

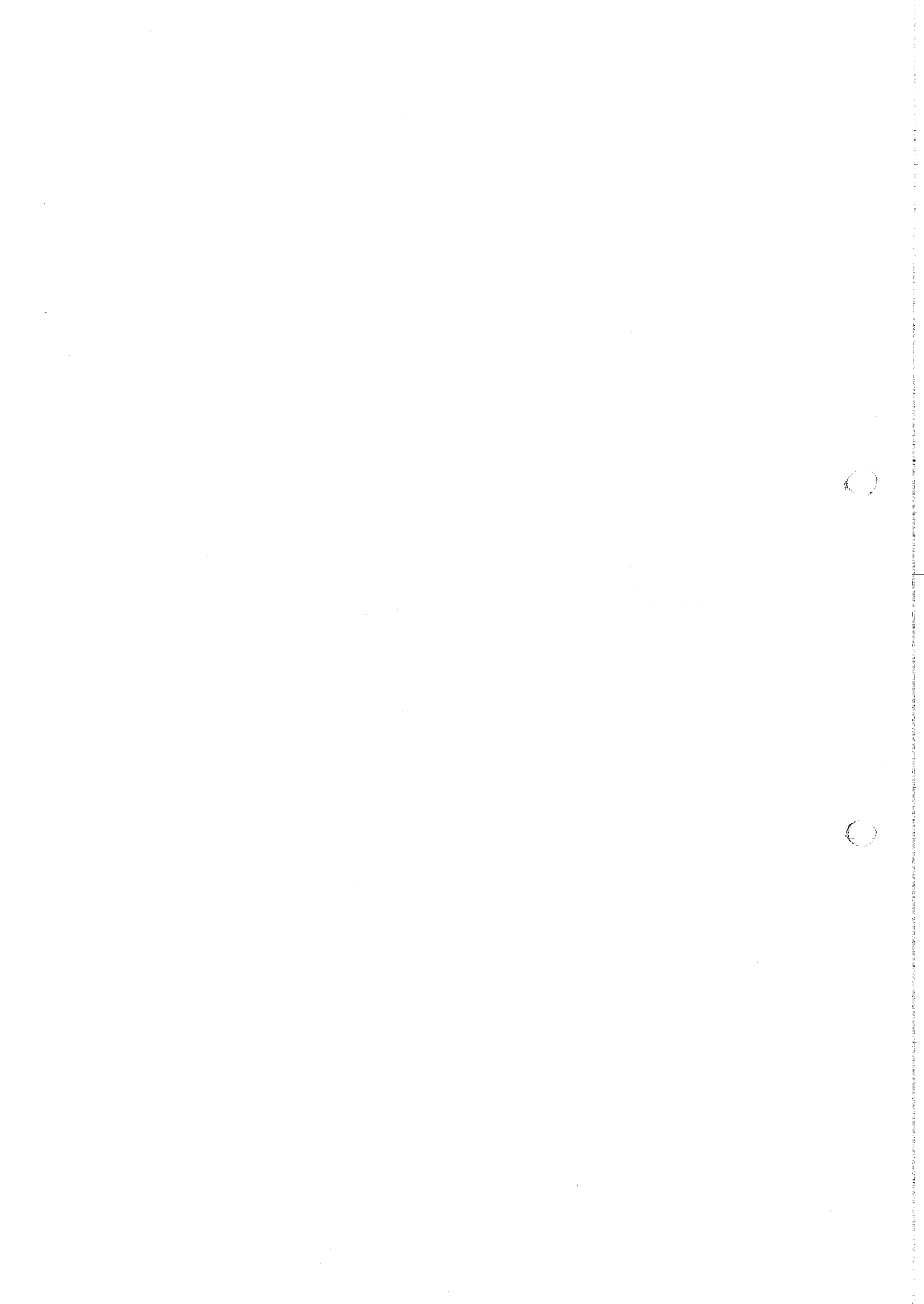
NORTHERN TERRITORY
ARCHIVES SERVICE
&
NORTHERN TERRITORY
PROPERTY MANAGEMENT

Disposal Schedule for Records of
Northern Territory Property Management

Disposal Schedule No. 2001/ 7 (NTPM)



