



# **Guidelines for Resentencing Records Using the Records Disposal Schedule for Administrative Functions of the Northern Territory Government**

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## Introduction

The *Records Disposal Schedule for Administrative Functions of the Northern Territory Government* (Disposal Schedule 2013/5) was authorised for use by NT government public sector organisations on 13 November 2013 in accordance with the provisions of s136B of the *Information Act*.

This records disposal schedule supersedes the following four administrative functions schedules that had previously been used to sentence NTG records since 2000:

- *Disposal Schedule for Administrative Records of the Northern Territory Government* No.2000/8 (ADMIN)
- *Disposal Schedule for Financial Management Records of the Northern Territory Government* No.2001/2 (FM)
- *Disposal Schedule for Human Resource Management Records of the Northern Territory Government* No.2001/6 (HRM)
- *Disposal Schedule for Information Management Records* No.2003/2

These schedules can no longer be used to sentence records in the NTG.

## Application

These guidelines are intended to assist agencies when resentencing records previously sentenced using any of the superseded four administrative schedules listed above. Please note, records that were **Temporary** under **both** the superseded schedules and the new schedule require **no action**.

Records that had previously been sentenced as Permanent will now be in one of two categories under the new disposal schedule:

1. Records which were **Permanent** under the superseded schedules but are now **Temporary** under the new schedule (Table 1), or
2. Records which were **Permanent** under the superseded schedules and remain **Permanent** under the new schedule (Table 2).

The disposal status of records identified in these categories in the NTG records management system (HP TRIM) will need to be amended. Those records listed in Table 1. may also need to be removed from the custody of the NT Archives Service (if previously transferred there) and stored as secondary records (eg with a commercial secondary records contractor) because they are now temporary records.

Those records listed in Table 2. will need to have their disposal details updated in the records management system, but no change in custody arrangements is required.

There is a third category of records:

3. Records which were **Temporary** under the superseded schedules but which are now **Permanent** under the new schedule (Table 3).

Records listed in Table 3. will need to have their disposal status changed to Permanent in the records management system and be transferred to the custody of the NT Archives Service as Territory archives in accordance with the provisions of the disposal class in the schedule.

**NOTE:** In all three tables, the classes are listed in alphabetical order as they appeared in the superseded records disposal schedules. The superseded schedules are identified by the following abbreviations under the class number – (ADMIN) Administrative, (FM) Financial Management, (HRM) Human Resource Management, (IM) Information Management.

