

**Records Disposal Schedule  
Road Safety Services  
NT Police, Fire and Emergency  
Services**

**Disposal Schedule No. 2009/14**

**November 2009  
(Amended November 2015)**

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## ABOUT THIS DISPOSAL SCHEDULE

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Road Safety Services records of the NT Police, Fire and Emergency Services.

### Scope

Application of this Disposal Schedule is mandatory for Road Safety Services records of the NT Police, Fire and Emergency Services.

This Disposal Schedule applies to Road Safety records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

### Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ *Police Administration Act*
- ▶ *Motor Vehicles Act*
- ▶ *Traffic Act & Regulations*
- ▶ *Information Act 2002*
- ▶ Australian Standards AS ISO 15489:2002-Records Management

## Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ Policies and procedures of the NT Police, Fire and Emergency Services
- ▶ Current authorised disposal schedules for NT Police, Fire and Emergency Services.
- ▶ ^ NTPFES Records Disposal Schedule 1998/4

^ Note that this Disposal Schedule supersedes the NTPFES Records Disposal Schedule 1998/4 for Road Safety Services which can no longer be used to sentence Road Safety Services records.

- ▶ \* Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

\* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

## Responsibility

The Chief Executive of the NT Police, Fire and Emergency Services is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

## Authority

This Disposal Schedule was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the NT Police, Fire and Emergency Services on 30<sup>th</sup> November 2009 and is effective immediately.

## Explanation

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

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The 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.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

## NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

## Sentencing Records

Sentence records with this records disposal schedule using the following five steps:

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ 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.
- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

## Re-sentencing Records

All records sentenced under superseded disposal schedule NTPFES Records Disposal Schedule 1998/4 are to be re-sentenced using this schedule.

Schedule of amendments to the Road Safety Services Records Disposal Schedule were authorised by the Commissioner and Chief Executive Officer of Police Fire and Emergency Services on 27 October 2015 and are effective immediately.

Page	Element	Type of edit	Description of amendment
15	Class 1.9.1	Category B	Class Description

## Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg 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. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

## Notification of Destruction

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

## Acknowledgment

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

The schedule was drafted principally by the NT Police, Fire and Emergency Services in consultation with the NT Records Service.

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

## COMPLIANCE

### Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

## DISPOSAL SCHEDULE

### 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

#### 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	Notifications and related records from the Commissioner of Police declaring a specified device to be a traffic infringement detection device.	PERMANENT Transfer to NT Archives Service 15 years after action completed
1.1.2	Notifications and related records from the Commissioner of Police declaring a person to be an authorised analyst for the purpose of the <i>Traffic Act</i> .	PERMANENT Transfer to NT Archives Service 15 years after action completed
1.1.3	Notifications and related records from the Commissioner of Police declaring a person as an authorised operator of prescribed breath analysis instrument.	PERMANENT Transfer to NT Archives Service 15 years after action completed
1.1.4	Notifications and related records from the Commissioner of Police declaring a person as qualified to test the accuracy of a traffic infringement device.	PERMANENT Transfer to NT Archives Service 15 years after action completed

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## 1. ROAD SAFETY SERVICES

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### 1.2 AUTHORISATION

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	Records relating to applications for consent to conduct speed trials, races, parades or processions on Northern Territory roads that are granted.	TEMPORARY Destroy 5 years after action completed
1.2.2	Records relating to applications for consent to conduct speed trials, races, parades or processions on Northern Territory roads that are not granted.	TEMPORARY Destroy 3 years after action completed

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## 1. ROAD SAFETY SERVICES

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### 1.3 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.3.1	<p>Records relating to participation and attendance on Committees formed to consider and develop road safety strategies and initiatives aimed at reducing the number, severity and cost of motor vehicle crashes in the Northern Territory.</p> <p>Includes copies of agendas, minutes, discussion papers, draft reports, briefing papers and submissions.</p> <p>Example - NT Road Safety Council / Road Safety Co-ordination Group, NT Road Safety Taskforce and Regional Road Safety Committees</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