Northern Territory Government



Authority is hereby granted for disposal of records in accordance with the provisions specified in this schedule



Dated. 15/8/01

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David Hawkes
Commissioner for Public Employment



Dated. 13/8/2001

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Greg Coleman
Director
Northern Territory Archives Service

DISPOSAL SCHEDULE FOR RECORDS OF NORTHERN TERRITORY PROPERTY MANAGEMENT

Introduction

NT Cabinet Decision No. 3035 of 1983 authorised the establishment of the Northern Territory Archives Service (NTAS) to promote the efficient and economic management of NT Government records. The Decision also directed that no NT Government agency could dispose of its records without the approval of the NTAS. This approval is given in the form of records disposal schedules.

Records Disposal Schedules

There are two types of records disposal schedules – disposal schedules that apply to records common to most or all NTG agencies and agency specific records disposal schedules.

There are presently three disposal schedules which provide disposal coverage for records common to most or all NTG agencies – the *Disposal Schedule for Administrative Records of the Northern Territory Government*, the *Disposal Schedule for Financial Management Records of the Northern Territory Government* and the *General Disposal Schedule for Human Resource Management Records*. These can be used by all NTG agencies to assist with the disposal of records.

Agency specific records disposal schedules are drawn up in consultation with the NTAS and the agency controlling the records. These schedules relate to those records which are unique to the specific agency.

Disposal Schedule for Records of Northern Territory Property Management

This disposal schedule applies to the records of Northern Territory Property Management created by that agency in accordance with its functions.

Storage and Destruction of Records

Further authorisation by the NTAS for destruction of records in accordance with the provisions of this schedule is not required. However, notification of the destruction to the NTAS is required using the form 'Notification of Destruction of Records'. Copies may be made from the form which appears at the back of this schedule.

The NTAS no longer provides storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

Normal Administrative Practice

The destruction of ephemeral material such as reference copies of records, external publications and circulars is covered by Normal Administrative Practice (NAP). This provides for the routine permissible destruction of non essential material in the course of day to day business without formal authorisation from the NTAS. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

DISPOSAL SCHEDULE FOR NT PROPERTY MANAGEMENT RECORDS

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1. NTG PROPERTY MANAGEMENT		
<p><i>The function of planning and managing working and storage space for the Northern Territory Government. This includes the activities involved with acquiring fitting out, managing and protecting property. Includes buildings owned, rented or leased by the Northern Territory Government, such as office blocks, repositories and workshops.</i></p>		
1.1	ACQUISITION	
1.1.1	Deeds and certificates of title relating to NTG owned land and buildings	RETAIN PERMANENTLY Retain in agency until property is sold or disposed of then transfer deeds or certificates to new owner
1.1.2	Records relating to the acquisition of buildings and properties that are listed by the National Trust of Australia or under relevant legislation (eg the <i>Northern Territory Heritage Conservation Act</i>)	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.1.3	Records relating to the acquisition of other buildings and properties	TEMPORARY Destroy 6 years after action completed
1.2	ADVICE	
1.2.1	Records relating to advice and opinions given or received as to the availability and suitability of accommodation and property	TEMPORARY Destroy 2 years after action completed
1.3	AUDIT	
1.3.1	Records relating to major audits of NTG functions or performance regarding property management issues which result in substantial change to policy or procedures	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed

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DISPOSAL SCHEDULE FOR NT PROPERTY MANAGEMENT RECORDS

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.3.2	Records relating to other audits resulting in minor or no change to policy or procedure	TEMPORARY Destroy 6 years after action completed
1.4	COMMITTEES	
1.4.1	Records of committees and task forces convened by or involving NT Property Management (eg with agencies and landlords/property managers), including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions	TEMPORARY Destroy 3 years after action completed
1.4.2	Records relating to the administration of committees, including draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements	TEMPORARY Destroy 2 years after action completed
1.5	COMPLIANCE	
1.5.1	Records relating to compliance of NT Government leased buildings with standards specified in agreements with building owners including correspondence with building owners and certifications provided by third party contractors, eg Year 2000 compliance	TEMPORARY Destroy 3 years after vacation of premises
1.6	CONFERENCES	
1.6.1	Master copies of proceedings of conferences organised by the agency, including papers presented by agency staff	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.6.2	All other records relating to agency attendance at conferences or the administrative arrangements of conferences organised by the agency, including catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics, venues	TEMPORARY Destroy 2 years after conference (1 copy of proceedings to be deposited in agency library)

DISPOSAL SCHEDULE FOR NT PROPERTY MANAGEMENT RECORDS

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.7	CONTRACTING-OUT	
1.7.1	Contracts let under seal/deed signed and associated records	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.7.2	Records relating to the engagement of consultants and other contractors (eg cleaning, gardening), including terms of contract, service agreements	TEMPORARY Destroy 7 years after completion of contract
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1.8	CONTRACT MANAGEMENT	
1.8.1	Records relating to the process of managing all aspects of the contract, including contract supervision and contract administration	TEMPORARY Destroy 7 years after completion of contract
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1.9	EVALUATION	
1.9.1	Records relating to the process of determining the suitability of potential or existing accommodation and property requirements, including ongoing monitoring	TEMPORARY Destroy 7 years after action completed
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1.10	FIT-OUTS	
1.10.1	Records relating to fit-outs or refurbishment of buildings, including documentation of any work for which owner's approval is required (may include plans, certifications, and correspondence with agencies, property managers, building owners, consultants and clients)	TEMPORARY Destroy 3 years after vacation of premises
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<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.11	INSPECTIONS <i>(NOTE: This entry does not cover records relating to inspections of premises and facilities in accordance with Occupational Health & Safety procedures. For records of this nature refer to the Disposal Schedule for Human Resource Management Records of the NT Government - Section 3, Occupational Health and Safety)</i>	
1.11.1	Records relating to routine inspections of premises not involving Occupational Health and Safety issues (eg in accordance with the leasing agreement)	TEMPORARY Destroy 6 years after action completed
1.12	INSTALLATION	
1.12.1	Records relating to installation of equipment eg security equipment, fire alarms and panels and associated cabling	TEMPORARY Destroy 3 years after replacement of equipment or vacation of premises, whichever is the earlier
1.13	INSURANCE	
1.13.1	Insurance policies	TEMPORARY Destroy 7 years after expiry of policy
1.13.2	Insurance claims and supporting documentation and correspondence	TEMPORARY Destroy 6 years after action completed
1.13.3	Records relating to the renewal of insurance policies	TEMPORARY Destroy 1 year after action completed
1.14	LEASING	
1.14.1	Records relating to the leasing of premises by the NTG from another party, including conditions, contracts, correspondence with the agency, leases, licences, permits, and tenancy and occupancy agreements	TEMPORARY Destroy 3 years after vacation of premises