**TABLE 1: Permanent classes which are now Temporary**

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
<b>COMMUNITY RELATIONS – CONFERENCES</b>			<b>COMMUNITY RELATIONS – CONFERENCES</b>		
1.4.1 (ADMIN)	Master copies of proceedings of conferences organised by the agency involving the community, including papers presented by agency staff.	PERMANENT Transfer to NT Archives Service 4 years after action completed.	1.2.1	Proceedings, reports and addresses from conferences, seminars or forums attended by organisation staff. Includes inter-organisation and government conferences. Also includes post conference interaction, eg via social media forums.	TEMPORARY Destroy 5 years after conference
<b>COMMUNITY RELATIONS – MARKETING &amp; PROMOTION</b>			<b>COMMUNITY RELATIONS – MARKETING &amp; PROMOTION</b>		
1.15.1 (ADMIN)	Master copies of promotional films and videos, produced by or for the agency.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	1.9.2	Records documenting campaigns or advertising to raise or maintain the organisation's public profile or to advertise a particular service, product, program or event.	TEMPORARY Destroy 5 years after action completed
<b>COMMUNITY RELATIONS – VISITS</b>			<b>COMMUNITY RELATIONS - VISITS</b>		
1.31.1 (ADMIN)	Visits by agency staff overseas – official report.	PERMANENT Transfer to NT Archives 4 years after action completed	1.15.2	Records documenting visits made to the organisation by important community representatives or officials.	<b>TEMPORARY</b> Destroy 5 years after action completed
<b>COMPENSATION – POLICY</b>			<b>POLICY (COMMON ACTIVITIES)</b>		
1.13.1 (HR)	Records relating to the formulation of policy on compensation issues (eg return to work policy), including consultation papers, drafts, policy proposals, reports, research papers and master copies of policies.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	0.12	Records documenting the development and review of the organisation's administrative functions policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after policy is superseded
<b>EQUIPMENT &amp; STORES – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
2.27.2 (ADMIN)	Signed contracts under seal and supporting records.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
<b>FINANCIAL MANAGEMENT – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
1.31.2 (FM)	Signed contracts under seal and supporting records.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract
<b>FLEET MANAGEMENT – ACCIDENTS</b>			<b>WORK HEALTH &amp; SAFETY – ACCIDENTS</b>		
3.1.1 (ADMIN)	Records relating to vehicle accidents - fatal.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	17.1.1	Records relating to notifiable incidents under the <i>Work Health and Safety (National Uniform Legislation) Act</i> , including the death of a person, a serious injury or illness of a person, or a dangerous incident, that are reported to the regulator.	TEMPORARY Destroy 5 years after action completed
<b>FLEET MANAGEMENT – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITY)</b>		
3.21.2 (ADMIN)	Signed contracts under seal and supporting records.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract
<b>GOVERNMENT RELATIONS – COMPLIANCE</b>			<b>COMPLIANCE (COMMON ACTIVITIES)</b>		
4.5.1 (ADMIN)	Records relating to agency compliance with mandatory or optional standards, including compliance with legislation and with national and international standards such as the ISO 9001 series.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.7.1	Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for exemptions from compliance.	TEMPORARY Destroy 7 years after action completed
<b>GOVERNMENT RELATIONS – COMPLIANCE</b>			<b>COMPLIANCE (COMMON ACTIVITIES)</b>		
4.5.2 (ADMIN)	Records relating to agency breaches of compliance or failure to meet compliance requirements - serious breaches or those requiring substantial investigation.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.7.1	Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for	TEMPORARY Destroy 7 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
				exemptions from compliance.	
GOVERNMENT RELATIONS – CONFERENCES			COMMUNITY RELATIONS – CONFERENCES		
4.6.1 (ADMIN)	Master copies of proceedings of conferences organised by the agency involving other NTG agencies, or other governments or government organisations (national or international), including papers presented by agency staff.	PERMANENT Transfer to NT Archives Service 4 years after action completed	1.2.1	Proceedings, reports and addresses from conferences, seminars or forums attended by organisation staff. Includes inter-organisation and government conferences. Also includes post conference interaction, eg via social media forums.	TEMPORARY Destroy 5 years after conference
GOVERNMENT RELATIONS – LEGISLATION			STRATEGIC MANAGEMENT – LEGISLATION		
4.11.2 (ADMIN)	Records relating to requests for comments on draft legislation not directly affecting the agency's functions for which a substantial response was prepared.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.4.2	Records documenting comments made by the organisation on the development of legislation concerning the operations and functional responsibilities of other organisations.	TEMPORARY Destroy 3 years after action completed
GOVERNMENT RELATIONS – VISITS			GOVERNMENT RELATIONS – VISITS		
4.26.1 (ADMIN)	Visits by agency staff overseas – official report.	PERMANENT Transfer to NT Archives Service 4 years after action completed	7.9.3	Records documenting visits by organisation staff to other government organisations both within Australia and overseas. Includes invitations, travel and accommodation arrangements, itineraries and programs, visit reports and letters of appreciation.	TEMPORARY Destroy 2 years after action completed
INDUSTRIAL RELATIONS – POLICY			POLICY (COMMON ACTIVITIES)		
5.14.1 (ADMIN)	Records relating to the development of agency or whole of government industrial relations policies, including consultation papers, drafts, policy proposals, reports, research papers and master copies of policies.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.12.1	Records documenting the development and review of the organisation's administrative functions policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after policy is superseded
INFORMATION MANAGEMENT – AGREEMENTS			AGREEMENTS – (COMMON ACTIVITIES)		
1.3.1 (IM)	Confidentiality agreements between the agency and external bodies or individuals and	PERMANENT Transfer to NT Archives Service 4	0.3.2	Records documenting the establishment, negotiation, maintenance and review of formal agreements.	TEMPORARY Destroy 7 years after expiry or termination of

