


Disposal Schedule for Records of the Department of Infrastructure, Planning
and Environment, relating to the function of Community Living Areas
Assessment

Disposal Schedule No 2003/ 11

AUTHORITY IS HEREBY GRANTED FOR DISPOSAL OF RECORDS IN
ACCORDANCE WITH THE PROVISIONS SPECIFIED IN THIS SCHEDULE.

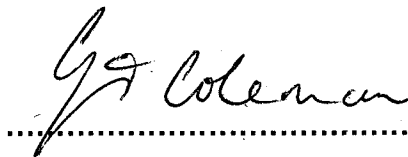

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Dated...30/12/03.....

BARRY CHAMBERS

CHIEF EXECUTIVE

Department of Infrastructure, Planning and Environment


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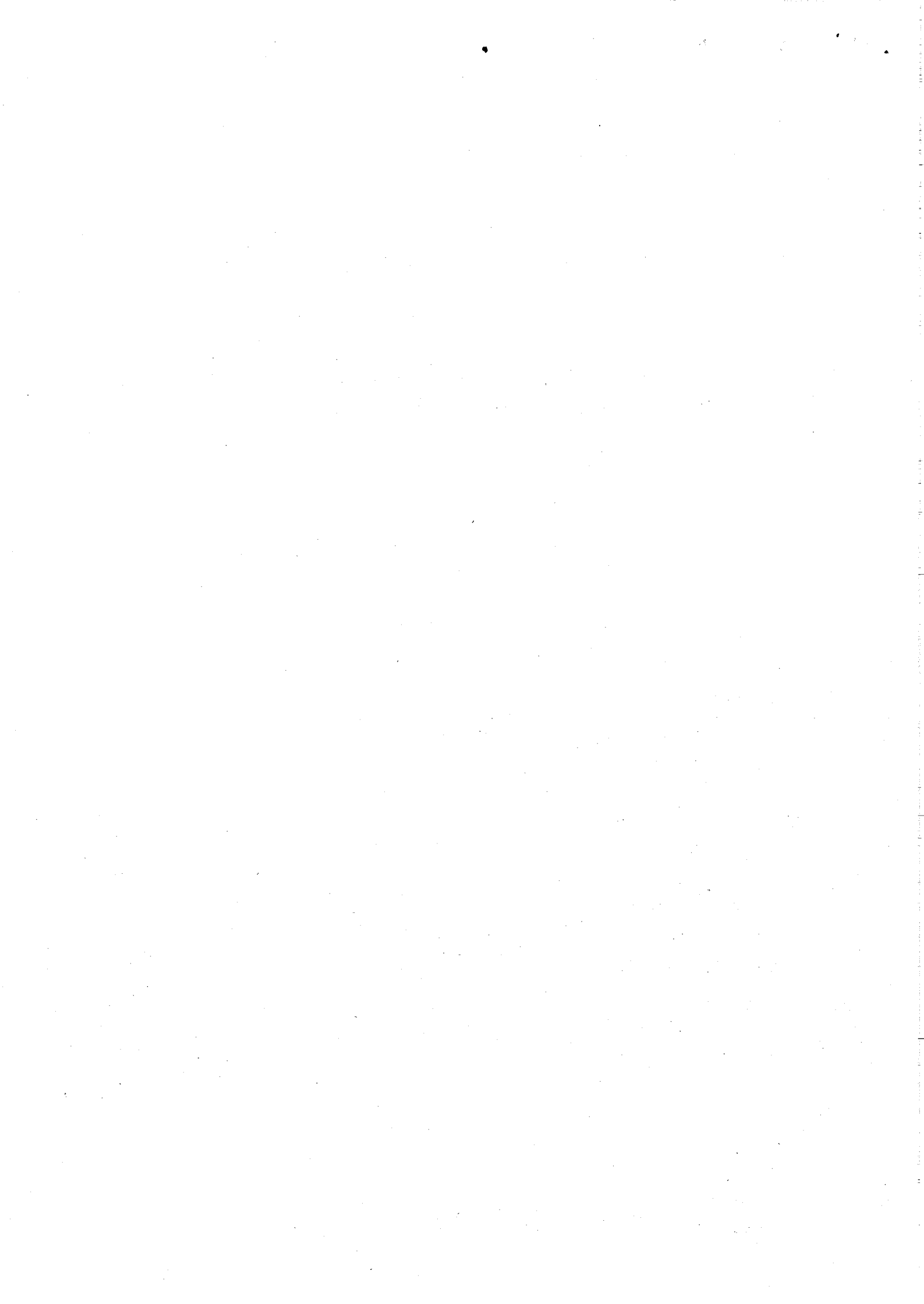
Dated...8/1/04.....

GREG COLEMAN

DIRECTOR

Northern Territory Archives Service





RECORDS DISPOSAL SCHEDULE
Community Living Areas Assessment

DEPARTMENT OF INFRASTRUCTURE,
PLANNING & ENVIRONMENT
Community Living Areas Tribunal

DECEMBER 2003

Disposal Schedule No 2003/11



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ABOUT THIS DISPOSAL SCHEDULE

PURPOSE

The purpose of this Disposal Schedule, is to enable regular, planned and authorised disposal of records of the Department of Infrastructure, Planning and Environment.