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## 1. ROAD SAFETY SERVICES

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### 1.4 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, such as the Records Management Standard AS ISO 15489 2002.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.4.1	Records relating to impounding orders and forfeiture orders.  Includes application to the courts and notice to interested parties.	TEMPORARY  Destroy 15 years after action completed
1.4.2	Records relating to impounding determinations.  Includes revocation of impounding determinations.	TEMPORARY  Destroy 3 years after action completed
1.4.3	Records relating to the maintenance, testing and calibration of equipment used for the monitoring of traffic behaviour, including speed, alcohol and drug related traffic offences.  Use PROPERTY CONTROL – DISPOSAL – for disposal of impounded or forfeited vehicles. Including gazette notifications.	TEMPORARY  Destroy 2 years after disposal of equipment

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## 1. ROAD SAFETY SERVICES

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### 1.5 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.5.1	<p>Records relating to attendance and participation at conferences held to consider and develop strategies aimed at educating, promoting and enforcing road safety measures.</p> <p>Includes approval, itineraries, travel arrangements, discussion papers, briefing papers and promotional material.</p> <p>Example – National Police Executive Road Safety Workshop</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

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## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.6 CONTROL

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.6.1	Records relating to the management and processing of motor vehicle crash data.  Example - Motor vehicle crash database	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act
1.6.2	Records relating to the management and processing of speed camera infringement notices.  Example - PolCam database	TEMPORARY  Destroy 20 years after action completed (manage and migrate data to new media / platform during system upgrades)
	Use POLICING AND CRIME DETECTION – CONTROL – for records contained in the Promis database	

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## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.7 CRASH INVESTIGATION

The activities associated with attending and investigating motor vehicle crashes and incidents to ascertain facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to investigations conducted into fatal motor vehicle crashes.	PERMANENT  Transfer to NT Archives Service 30 years after action completed
1.7.2	Duplicate copies of fatal motor vehicle crash files.	TEMPORARY  Destroy upon written confirmation that original file is held by Coroners Office or NT Archives Service
1.7.3	Records relating to investigations into motor vehicle crashes where injuries are sustained; one of the parties fails to stop and exchange particulars; legal action (including a traffic infringement notice) is to be instituted by Police or damage is caused to property belonging to the NT Government.	TEMPORARY  Destroy 15 years after action completed
1.7.4	Records relating to the collection and analysis of blood for the purpose of identifying the presence of alcohol or certain drugs from persons involved in suspected breaches of the Traffic Act.  Includes blood test for forensic analysis, certificate on completion of analysis of blood sample (test for alcohol) and certificate on completion of analysis of blood sample (test for drug)  Use POLICING AND CRIME DETECTION – JUDICIAL PROCESS where the original analysis result is required for prosecution purposes and contained to a summary prosecution file.  Use FLEET MANAGEMENT – ACCIDENTS for records relating to vehicle accidents involving NT Government fleet vehicles.	TEMPORARY  Destroy 15 years after analysis completed

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## **1. ROAD SAFETY SERVICES**

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### **1.7 CRASH INVESTIGATION**

The activities associated with attending and investigating motor vehicle crashes and incidents to ascertain facts by enquiry or examination.

Use POLICING AND CRIME DETECTION - INVESTIGATIONS for activities relating to the investigation and solving of offences or crimes.

Use POLICING AND CRIME DETECTION – CONTROL for records contained in the Promis database.

## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.8 ENQUIRIES

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.8.1	Records relating to enquiries from members of the public, community groups, organisations or other police jurisdictions regarding activities in relation to the road safety services function and activities.  Use POLICING AND CRIME DETECTION – INVESTIGATIONS – where enquiries are directly related to a Promis job.	TEMPORARY  Destroy 6 years after action completed

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## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.9 INFRINGEMENTS