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	related records (eg development and implementation records).	years after action complete			agreement
INFORMATION MANAGEMENT – AUTHORISATION			INFORMATION MANAGEMENT – DISPOSAL		
1.5.1 (IM)	Records relating to the creation of the agency's Records Disposal Schedules. Includes copy of disposal class authorisation report, approvals from the Director of the Business Unit, Northern Territory Archives Service and Chief Executive and a copy of the final authority.	PERMANENT Retain in agency	9.5.3	Records documenting the development of records disposal schedules, including appraisal report forms and correspondence with NT Archives and NT Records services.	TEMPORARY Destroy when schedule superseded
INFORMATION MANAGEMENT – AUTHORISATION			AUTHORISATION (COMMON ACTIVITIES)		
1.5.2 (IM)	Records relating to a request for exemption certificate from the Chief Minister in relation to the Information Act.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.5.2	Records documenting delegations of power or other authorisations to organisation staff to perform administrative action.	TEMPORARY Destroy 7 years after authorisation expires/is withdrawn
INFORMATION MANAGEMENT – COMPLIANCE			COMPLIANCE (COMMON ACTIVITIES)		
1.8.1 (IM)	Records relating to action taken by a public sector organisation to act in accordance with a Compliance Notice issued by the Information Commissioner in relation to the organisation contravening an information privacy principle or code of practice.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.7.1	Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for exemptions from compliance.	TEMPORARY Destroy 7 years after action completed
INFORMATION MANAGEMENT – CONSERVATION			INFORMATION MANAGEMENT – CONSERVATION		
1.10.1 (IM)	Records relating to the management of agency conservation projects and specialised conservation treatment for the preservation of permanent records and other information resources. Includes photographs, maps and plans.	PERMANENT Transfer to NT Archives Service with records	9.2.1	Records documenting specialised conservation treatments.	TEMPORARY Destroy 5 years after action completed



<b>SUPERSEDED SCHEDULE</b>			<b>NEW ADMINISTRATIVE FUNCTIONS SCHEDULE</b>		
<b>INFORMATION MANAGEMENT – DATA ADMINISTRATION</b>			<b>STRATEGIC MANAGEMENT – RISK MANAGEMENT</b>		
1.13.1 (IM)	Records relating to the application of agency-wide information management plans in relation to safeguarding against data loss or corruption. Includes vital records plans and counter disaster plans.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.7.1	Records documenting the identification and assessment of organisational risks, in order to assist planning, and the implementation of strategies to minimise their impact.	TEMPORARY Destroy 7 years after next risk assessment
<b>INFORMATION MANAGEMENT – DISPOSAL</b>			<b>INFORMATION MANAGEMENT – DISPOSAL</b>		
1.14.1 (IM)	Records relating to arrangement for the transfer of ownership of records following the corporatisation and privatisation of an agency/part of an agency.	PERMANENT Transfer to NT Archives Service 4 years after action completed	9.5.2	Records documenting the transfer of records to successor organisations as a consequence of changes in administrative arrangements or functions or privatisation.	TEMPORARY Destroy 7 years after action completed
<b>INFORMATION MANAGEMENT – IMPLEMENTATION</b>			<b>INFORMATION MANAGEMENT – IMPLEMENTATION</b>		
1.19.2 (IM)	Records relating to the implementation of library systems and recordkeeping systems within an agency.	PERMANENT Transfer to NT Archives Service 4 years after action completed	9.10.1	Records documenting the implementation and initial monitoring of information management systems and projects within the organisation, including recordkeeping, knowledge management and library management systems and projects. Includes pilots or post implementation review.	TEMPORARY Destroy 7 years after action completed
<b>INFORMATION MANAGEMENT – INVESTIGATIONS</b>			<b>INFORMATION MANAGEMENT – SECURITY</b>		
1.24.1 (IM)	Records relating to major security breaches where classified records and information have been removed from official custody and/or passed to a third party. Includes referral to law enforcement authorities.	PERMANENT Transfer to NT Archives Service 4 years after action completed	9.12.1	Records documenting security breaches affecting information resources, eg where records and information have been accessed or removed from official custody without authorisation, or records have not been appropriately secured.	TEMPORARY Destroy 7 years after action completed
<b>INFORMATION MANAGEMENT – PLANNING</b>			<b>PLANNING (COMMON ACTIVITIES)</b>		
1.27.1 (IM)	Final versions of agency-wide information management plans. Includes Vital records plans, Counter-disaster plans, Disaster recovery.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.11.1	Final, approved versions of the organisation's strategic, corporate, or individual business unit plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after plan is superseded

