores, services and other items required in the conduct of business where there is no tendering, quotation or contracting our process.

Class No.	Description of Records	Examples	Status and Disposal Action
1.1.1	Records documenting the acquisition of Crown land by the Minister under the <i>Darwin Port Corporation Act 1983</i> . Includes gazette notices, ministerials, briefing notes, acquisition agreements, valuation reports, due diligence reports, minutes, asset registers and related correspondence.	<ul style="list-style-type: none">- Agreements- Ministerial- Minutes- Due diligence reports- Valuation reports	PERMANENT Transfer to the Archives Service 30 years after action completed

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1.2 Agreements

The activities associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Examples	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance and review of significant agreements in relation to the management and control of ports in the Northern Territory, including long term lease agreements between the Territory and other port operators or port lessees. Includes ministerials, briefing notes, business recommendations, consultation notes, performance reports, remittance advices of paid monies (rent, tax, utilities), invoices, copies of audited financial statements, written reports and related correspondence.	<ul style="list-style-type: none">- Long term lease with Landbridge Group- Operating agreements- Port operating deeds	PERMANENT Transfer to the Archives Service 30 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of formal agreements. Includes service level agreements, funding agreements and memoranda of understanding.	<ul style="list-style-type: none">- Minor agreements	TEMPORARY Destroy 7 years after expiry or termination of agreement

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1.3 Appointments

The activity of formally appointing persons to statutory positions under relevant legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	Records documenting key statutory appointments by the Minister under the Act relating to port regulation, such as the regional harbourmaster of a designated port, and a pilotage authority for any pilotage area. Includes gazette notices, written instruments, ministerials, business recommendations, inquiry reports, terms and conditions, security clearances and related correspondence. May include reappointments, resignations, and terminations.	<ul style="list-style-type: none">- Regional harbourmaster- Pilotage Authority	PERMANENT Transfer to the Archives Service 30 years after action completed
1.3.2	Records documenting statutory appointments by the Minister under the Act relating to port regulations, such as pilotage services for a pilotage area.	<ul style="list-style-type: none">- Pilotage services	TEMPORARY Destroy 10 years after appointment expires

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1.4 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.1	Records documenting legal delegations of authority to persons to perform duties and functions as required under the Act, such as delegations by the regional harbourmaster to an authorised person. Includes gazette notices, ministerials and business recommendations.	<ul style="list-style-type: none">- Delegations by the regional harbourmaster- Delegations by the Port Corporation	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.2	Records documenting the approvals granted by the Regional Harbourmaster of a designated port, as required under the Act, such as port safety plans. Includes written notices by the port operator, draft port safety plans, written directions to the port operator to make amendments, approved exemptions, terms and conditions and related correspondence.	<ul style="list-style-type: none">- Port Safety Plans	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.3	Records documenting closed water notices issued by the regional harbourmaster to close water, as required under the Act. These closed water notifications are often in response to widespread situations that affect the entire harbour, such as emergencies (oil spills, fire, collision or vessel wrecks). Includes written notices to the port operator of intentions to close waters to all or part of the port.	<ul style="list-style-type: none">- Closed water notifications	PERMANENT Transfer to the Archives Service 30 years after action completed

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1.4 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
	Use Port Operations – Authorisation for records documenting closed water notifications for localised instances, such as a berth closure, maintenance work or a temporary hazard.		
1.4.4	Records documenting approved stevedore licences within a designated port by the Minister under the Act.	- Stevedore licences	TEMPORARY Destroy 7 years after action completed
1.4.5	Records documenting approved requests by the Regional Harbourmaster to alter or remove a navigational aid within the port at the request of the port operator, as required under the Act.	- Approved requests re navigational aids	TEMPORARY Destroy 7 years after action completed
	Use Port Operations – Planning – for records documenting port safety plans by the port operator as required under the Act.		
	Use Port Operations – Appointments – for records documenting the appointment of port management officers and port enforcement officers by the port operator of a designated port.		