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.9.1	Records relating to the detection and processing of traffic infringement and speed camera infringement notices to individuals, body corporate, interstate registered vehicles and emergency response vehicles for traffic offences committed on Northern Territory roads.  Includes speed camera operator log sheets, digital images, withdrawal authorisation and advice, courtesy letters and re-issued infringements.	TEMPORARY  Destroy 10 years after action completed
1.9.2	Records relating to defect notices issued by NT Police to drivers of un-roadworthy vehicles.  Use ROAD SAFETY SERVICES – COMPLIANCE for impounding determinations, impounding orders and forfeiture orders  Use POLICING & CRIME DETECTION – JUDICIAL PROCESS for matters heard before the Court	TEMPORARY  Destroy 2 years after action completed

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## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.10 PLANNING

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records relating to the development and review of strategies and plans aimed at increasing and promoting road safety within the community by NT Police.</p> <p>Includes master records.</p> <p>Example – NT Police Road Safety Strategy</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 15 years after action completed</p>
1.10.2	<p>Working papers relating to the development and review of strategies and plans aimed at increasing and promoting road safety within the community by NT Police.</p> <p>Includes working papers, proposals, options considered, recommendations and determinations resulting from investigations into police actions at crash sites; targeted traffic campaigns; death in custody investigations; investigations into serious incidents arising from police contact with the public; coronial investigations; research and drafting documentation; and consultation with internal and external stakeholders, national bodies and other police jurisdictions.</p> <p>Use ROAD SAFETY SERVICES – RESEARCH for assessment and analysis of products and technology used to support Road Safety Services function.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>

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## 1. ROAD SAFETY SERVICES

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### 1.11 POLICY

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.11.1	Records relating to the development and formulation of agency policy regarding the road safety services function.  Includes master records.	PERMANENT  Transfer to NT Archives Service 5 years after policy superseded
1.11.2	Working papers relating to the development and formulation of agency policy regarding the road safety services function.  Includes policy proposals, options considered, recommendations and determinations resulting from investigations into police actions at crash sites, research and drafting documentation; and consultation with internal and external stakeholders including other police jurisdictions.	TEMPORARY  Destroy 5 years after policy is superseded
1.11.3	Duplicate copies of policy documents	TEMPORARY  Destroy when reference ceases

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. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.12 PROCEDURES

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.12.1	Records relating to the development and implementation of procedures associated with the road safety services function.  Includes master records.	PERMANENT  Transfer to NT Archives Service 5 years after procedure superseded
1.12.2	Working papers relating to the development, review and implementation of procedures associated with the road safety services function.  Includes proposals, options considered, recommendations and determinations resulting from investigations into police actions at crash sites, recommendations resulting from coronial inquiries, research and drafting documentation; and consultation with internal and external stakeholders including other police jurisdictions.	TEMPORARY  Destroy 2 years after procedure is superseded
1.12.3	Duplicate copies of procedure documents or manuals.	TEMPORARY  Destroy when reference ceases

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## 1. ROAD SAFETY SERVICES

The functions associated with educating, promoting and enforcing road safety measures to road users across the Northern Territory in an effort to increase road safety, good driving behaviour and compliance with road laws. Includes concentrating police efforts at crash scenes, implementing random breath and drug testing stations, targeting recidivist offenders and common traffic offence patterns for the purpose of decreasing the incidence of road related accident and trauma.

### 1.13 RESEARCH

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.13.1	Records relating to research for the purpose of developing strategies and implementing methods aimed at decreasing the incidence of road related accident and trauma and increasing safer road use.  Includes audits, surveys, strategic outcome studies, random breath test station record sheets, product assessment, final report and recommendations.	TEMPORARY  Destroy 6 years after action completed
1.13.2	Records relating to research data.  Includes enquiries, literature, publications, questionnaires, statistics, surveys, working papers and other raw data.	TEMPORARY  Destroy when reference ceases

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## 1. ROAD SAFETY SERVICES

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### 1.14 TARGET OPERATIONS

The activities associated with the investigation of a specific crime or issue. Includes major crime operations, joint operations, covert operations and road safety enforcement operations.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.14.1	Records relating to road safety campaigns targeting Northern Territory road users.  Includes operational orders, invitations to participate in national campaigns, random breath test station record sheets and campaign results.	TEMPORARY  Destroy 6 years after action completed

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