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
INFORMATION MANAGEMENT – POLICY			POLICY (COMMON ACTIVITIES)		
1.28.1 (IM)	Records documenting the development and establishment of the agency's information management policies. Includes Recordkeeping policy, Codes of Practice in relation to protection of privacy, Information management security policy, Library collection development policy, E-mail policy.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.12.1	Records documenting the development and review of the organisation's administrative functions policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after policy is superseded
INFORMATION MANAGEMENT – PROCEDURES			PROCEDURES (COMMON ACTIVITIES)		
1.31.1 (IM)	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the information management function.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.13.1	Records of an organisation's procedures including manuals, handbooks, directives, guidelines, instructions, fact sheets, work books, etc.	TEMPORARY Destroy 5 years after procedures superseded
INFORMATION MANAGEMENT – TENDERING			CONTRACTING OUT (COMMON ACTIVITIES)		
1.42.1 (IM)	Records relating to the development, issue and evaluation of tender documentation where a signed contract by deed is executed under seal, (ie contracts executed under seal or signed by officers authorised by the contracting parties).	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract
LEGAL SERVICES – AGREEMENTS			CONTRACTING OUT (COMMON ACTIVITIES)		
7.2.2 (ADMIN)	Signed agreements and contracts under seal (including supporting records). <b>NOTE:</b> <i>only applies to contracts signed under seal sentenced using this disposal class; for other legal services agreements use 0.3 AGREEMENTS (COMMON ACTIVITIES)</i>	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
<b>LEGAL SERVICES – INQUIRIES</b>			<b>LEGAL SERVICES – INQUIRIES</b>		
7.8.1 (ADMIN)	Records relating to an inquiry with no direct relation to the agency's functions (eg a Royal Commission) where substantial input was provided by the agency, including statements, submissions, subpoenas, transcripts, final reports and responses to final reports.	PERMANENT Transfer to NT Archives Service 4 years after action completed	10.4.2	Records documenting legal support given to an organisation that is either conducting an inquiry or participating in an inquiry.	TEMPORARY Destroy 3 years after final report of inquiry is released
<b>LEGAL SERVICES – INTELLECTUAL PROPERTY</b>			<b>LEGAL SERVICES – INTELLECTUAL PROPERTY</b>		
7.9.1 (ADMIN)	Records relating to the establishment of an agency's intellectual property rights, including copyright, patents and trademarks, circuit layouts, plant breeder's rights, royalties and matters of confidentiality such as trade secrets which are not available to the public.	PERMANENT Transfer to NT Archives Service 4 years after action completed	10.5.1	Records documenting the establishment and general management of an organisation's intellectual property. Includes patents, trademarks, designs, plant breeder's rights, circuit layouts, trade secrets and all other forms of copyright.	TEMPORARY Destroy 3 years after the lapse of the intellectual property rights
<b>OCCUPATIONAL HEALTH &amp; SAFETY – INSPECTIONS</b>			<b>WORK HEALTH &amp; SAFETY – ACCIDENTS</b>		
3.9.1 (HR)	Records relating to OH&S inspections resulting from a major accident in the workplace (eg accidents causing fatalities, serious injuries or dangerous occurrences).	PERMANENT Transfer to NT Archives Service 4 years after action completed	17.1.1	Records documenting notifiable incidents under the <i>Work Health and Safety (National Uniform Legislation) Act</i> , including the death of a person, a serious injury or illness of a person, or a dangerous incident, that are reported to the regulator.	TEMPORARY Destroy 5 years after action completed
<b>OCCUPATIONAL HEALTH &amp; SAFETY – POLICY</b>			<b>POLICY (COMMON ACTIVITIES)</b>		
3.14.1 (HR)	Records relating to the formulation of agency policy on OH&S issues, including consultation papers, drafts, policy proposals, reports, research papers and master copies of policies.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.12.1	Records documenting the development and review of the organisation's policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after policy is superseded