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1.5 Committees

The activities associated with the management of committees, sub committees, councils, forums, working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Examples	Status and Disposal Action
1.5.1	Records documenting the establishment and management of significant high-level committees formed to determine policy and planning and operational decisions regarding the port regulation function, such as the Darwin Port Corporation and Advisory Board. Includes agendas, minutes, discussion papers, disclosure of interests, advice, directions, proposals, submissions, reports, consultations and recommendations.	<ul style="list-style-type: none"> - Agendas - Minutes - Discussion papers 	PERMANENT Transfer to the Archives Service 30 years after action completed
1.5.2	Records documenting national and interdepartmental committees in relation to the port's regulation function. Includes documents establishing the committee, agenda, minutes, business papers, recommendations, and action registers.	<ul style="list-style-type: none"> - Agendas - Minutes - Business papers 	PERMANENT Transfer to the Archives Service 30 years after action completed

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1.6 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	Examples	Status and Disposal Action
1.6.1	Records documenting reports provided by the port operator of a designated port that are required to be given to the Regional Harbourmaster under the Act, including notifications by the port lessee of contamination, pollution or environmental harm that has occurred or likely to occur in the lease area. Includes copies of reportable incident reports, written notices from the port operator of appointments of port management officers and port enforcement officers, compliance audits and approved persons to conduct compliance audits, information reports and hydrographic surveys.	<ul style="list-style-type: none"> - Reportable incident reports - Notices of appointments - Compliance audits - Information reports - Hydrographic surveys 	PERMANENT Transfer to the Archives Service 30 years after action completed
1.6.2	Records documenting reports to the Minister, as required under the Act. Including copies of reports received by the Utilities Commission of the Northern Territory regarding material instances of non-compliance with the port's access policy.	<ul style="list-style-type: none"> - Reports from the Utilities Commission 	PERMANENT Transfer to the Archives Service 30 years after action completed
	Use Port Operations – Reporting – for records documenting where the port operator is required to provide an information report to the Utilities Commissioner of the Northern Territory when they become aware of material instances of non-compliance within the port.		

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Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.7 Declarations

The activities associated with making a formal statement relevant to legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.7.1	<p>Records documenting declarations by the Minister under the Act.</p> <ul style="list-style-type: none"> - Declarations of designated ports - Declarations of boundaries of the area of water and land constituting a designated port - Declarations of a port operator, including revocations - Declarations of pilotage areas - Declarations of compulsory pilotage for every pilotage area within a designated port <p>Includes gazette notices, ministerial, briefing notes and business recommendations.</p>	<ul style="list-style-type: none"> - Declarations - Ministerials - Briefing notes 	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.8 Investigations

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.1	<p>Records documenting significant investigations into persons or organisations suspected of contravening the Act and major incidents. Significant investigations are investigations that set precedents, are controversial, attract public wide interest, a fatality has occurred, or serious injury, major fraud or corruption is suspected, there is a significant impact on the community, and there is potential long-term environment damage. Includes investigations into the failure to report a notification of a vessel carrying dangerous goods to the Regional Harbourmaster and inquiries into the misconduct by a licenced pilot.</p> <p>Includes investigation reports, ministerial, briefing notes, business memoranda, witness statements, file notes, photographs, surveillance footage, transcripts, extracts of documents and related correspondence.</p> <p>May include joint investigations with other authorities, such as the NT Police.</p>	<ul style="list-style-type: none"> - Investigation reports - Ministerials - Briefing notes - Transcripts - Extracts of documents 	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.8 Investigations

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.2	<p>Records documenting investigations into persons or organisations suspected of contravening the Act, that are not deemed significant, set a legal or policy precedent, controversial in nature, or attracted public wide interest.</p> <p>Includes investigation reports, ministerial, briefing notes, business memoranda, witness statements, file notes, photographs, surveillance footage, transcripts, extracts of documents and related correspondence.</p> <p>May include correspondence with other authorities, such as the NT Police.</p>	- Minor investigations	TEMPORARY Destroy 15 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.8 Investigations

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.3	Surveillance footage that is not required for an investigation or a legal proceeding.	- Surveillance footage – no action required	TEMPORARY Destroy 90 days after date of capture

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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Legacy records, prior to 2015, include managing the regulatory requirements of the Port of Darwin's mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.9 Procedures

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.9.1	Final set of procedures relating to the function of ports regulation, such as guidelines issued by the Regional Harbourmaster for a designated port as required under the Act. Includes form templates and implementation correspondence.	<ul style="list-style-type: none"> - Standard operating procedures - Guidelines - Forms/checklists - Instructions/flowcharts 	PERMANENT Transfer to the Archives Service 30 years after action completed
	Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Procedures for records documenting administrative procedures, such as finance, human resources, work health and safety and property management.		