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<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.15	LEASING-OUT	
1.15.1	Records relating to the leasing-out of NTG premises to another party, including conditions, contracts, correspondence with agencies, leases, licences, permits, sub-leasing arrangements, and tenancy and occupancy agreements	TEMPORARY Destroy 3 years after vacation of premises by lessee
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1.16	LITIGATION	
1.16.1	Records relating to the activities involved in managing lawsuits or legal proceedings between the NTG and other parties in relation to property matters	TEMPORARY Destroy 7 years after action settlement
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1.17	MAINTENANCE	
1.17.1	Records relating to the removal of hazardous material from the premises (eg asbestos, toxic waste)	TEMPORARY Destroy 50 years after action completed
1.17.2	Records relating to repairs and maintenance of accommodation, including maintenance inspections, requests for maintenance, and documentation of maintenance action which involve changes to the premises (eg electrical rewiring or repairs to the roof)	TEMPORARY Destroy 3 years after vacation of premises
1.17.3	Records relating to minor maintenance issues involving no change to the premises (eg relating to cleaning or gardening issues, building fumigation or the removal of non-toxic waste)	TEMPORARY Destroy 2 years after action completed
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1.18	MEETINGS <i>(for records of meetings of committees, task forces and any other formal group which meets on a regular basis use 1.4 COMMITTEES)</i>	
1.18.1	Records relating to ad hoc meetings regarding property management, including administrative arrangements, agenda, attendance, briefing and discussion papers, minutes, and reports	TEMPORARY Destroy 3 years after action completed
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<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.19	PLANNING	
1.19.1	Records relating to the planning of managing and maintaining leased properties that are listed by the National Trust of Australia or under relevant legislation (eg <i>Northern Territory Heritage Conservation Act</i>), property or land of major significance in the Northern Territory, historic properties, compulsory acquisitions, or cases which are subject to considerable public debate, including business cases, cost benefit analyses, economic appraisals, environmental impact statements, schedules	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.19.2	Records relating to the planning of managing and maintaining all other non-leased property	TEMPORARY Destroy 5 years after action completed
1.20	POLICY	
1.20.1	Policies, and records relating to the development of NTG property management policies, including consultation papers, drafts, policy proposals, reports, research papers, master copies of policies	TEMPORARY Destroy 5 years after policy superseded
1.21	PROCEDURES	
1.21.1	Records relating to office management procedures, including cleaning, after hours air conditioning, partitioning and other aspects of the physical management of the office	TEMPORARY Destroy 2 years after procedures superseded
1.22	REPORTING	
1.22.1	Reports prepared regarding property management issues such as periodic reports on recurring or ad hoc activities (eg energy management, waste reduction), statistics on property usage, and records relating to such reports, including briefing and discussion papers, comments received, drafts, returns and reviews, and supporting documentation	TEMPORARY Destroy 5 years after action completed

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<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.23	RISK MANAGEMENT	
1.23.1	Records relating to the development of the NTG's disaster plan with regard to property and equipment	TEMPORARY Destroy 2 years after disaster plan superseded
1.23.2	Records relating to the implementation of the NTG's disaster plan, including reports of major disasters, eg Cyclone Tracy or the Katherine floods	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.23.3	Reports of all other disasters eg minor fires or burst water pipes	TEMPORARY Destroy 2 years after action completed
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1.24	SECURITY	
1.24.1	Records relating to the investigation and reporting of security breaches (eg break-ins, thefts and vandalism)	TEMPORARY Destroy 6 years after action completed
1.24.2	Procedures to be followed in the event of an emergency, including evacuation procedures, fire drill, and first aid procedures	TEMPORARY Destroy 3 years after procedures superseded
1.24.3	Records relating to security arrangements for agency premises, including granting of access to premises (issue of security passes) key registers, authorisations for after hours access and surveillance arrangements	TEMPORARY Destroy 2 years after premises vacated or system/procedures updated
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1.25	TENDERING	
1.25.1	Records relating to the development and issue of tender documents, evaluation of tenders received, post offer negotiations and due diligence checks (includes statements of requirements, expressions of interest, Request For Information (RFI), Request For Tender (RFT), draft contracts, evaluation reports, recommendations, final reports and gazettal/public notices)	TEMPORARY Destroy 7 years after completion of tender process

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<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1.25.2	Signed contracts under seal and supporting records	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.25.3	Signed simple contracts and agreements and supporting records resulting from the tendering process	TEMPORARY Destroy 7 years after completion of contract
1.25.4	Records relating to unsuccessful tenderers	TEMPORARY Destroy 2 years after contract is let
1.25.5	Applications for certificates of exemption from public tender, including approvals from the Procurement Review Board	TEMPORARY Destroy 3 years after action completed