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
<b>PERSONNEL – POLICY</b>			<b>POLICY (COMMON ACTIVITIES)</b>		
4.30.1 (HR)	Records relating to the formulation of agency policy on personnel issues, including consultation papers, drafts, policy proposals, reports, research papers and master copies of policies.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.12.1	Records documenting the development and review of the organisation's administrative functions policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after policy is superseded
<b>PROPERTY MANAGEMENT – ACQUISITION</b>			<b>PROPERTY MANAGEMENT – ACQUISITION</b>		
8.1.1 (ADMIN)	Deeds and certificates of title relating to agency owned land and buildings.	PERMANENT Transfer to NT Archives Service 4 years after action completed	12.1.3	Deeds and certificates of title relating to NT government owned land and buildings.	TEMPORARY Transfer to new owner when property is disposed of
<b>PROPERTY MANAGEMENT – CONTRACTING OUT</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
8.8.1 (ADMIN)	Contracts let under seal/deed signed and associated records.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract
<b>PROPERTY MANAGEMENT – PLANNING</b>			<b>PLANNING (COMMON ACTIVITIES)</b>		
8.21.1 (ADMIN)	Records relating to the planning for property acquisition and development, including business cases, cost benefit analyses, economic appraisals, environmental impact statements, schedules.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.11.1	Final, approved versions of the organisation's individual business unit plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after plan is superseded
<b>PROPERTY MANAGEMENT – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
8.29.2 (ADMIN)	Signed contracts under seal and supporting records.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
<b>PUBLISHING – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
9.21.2 (ADMIN)	Signed contracts under seal and supporting records.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract
<b>STRATEGIC MANAGEMENT – AUDIT</b>			<b>AUDIT (COMMON ACTIVITIES)</b>		
10.3.1 (ADMIN)	Records relating to major audits of functions or agency performance which result in substantial change to policy or procedures.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.4.1	Records documenting the planning and conduct of internal and external audits into the organisation's functions.	TEMPORARY Destroy 7 years after audit completed
<b>STRATEGIC MANAGEMENT – COMPLIANCE</b>			<b>COMPLIANCE (COMMON ACTIVITIES)</b>		
10.6.1 (ADMIN)	Records relating to agency compliance with mandatory or optional standards, including compliance with legislation and with national and international standards such as the ISO 9001 series.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.7.1	Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for exemptions from compliance.	TEMPORARY Destroy 7 years after action completed
<b>STRATEGIC MANAGEMENT – COMPLIANCE</b>			<b>COMPLIANCE (COMMON ACTIVITIES)</b>		
10.6.2 (ADMIN)	Records relating to agency breaches of compliance or failure to meet compliance requirements - serious breaches or those requiring substantial investigation.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.7.1	Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for exemptions from compliance.	TEMPORARY Destroy 7 years after action completed
<b>STRATEGIC MANAGEMENT – IMPLEMENTATION</b>			<b>STRATEGIC MANAGEMENT – IMPLEMENTATION</b>		
10.10.1 (ADMIN)	Records relating to the implementation of plans, policies, procedures or instructions for the strategic running of the agency (eg business process reengineering, pilots, projects, implementation of corporate/strategic plan).	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.3.3	Records relating to the implementation of government-wide policies and plans, including <ul style="list-style-type: none"> <li>• key direction statements</li> <li>• initiatives concerning important or innovative programs (eg Territory2030).</li> </ul>	TEMPORARY Destroy 7 years after action completed