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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Legacy records, prior to 2015, include managing the regulatory requirements of the Port of Darwin's mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.10 Policy

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.10.1	Records documenting policy in relation to the ports regulation function, includes codes of practice and standards. Includes formal draft versions, consultation notes, minutes, background research, implementation plans and related correspondence.	- Policy	PERMANENT Transfer to the Archives Service 30 years after action completed
	Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Policy for records documenting administrative 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Legacy records, prior to 2015, include managing the regulatory requirements of the Port of Darwin's mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.11 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	Examples	Status and Disposal Action
1.11.1	<p>Records documenting significant port projects that are aimed at developing ports and increasing economic development and trade opportunities within the Northern Territory. Significant projects are projects that have attracted public wide interest, or can be controversial, identified as having cultural or heritage significance, had a significant impact on the environment or have had federal government involvement, such as the East Arm Port of Darwin Expansion and the Darwin Port Development Plan.</p> <p>Includes archaeological and heritage assessments, port development plans, maps, project briefs, design documentation, copies of plans, drawings, specifications, photographs, audits, environmental assessments, environmental impact statements, ministerials, briefing notes, copies of legal advice and related correspondence.</p>	<ul style="list-style-type: none"> - Archaeological assessments - Heritage assessments - photographs - Maps, plans and drawings - Surveys 	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Legacy records, prior to 2015, include managing the regulatory requirements of the Port of Darwin's mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.11 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	Examples	Status and Disposal Action
1.11.2	<p>Records documenting port projects that are not deemed significant, have not generated public interest or controversy, lack cultural or heritage significance, and have had no significant impact on the environment or had federal government involvement.</p> <p>Includes archaeological and heritage assessments, port development plans, maps, project briefs, design documentation, copies of plans, drawings, specifications, photographs, audits, environmental assessments, environmental impact statements and related correspondence.</p>	<ul style="list-style-type: none">- Minor upgrades to operational facilities	TEMPORARY Destroy 30 years after action completed

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

1. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

1.12 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, briefings, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Examples	Status and Disposal Action
1.12.1	<p>Final approved versions of major reports that are deemed significant and relate to the function port regulation, such as annual reports to the Minister on material non-compliance.</p> <p>Includes ministerials, formal draft versions, consultation notes, background information, and supporting documentation.</p> <p>May include reports to the Minister by the Port Corporation under the Ports Legislation Amendment Act 2020 (Act No. 20, 2020) such as annual reports, adverse reports and reports to the Treasurer.</p>	<ul style="list-style-type: none">- Annual Reports- Material non-compliance reports	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 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. Ports Regulation

The function of regulating ports within the Northern Territory, pursuant to the *Ports Management Act 2015* and the *Ports Management Regulations 2015*. Includes statutory appointments, declarations, bodies, delegations, licensing, managing agreements, approvals granted by the regional harbourmaster and reporting.

Use Port Operations for records documenting the function of managing port operations, including legacy records, prior to 2015. Includes managing the regulatory requirements of declared ports mixed cargo and marine services that service markets such as livestock exports, dry bulk products, petroleum and other bulk liquids, container cargo, general cargo, cruise vessels, naval vessels and offshore and gas rig servicing. Includes overall port operations as required under the *Ports Management Act 2015*, *Ports Management Regulations 2015* and the *Darwin Port Corporation Act 1983* and managing port expansion projects.

	Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Reporting for records documenting administrative reports, such as finance, human resources, work health and safety and property management.		
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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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.1 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and/or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Examples	Status and Disposal Action
2.1.1	Records documenting the establishment, negotiation, maintenance and review of significant agreements with government bodies, industry and stakeholders, such as international trade agreements, lease agreements and major infrastructure developments. Includes final agreements, service level agreements, legal opinions, consultation notes, performance reports and related correspondence.	- Significant agreements - Long term lease agreements	PERMANENT Transfer to the Archives Service 30 years after action completed
2.1.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements. Includes service level agreements, funding agreements and short-term hire agreements of port facilities.	- Minor agreements - Short term hire agreements	TEMPORARY Destroy 7 years after expiry or termination of agreement

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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.2 Appointments

The activity of formally appointing persons to statutory positions under relevant legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
2.2.1	Records documenting statutory appointments by the port operator of a designated port as required under the Act, such as the appointments of port management officers and port enforcement officers. Includes written notices to the Regional Harbourmaster.	- Port Management Officers - Port Enforcement Officers	TEMPORARY Destroy 7 years after appointment ends
	Use the Records Disposal Schedule for Administrative Functions of the Northern Territory Government – PERSONNEL – EMPLOYMENT HISTORY for records documenting the appointment of individuals employed as a public sector employee.		
	Refer to Port Regulation – Appointments for records documenting the appointment of the regional harbourmaster, pilotage authorities and pilotage services for a pilotage area.		

