



Records disposal schedule

Records Disposal Schedule Heritage Conservation Department of Tourism and Culture

Disposal Schedule No. 2018/11

November 2018

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Preamble

Introduction

The *Information Act* 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 (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), 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.

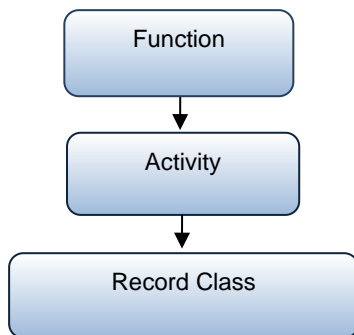
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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.

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 NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, 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 NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT 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 Heritage Conservation of the Department of Tourism and Culture.

Scope

Application of this Records Disposal Schedule is mandatory for Heritage Conservation records of the Department of Tourism and Culture.

This Records Disposal Schedule applies to Heritage Conservation records in all formats.

Responsibility

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

Authority

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

Disposal Schedule 2018/11 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the A/Chief Executive of the Department of Tourism and Culture on 7 November 2018 and is effective immediately.

Regulatory Framework

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

- *Environment Protection and Biodiversity Conservation Act*
- *Heritage Act*
- *Heritage Regulation*
- *Historic Shipwrecks Act 1976 (CTH)*
- *Information Act*
- NT Government Records 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 Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Tourism and Culture
- current authorised disposal schedules for Department of Tourism and Culture

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 (eg 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.

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

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

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the 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 Checklist

- | | |
|--|---|
| <input type="checkbox"/> 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 NT Archives Service and NT 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"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's 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"/> 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"/> Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium |
| <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 NT 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"/> Notify the NT Records Service of destruction of all records |
| <input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded | <input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule. |
| | <input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service |

Disposal Schedule

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of formal detailed advice to the Minister, other Government Bodies and organisations in relation to heritage conservation, including the Commonwealth Government and the Aboriginal Areas Protection Authority.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting advice provided on development applications, environmental impact statements and notices of intent that may impact declared heritage places or objects under the Act, including places under assessment for heritage status under the Act. Includes impact reports on development impacts, public consultation notices, recommendation from the Heritage Council and requests for further information.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.3	Records documenting the provision of routine advice to government bodies and the community in relation to heritage conservation.	Temporary Destroy 5 years after action completed

1. Heritage Conservation

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1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting heritage agreements entered into by the Minister and the owner of a heritage place or object as required under the Act, including where the agreement has been varied or terminated by one of the parties. Includes recommendations from the Heritage Council, ministerial briefings and variations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance, review and variation of heritage conservation agreements with other Government bodies and organisations, such as the Commonwealth and UNESCO world heritage management.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Heritage Conservation

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations by the Minister to the CEO, and delegations by the CEO, of powers and functions as stated under the Heritage Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting declaration of places or objects to be of heritage value under the Heritage Act by the Minister, includes revocations and provisional declarations. Includes gazette notices, recommendations from the Heritage Council, statement of heritage value, assessment notices to the Minister. May include applications for review, variations to recommendations and requests for further information.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting decisions by the Minister not to declare a place or object to be of heritage value under the Act. Includes Heritage Council's recommendation, written notice to the Council of decision, information notices to interested persons, people that made submissions in relation to the place or object. May include where the Minister has revoked a declaration that was provisional. May include applications for review by the person who made the nomination.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.4	<p>Records documenting declarations of a class of place or object to be a protected class under the <i>Heritage Act</i>.</p> <p>Includes gazette notices, recommendations to the Minister by the Council, statements of heritage value for places and objects of the class, copies of each submission made in relation to the class of places or objects in the public consultation period and copies of published notices in local newspapers.</p> <p>May include requests for further information from the Council to be supplied to the Minister and varied recommendations.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.5	<p>Records documenting Minister's decision not to declare a protected class of place or object.</p> <p>Includes written notices to the Council of the decision and reasons for it, Councils recommendations, statements of heritage value for places and objects of the class and other supporting paperwork.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.6	<p>Records documenting approval given by the CEO for the removal of heritage objects from the Northern Territory for the purposes of public display, scientific research, educational purposes, etc.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	Includes applications, terms and conditions.	
1.3.7	Records documenting declarations for work to be exempt from the requirement for a work approval to carry out work on a heritage place or object under the Heritage Act.	Temporary Destroy 7 years after action completed
1.3.8	Records documenting appointments of heritage officers by the CEO under the Heritage Act. Includes internal business recommendations, terms and conditions. May include returned identity cards.	Temporary Destroy 7 years after appointment ends

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.4 Committee

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
1.4.1	Records documenting the establishment of the Heritage Council under the Act, including appointments of members, chairpersons and deputy chairpersons by the Minister as required under the Act, including resignations and terminations. Includes invitations for nominations for appointment, terms and conditions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of the Heritage Council. Includes agendas, minutes and discussion papers. May include disclosures of interest by members of the Council.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting high level committees and interdepartmental committees where the Department is the NT Government's main representative in relation to heritage conservation, such as the National Trust of Australia Heritage Advisory Council and the Historic Shipwrecks Delegates Committee. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting the Heritage Council working groups. Includes agendas, minutes and discussion papers.	Temporary Destroy 5 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.5 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting investigations into persons suspected of contravening the Heritage Act where there is a serious and imminent threat to the heritage significance of a heritage place or object.</p> <p>Includes written letters of complaints, search warrants, witness statements, file notes, photographs, video footage, extracts of documents,</p> <p>May include stop work orders, revocations of stop work orders, repair orders issued by the Minister where repair or maintenance work is required to be carried out on a heritage place or object.</p> <p>May include receipts for things seized as part of the investigation, court orders, CEO authorisation for the thing to be released to its owner,</p> <p>May include appeals to stop work orders or repair orders issued by the Heritage Officer or the Minister and receipts of costs incurred by the Territory in carrying out remedial works.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
	Use LEGAL SERVICES – CLAIMS where the matter has gone to court	