SCOPE

Application of this Disposal Schedule is mandatory for records of Department of Infrastructure, Planning and Environment relating to the function of Community Living Areas Assessment performed by the Community Living Areas Tribunal.

This Disposal Schedule applies to all Community Living Areas Assessment records in all formats, including electronic records and records in business systems, copies of records and parts of records

REGULATORY FRAMEWORK

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Pastoral Land Act
- ▶ Australian Standard 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 Department of Infrastructure, Planning and Environment
- ▶ current authorised disposal schedules for administrative records of the NT Government
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

RESPONSIBILITY

The Department of Infrastructure, Planning and Environment is responsible for the content and implementation of this Disposal Schedule.

AUTHORITY

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive December 2003 and is effective immediately.

EXPLANATION

This schedule has been developed using the methodologies of the Australian Standard AS 4390–1996, Records Management. The functional structure is based on the business classification scheme of the Keyword AAA: A Thesaurus of General Terms produced by the State Records



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

SENTENCING RECORDS

- ▶ Records should be sentenced 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.



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- ▶ 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.

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 not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is 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

Formal notification of destruction of all records should be provided to NT Archives Service.

ACKNOWLEDGMENT

The Department of Infrastructure, Planning and Environment wishes to acknowledge the use of material produced by National Archives of Australia, and Standards Australia in the development of this schedule.

This schedule was drafted principally by the Department of Infrastructure, Planning and Environment who drafted the schedule in consultation with the Community Living Areas Tribunal and the NT Archives Service.

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**DISPOSAL SCHEDULE FOR RECORDS OF THE DEPARTMENT OF INFRASTRUCTURE, PLANNING
AND ENVIRONMENT – COMMUNITY LIVING AREAS ASSESSMENT**

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Department of Infrastructure, Planning and Environment. 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 Services, on behalf of the Northern Territory Government and the State Records Authority of New South Wales.)



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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 Archives 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.
- 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 NT Government approved offsite



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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 Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral records that are obviously duplicate and/or unimportant



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1. COMMUNITY LIVING AREAS ASSESSMENT

The functions of the Community Living Areas Tribunal include determining whether an applicant is entitled to make an application for a community living area on pastoral land and, if so, to consider the application and make recommendations to the Minister as to whether the land should be acquired by the Territory and granted or transferred in fee simple for the benefit of the applicant.

1.1 Adjudication

The activities associated with determining the rights and / or liabilities in dispute between two or more parties by the final imposition of a decision of a court of law, tribunal, or as a result of a decision of a court of a person otherwise sitting in judgement.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to the Tribunal's determination of an access route to Aboriginal community living areas; over land subject to a pastoral lease. Includes investigations carried out by the Tribunal and supporting documentation.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use: COMMUNITY LIVING AREAS ASSESSMENT
– ADJUDICATION for determinations made regarding access routes to Aboriginal community living areas over pastoral land.

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.

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1. COMMUNITY LIVING AREAS ASSESSMENT

The functions of the Community Living Areas Tribunal include determining whether an applicant is entitled to make an application for a community living area on pastoral land and, if so, to consider the application and make recommendations to the Minister as to whether the land should be acquired by the Territory and granted or transferred in fee simple for the benefit of the applicant.

1.2 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
1.2.1	Records relating to advice and recommendations made by the tribunal to the Minister on an application for grant of a community living area. Includes written application, details of the land subject to the application, submissions, agreements, supporting evidence and transcripts of the hearing.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.2.2	Records relating to advice made by the tribunal to the Minister on applications to incorporate abandoned Aboriginal community living area to an adjoining pastoral or crown lease. Includes submissions, correspondence from the relevant land council, and investigations conducted by the tribunal.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use: COMMUNITY LIVING AREAS ASSESSMENT
– ADVICE for advice and recommendations on
applications for community living areas.

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1. COMMUNITY LIVING AREAS ASSESSMENT

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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.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to the establishment of the community living areas tribunal, appointment, resignations and dismissal of members or the chairman.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.2	Records relating to hours worked by members of the Tribunal. Includes itemised lists of time spent and copies of claims for payments for sitting fees.	TEMPORARY Destroy 6 years after appointment of member ceases.
1.3.3	Records relating to the administration of the community living areas tribunal. Including travel arrangements, organisation of venue and invitations to attend.	TEMPORARY Destroy 5 years after action completed

Use: COMMUNITY LIVING AREAS ASSESSMENT
– COMMITTEE for the establishment and administration of the Tribunal.

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1. COMMUNITY LIVING AREAS ASSESSMENT

The functions of the Community Living Areas Tribunal include determining whether an applicant is entitled to make an application for a community living area on pastoral land and, if so, to consider the application and make recommendations to the Minister as to whether the land should be acquired by the Territory and granted or transferred in fee simple for the benefit of the applicant.

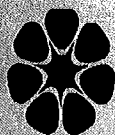
1.4 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Master copies of procedures and guidelines developed for the community living areas tribunal function. Includes manuals, guidelines, directives and approved procedures.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.4.2	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy once reference ceases.

Use: COMMUNITY LIVING AREAS ASSESSMENT – PROCEDURES for the development and implementation of procedures regarding the Community Living Areas Assessment function.

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.



Northern Territory Government

Department of Infrastructure, Planning and Environment