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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.3 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	Examples	Status and Disposal Action
2.3.1	<p>Records documenting the planning and conduct of internal and external audits into the designated port's operational functions, including compliance audits at the request of the Regional Harbourmaster as required under the Act.</p> <p>Includes minutes, consultation notes, audit reports, responses to audit findings and records of remedial action.</p>	- Compliance audits	PERMANENT Transfer to the Archives Service 30 years after action completed

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

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.4 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
2.4.1	Records documenting approved pilotage licences, including pilotage exemption certificates by the pilotage authority, as required under the Act. Includes applications, terms and conditions, receipts of monies paid, and evidence of mental and physical fitness of applicants. May include applications for the variation of conditions.	- Pilotage licences	PERMANENT Transfer to the Archives Service 30 years after action completed
2.4.2	Records documenting approved requests by port users for prescribed services at a designated port. Prescribed services under the Act include: <ul style="list-style-type: none"> - providing, or allowing for, access for vessels to the designated port - providing facilities for loading or unloading vessels at the designated port - providing berths for vessels at the designated port - providing or facilitating the provision of pilotage services in a pilotage area within a designated port allowing entry of persons /vehicles to any land on which port facilities of the designated port are located.	- Requests to use prescribed services	TEMPORARY Destroy 15 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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.4 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
2.4.3	Records documenting closed water notifications issued by the port operator, as required under the Act. These notifications are generally for localised issues within the port areas, such as maintenance, operational disruption or port-specific accidents. Includes terms and conditions, copies of published notifications and related correspondence. Use Port Regulation – Authorisation – for records documenting where the Regional Harbourmaster has issued a closed water notification for wider, more significant closures often involving emergency situations or large-scale environmental hazards that affect the entire harbour / waterway.	- Closed water notifications	TEMPORARY Destroy 10 years after action completed
2.4.4	Records documenting approved requests by the Regional Harbourmaster to alter or remove a navigational aid within the port at the request of the port operator, as required under the Act.	- Navigational aids	TEMPORARY Destroy 7 years after action completed
2.4.5	Records documenting approved requests for use of port facilities, including for filming purposes, community events and fireworks displays, water activities, private recreational boating, storing, handling or movement of goods and cargo, receiving of fish or other livestock, mooring or landing of vessels, hot works and fuelling services. Includes applications to the port operator and related correspondence.	- Applications for use of port facilities from the community	TEMPORARY Destroy 7 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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.5 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Examples	Status and Disposal Action
2.5.1	Records documenting the management of significant complaints in relation to the port operations function, including complaints received by the pilotage authority against licensed pilots by a master of a vessel. Significant complaints include where the complaint has set a precedent, the complaint has led to major policy change and/or is subject to major public interest or controversy. Includes written complaints, notification of acceptance, written statements, extracts of documents, photographs, surveillance footage, audio recordings, written decisions and related correspondence. May include ministerial, briefing notes, business recommendations, copies of legal advice, applications for a review of decision, transcripts and court orders.	<ul style="list-style-type: none"> - Written complaints - Ministerials - Extracts of documents - Legal advice - decisions 	PERMANENT Transfer to the Archives Service 30 years after action completed
2.5.2	Records documenting the management of other complaints in relation to the port operations function that are not deemed significant, have not set a legal or policy precedent or have not attracted public wide interest. Includes written complaints, notification of acceptance, written statements, extracts of documents, photographs, surveillance footage, audio recordings, written decisions and related correspondence.	<ul style="list-style-type: none"> - Decisions relating to non-significant advice 	TEMPORARY Destroy 7 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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.6 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	Examples	Status and Disposal Action
2.6.1	Records documenting port notices issued by the port operator as required under the Act in relation to the control of activities and conduct within the port for the purpose of maintaining or improving its safe, secure or efficient operation.	<ul style="list-style-type: none">- Port Notices- Breaches of dredging obligations	PERMANENT Transfer to the Archives Service 30 years after action completed
2.6.2	Records documenting infringement notice offences pursuant to the Act. Includes infringement notices issued by the regional harbourmaster or a port enforcement officer, receipts of fees paid, and supporting documents. May include withdrawn infringement notices by the regional harbourmaster.	<ul style="list-style-type: none">- Infringement notices	TEMPORARY Destroy 7 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.