<b>SUPERSEDED SCHEDULE</b>			<b>NEW ADMINISTRATIVE FUNCTIONS SCHEDULE</b>		
<b>STRATEGIC MANAGEMENT – LEGISLATION</b>			<b>STRATEGIC MANAGEMENT – LEGISLATION</b>		
10.11.2 (ADMIN)	Records relating to requests for comments on draft legislation not directly affecting the agency's functions for which a substantial response was prepared.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.4.2	Records relating to comments made by the organisation on the development of legislation concerning the operations and functional responsibilities of other organisations.	TEMPORARY Destroy 3 years after action completed
<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – APPLICATION DEVELOPMENT</b>			<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – APPLICATION DEVELOPMENT</b>		
11.3.1 (ADMIN)	Records relating to the development and modification of whole of government applications, eg Government Accounting System (GAS), Personal Information Payroll System (PIPS) or Tower Records and Information Management system (TRIM), including feasibility and pilot studies, requests for system changes, final versions of business rules, specifications, user requirements, and the final sign-off by all parties.	PERMANENT Transfer to NT Archives Service 4 years after action completed	16.2.1	Records documenting the design and development of systems which are proceeded with.	TEMPORARY Destroy 5 years after system is superseded, either through upgrade or major modification, and any data supported is migrated or destroyed
<b>TECHNOLOGY &amp; TELECOMMUNICATIONS - COMMITTEES</b>			<b>COMMITTEES (COMMON ACTIVITIES)</b>		
11.6.1 (ADMIN)	Records of committees convened by or involving the agency in regard to the acquisition, maintenance and use of technology and telecommunications within the agency or government, including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions relating to major issues (eg. the implementation of whole of government systems).	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.6.2	Records documenting internal administrative committees, or inter-departmental formal committees where the organisation is not the NT Government's main representative.	TEMPORARY Destroy 5 years after action completed

<b>SUPERSEDED SCHEDULE</b>			<b>NEW ADMINISTRATIVE FUNCTIONS SCHEDULE</b>		
<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – PRIVACY</b>			<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – PRIVACY</b>		
11.25.1 (ADMN)	Records relating to individual privacy cases and issues involving technology and telecommunications equipment (including collection, handling, use and disclosure of records of a private, personal, or confidential nature and alleged breaches of privacy), contentious or precedent-setting.	PERMANENT Transfer to NT Archives Service 4 years after action completed	16.16.1	Records documenting the application of Information Privacy Principles and guidelines to organisation technology and telecommunication applications and systems.	TEMPORARY Destroy 5 years after action completed
<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – TENDERING</b>			<b>CONTRACTING OUT (COMMON ACTIVITIES)</b>		
11.37.2 (ADMIN)	Signed contracts under seal and supporting records.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.8.2	Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract