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.6 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.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the participation and attendance at local, national or international conferences, workshops or seminars in relation to heritage conservation, such as the Heritage Chairs and Officials Australia and New Zealand Conference. Includes authority to attend, invitations, registration forms, reports, presentations and other related documentation.	Temporary Destroy 10 years after action completed
1.6.2	Records documenting administrative arrangements of conferences, workshops, seminars and forums in relation to heritage conservation. Includes quotations, bookings, draft proceedings, draft programs, catering, travel and accommodation arrangements, speaker notes and other supporting documentation.	Temporary Destroy 3 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.7 Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting case management files of declared heritage places and objects under the Act, including places and objects under assessment for heritage status.</p> <p>Includes applications to conduct major and minor works on a declared heritage place or object, including archaeology survey permits, work approvals by the CEO, terms and conditions, notices of decisions, ministerial briefings and recommendations from the Heritage Council.</p> <p>May include applications to conduct work on a heritage place or object that have been refused by the CEO.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Register of Heritage of Places and Objects as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> - declared heritage places and objects - type (Place / Object) - Status (Declared / Not recommended) - heritage agreements - location details - description of the place or object - Statement of heritage value 	<p>Permanent</p> <p>Retain in organisation</p> <p>(Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.8.2	<p>Register of Aboriginal and Macassan Archaeological Sites.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Name - GPS Location - General Location - Type (Rock Art, Stone Artefact Scatters, Shell Middens, Aboriginal Burials and Earth Mounds, Rock Engraving) - Other relevant information 	<p>Permanent</p> <p>Retain in organisation</p> <p>(Manage and migrate data to new platform during system upgrades)</p>

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.9 Enquiries

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the handling of requests for information in relation to declared heritage places and objects from government bodies, private individuals and community organisations, including requests for abstracts of records from the Northern Territory Heritage Register.</p> <p>Includes written letters, abstracts of the register, copies of maps and drawings and other related correspondence.</p>	<p>Temporary Destroy 10 years after action completed</p>

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.10 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the development of education programs for the purposes of promoting the conservation of places and objects of heritage significance, includes the participation into circuit shows, exhibits and information sessions.</p> <p>Includes background research, briefs and designs, information handouts.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.11 Grant Allocation

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting the receipt of applications from persons in the community and not for profit organisations for grant funding in relation to heritage conservation where the application was successful. Includes applications, funding agreements, payment approvals, progress reports, financial statements and acquittal reports.	Temporary Destroy 7 years after grant acquitted
1.11.2	Records documenting unsuccessful applications for grants in relation to heritage conservation. Includes applications and notice of decision.	Temporary Destroy 7 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.12 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	Status and Disposal Action
1.12.1	Final versions of plans in relation to heritage conservation, including heritage plans and conservation management plans for specific regions within the Northern Territory.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of plans in relation to heritage conservation. Includes draft versions and consultation notes.	Temporary Destroy 10 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.13 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	Status and Disposal Action
1.13.1	Master set of policies in relation to heritage conservation, such as policy on Heritage Listing Aboriginal Archaeological Places, Rate Relief Policy, Heritage Signage Policy and the Dive Operations Policy.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of policies, in relation to heritage conservation. Includes draft versions, file notes, consultation notes and other related correspondence.	Temporary Destroy 10 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.14 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Master set of guidelines in relation to heritage conservation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development of procedures and guidelines in relation to heritage conservation. Includes consultation notes, draft versions and implementation plans.	Temporary Destroy 10 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.15 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Final versions of strategic plans for programs in relation to heritage conservation, such as the Urban and Heritage Enhancement Program. Includes key performance indicators, progress reports, ministerials briefing notes, budget reports and other supporting documents. May include final evaluation reports and reviews of programs.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting the development and review of programs in relation to heritage conservation.	Temporary Destroy 10 years after action completed
1.15.3	Records documenting the delivery of programs in relation to heritage conservation. Includes action plans, progress status reports, file notes, minutes, purchase orders, invoices and related documentation.	Temporary Destroy 10 years after action completed

1. Heritage Conservation

The function of providing for the conservation of the Northern Territory's cultural and natural heritage, including declaring heritage places and objects, declaring protected classes of heritage places and objects, declaring Aboriginal and Macassan heritage places and objects, establishment and management of the Heritage Council, providing for heritage agreements, regulating work on heritage places and objects and monitoring compliance under the *Heritage Act*.

1.16 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Final, versions of major reports in relation to heritage conservation, including the Heritage Council annual report. Includes formal draft versions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.16.2	Records documenting periodic reports in relation to heritage conservation.	Temporary Destroy 10 years after action completed