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.7 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
2.7.1	Registers in relation to the port operations function. Includes: <ul style="list-style-type: none">- shipping registers- arrival and departure registers- berthing registers- cargo registers- tonnage registers- arrival and departure checklists- checklists, questionnaires, manifests- crew and passenger lists- vessel daily logs- port notices (publication of port notices regarding operations and activities conducted on port land).	<ul style="list-style-type: none">- Registers- Spreadsheets- Checklists- Manifests- Daily logs	PERMANENT Transfer to the Archives Service 30 years after action completed

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

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.8 Declarations

The activities associated with making a formal statement relevant to legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
2.8.1	Records documenting declaration of exempt vessels by the pilotage authority for the pilotage area or part of the pilotage area as required under the Act.	- Declaration of exempt vessels	PERMANENT Transfer to the Archives Service 30 years after action completed

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

2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.9 Dredging Management

The activities associated with the removal and disposal of silt build up and deepening or maintaining declared depths in port channels and berths.

Class No.	Description of Records	Examples	Status and Disposal Action
2.9.1	Records documenting significant dredging projects of port channels, swing basins and berths, carried out by, or on behalf of the port authority. Significant dredging projects are ones that attract public wide interest, controversial in nature, create a new port channel or berth and have long term or permanent environmental impact. Includes dredge management plans, environmental impact statements, waste discharge licences, geotechnical investigation reports, minutes, submissions, designs, communication plans, ministerials and briefing notes.	<ul style="list-style-type: none"> - Dredging reinstatement works - Capital dredging performance 	PERMANENT Transfer to the Archives Service 30 years after action completed
2.9.2	Records documenting maintenance dredging of port channels and berths for the purpose of maintaining and improving navigation within the ports. Includes dredge management plans, minutes, technical reports, waste discharge licences, stakeholder communication plans, environmental impact statements and related correspondence.	<ul style="list-style-type: none"> - Maintenance dredging programs - Reports and assessments of work completed 	TEMPORARY Destroy 15 years after action completed

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2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.10 Environment Management

The activities of protecting, preserving and maintaining the environment.

Class No.	Description of Records	Examples	Status and Disposal Action
2.10.1	Records documenting the protection, preservation and maintenance of the marine and foreshore environment, such as dust, sediment, water quality, contaminated land, noise pollution, and flora and fauna. Includes significant remediation works, environmental compliance against national and international standards, regulatory frameworks and legislation. Includes audit reports, remediation plans, site inspections, compliance reports and findings, corrective action reports, environmental management plans, environment reports and related correspondence.	<ul style="list-style-type: none"> - Environmental impact statements - Environmental audits - Transfer of hazardous chemicals plans 	PERMANENT Transfer to the Archives Service 30 years after action completed
2.10.2	Records documenting routine restoration and rehabilitation of land and water impacted by port operations, such as clean up campaigns, disposal of stockpiles and other materials, and rodent or pest control.	<ul style="list-style-type: none"> - Routine restoration - Rubbish removal campaigns - Consultation documents 	TEMPORARY Destroy 10 years after action completed

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2. Port Operations

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Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.10 Environment Management

The activities of protecting, preserving and maintaining the environment.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes site inspections, copies of soil and water analysis reports and supporting documentation.		
2.10.3	Records documenting environmental raw data and statistics that form part of the port's environmental consolidated reports, audits and compliance requirements. Includes soil and water test results and analysis.	<ul style="list-style-type: none">- Environment raw data- Environment statistics	TEMPORARY Destroy 15 years after action completed

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2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.11 Incident Management

The processes associated with preparing for and responding to incidents. Includes incidents relating to or affecting supply, safety or the environment.

Class No.	Description of Records	Examples	Status and Disposal Action
2.11.1	Records documenting significant incidents that occur within a designated port under the Act, including reportable incidents. Significant incidents include a death of a person, a serious long-term injury, the loss of a vessel, the loss of a person from a vessel, significant damage to a vessel, actual or potential damage to the environment, natural disaster events and terrorism threats. Includes incident reports, reportable incident reports to the Regional Harbourmaster, witness statements, photographs, surveillance footage, extracts of documents, recordings of radio communications between the Port and vessels, ministerials, briefing notes and related correspondence.	<ul style="list-style-type: none"> - Significant Incidents - Drafts/final reports - Natural disaster events - Terrorism threats - Photographs - Annotated maps 	PERMANENT Transfer to the Archives Service 30 years after action completed
2.11.2	Records documenting other incidents that occur within a designated port under the Act, including reportable incidents that are not deemed significant and have not caused a death, serious injury, major loss or damage to property or actual or potential harm to the environment. Includes collision with a vessel or object, a fire on board a vessel, structural failure of a vessel, damage caused by a vessel to a pipeline, submarine cable or an aid etc. Includes incident reports, reportable incident reports to the Regional Harbourmaster, witness statements, photographs, surveillance footage, extracts of documents, contingency action plans and related correspondence.	<ul style="list-style-type: none"> - Other incidents - Reportable incidents - Consultation notes - Drafts/final reports 	TEMPORARY Destroy 15 years after action completed

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2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.12 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Examples	Status and Disposal Action
2.12.1	<p>Records documenting final strategic plans relating to the port operations function, including port safety plans by the port operator as required under the Act.</p> <p>Includes approvals by the regional harbourmaster, written notices, written directions by the Regional Harbourmaster, formal draft versions, consultation notes, amendment requests and related correspondence.</p>	<ul style="list-style-type: none"> - Port safety plan - Cyclone management plans - Use of shared facilities - Marine safety plans - Port security plans 	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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2. Port Operations

The function of managing the operations of ports in the Northern Territory, including authorising the relevant approvals for vessels and usage of the ports, managing and providing services for vessels, statutory appointments, reporting to the Regional Harbourmaster and the Utilities Commission Northern Territory; and compliance activities against the *Ports Management Act 2015*, the *Ports Management Regulations 2015* and the *Utilities Commission Act 2000*.

Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.13 Policy

The activities associated with developing and establishing decisions, directions and precedents which Act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Examples	Status and Disposal Action
2.13.1	Records documenting policies in relation to the port operation function, such as the access policy and pricing determinations, environmental management policies and security policies. Includes approvals by the Utilities Commission of the Northern Territory, draft access policies, ministerial, consultation notes, reporting guidelines and related correspondence.	<ul style="list-style-type: none">- Access Policy and Pricing- Price determinations	PERMANENT Transfer to the Archives Service 30 years after action completed

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2. Port Operations

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Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.14 Procedures

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

Class No.	Description of Records	Examples	Status and Disposal Action
2.14.1	Records documenting standard operating procedures and guidelines in relation to the port operations function. Includes approvals by the regional harbourmaster, written notices, written directions by the Regional Harbourmaster, amendment requests and related correspondence.	- Port safety plans	PERMANENT Transfer to the Archives Service 30 years after action completed

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2. Port Operations

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Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.15 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	Examples	Status and Disposal Action
2.15.1	Records documenting reports to the Regional Harbourmaster by the port operator as required under the Act, such as dangerous goods notifications and reports regarding contravention of a port notices issued by the port operator and where the port operator has had to enforce compliance with a port notice. Includes notifications to the environment regulator of potential or actual contamination, pollution or environmental harm within the leased area.	<ul style="list-style-type: none"> - Dangerous goods notifications - Contamination, pollution, environmental harm notifications - Cyclone impact reports 	PERMANENT Transfer to the Archives Service 30 years after action completed
2.15.2	Records documenting information reports provided to the Utilities Commissioner of the Northern Territory as required under the Act, such as all material instances of non-compliance.	<ul style="list-style-type: none"> - Information reports to the Utilities Commissioner 	TEMPORARY Destroy 10 years after action completed
	Use Ports Regulation – Compliance – for records documenting where the Regional Harbourmaster has received a copy of the information report from the Utilities Commissioner when certain non-compliance issues are identified within the port or harbour area.		

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2. Port Operations

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Use Port Regulation for records documenting the function of regulating ports, pursuant to the Ports Management Act 2015 and the Ports Management Regulations 2015, such as statutory appointments, declarations, formal bodies, delegations, licensing, managing agreements, approvals granted by the Regional Harbourmaster and reporting.

2.16 Security

The activities associated with measures taken to protect people, premises, equipment, collections from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel, allocation of user identifications and passwords, and criminal record checks.

Class No.	Description of Records	Examples	Status and Disposal Action
2.16.1	<p>Records documenting the security of the port authority land, property and infrastructure, including security requirements in accordance with the International Ship and Port Facility Security Code and the <i>Maritime Transport and Offshore Facilities Security Act 2003</i> (Cth).</p> <p>Includes security plans, applications for identity cards, evidence of criminal record checks and related correspondence. May include returned identify cards, such as Maritime Security Identification Cards (MSIC).</p>	<ul style="list-style-type: none">- Identity cards- MSIC cards- Security investigations within port precinct	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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