**TABLE 2: Permanent classes which are still Permanent**

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
COMMUNITY RELATIONS – DONATIONS			COMMUNITY RELATIONS – DONATIONS		
1.6.1 (ADMIN)	Records of significant bequests to the agency (including money or property received by will)	PERMANENT Transfer to the NT Archives Service 4 years after action completed	1.3.1	Records documenting significant donations or bequests of money, items, artefacts or property that are of long term value, ongoing benefit or subject to public interest or debate.	PERMANENT Transfer to NT Archives Service 10 years after action completed
COMMUNITY RELATIONS – EVENTS			COMMUNITY RELATIONS – EVENTS		
1.8.1 (ADMIN)	Records of celebrations, ceremonies and functions of significant interest to the Northern Territory (eg the official opening of major buildings or facilities such as Parliament House, East Arm Port Facility), including briefing papers for Ministers, dignitaries and senior agency officials, guest lists, hospitality, invitations, programs, protocol, publicity, travel arrangements, and photographs of the	PERMANENT Transfer to the NT Archives Service 4 years after action completed	1.5.1	Records documenting the organisation and staging of events and celebrations of significant interest to the Northern Territory, eg the official opening of major buildings or facilities or those organised to mark major anniversaries, and the conferring of special community awards promoted by the organisation.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.8.2 (ADMIN)	Records of events relating to the awarding of agency supported certificates of achievement, merit and recognition (eg OCPE supported certificates of achievement and recognition, the Department of Industry and Business granting of annual business awards to NT industry).	PERMANENT Transfer to the NT Archives Service 4 years after action completed			
COMMUNITY RELATIONS – MEDIA RELATIONS			COMMUNITY RELATIONS – MEDIA RELATIONS		
1.16.1 (ADMIN)	Master copies of agency media releases.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	1.10.1	Final approved versions of media releases issued by the organisation.	PERMANENT Transfer to NT Archives 10 years after action completed



SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
ESTABLISHMENT – RESTRUCTURING			ESTABLISHMENT – RESTRUCTURING		
2.12.1 (HR)	Organisation charts produced by the agency after a major restructure, eg following a machinery of government change.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	4.3.1	Organisation-wide organisational charts produced after major restructure, eg a machinery of government change or an extensive internal restructure held by the area of the organisation responsible for the establishment function.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – ADVICE			ADVICE (COMMON ACTIVITIES)		
4.1.1 (ADMIN)	Records relating to advice provided to the Minister, including briefing notes - issues of major significance to the Northern Territory (eg the Darwin to Alice Springs railway, administration of National Parks, uranium mining).	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	0.2	Records documenting the provision of advice to the portfolio Minister concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities where a detailed response is provided.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – AGREEMENTS			AGREEMENTS (COMMON ACTIVITIES)		
4.2.1 (ADMIN)	Final versions of agreements (including service level agreements) made between the agency, other governments and other elements of government and records relating to the development, negotiation maintenance and review of agreements - high-level inter-government agreements and agreements of major significance to the Northern Territory (eg the Darwin to Alice Springs railway or Timor Gap).	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	0.3.1	Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies concerning issues applying to the whole of government, changes to the performance of statutory functions, or having implications for major liabilities or obligations of the organisation.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – COMMITTEES			COMMITTEES (COMMON ACTIVITIES)		
4.4.1 (ADMIN)	Records of committees convened by or involving the agency with other government	PERMANENT  Transfer to NT Archives Service 4 years after	0.6.1	Records documenting high-level committees, eg board of management, those formed to determine and	PERMANENT  Transfer to NT Archives Service 10 years after

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	organisations (not covered in COMMITTEES in Sections 1 to 3 and 5 to 11 of this schedule), including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions - high-level inter-government committees (national and international) where the agency is the NT Government's main representative.	action completed		manage strategic and core functional policy or implement major organisation programs, or where the organisation is the NT Government's main representative, eg inter-governmental committees.	action completed
GOVERNMENT RELATIONS – EVENTS			GOVERNMENT RELATIONS – EVENTS		
4.7.1 (ADMIN)	Records of celebrations, ceremonies and functions of significant interest to the Northern Territory and involving other NTG agencies, or other governments or government organisations, including briefing papers for Ministers, dignitaries and senior agency officials, guest lists, hospitality, invitations, programs, protocol, publicity, travel arrangements, and photographs.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	7.2.1	Records documenting celebrations, ceremonies and functions of significant interest to the Northern Territory and involving other governments or government organisations (national or international).	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – INQUIRIES			GOVERNMENT RELATIONS – INQUIRIES		
4.9.1 (ADMIN)	Records relating to an inquiry into the agency's functions, (eg an Ombudsman's or Parliamentary inquiry) including agency statements, submissions, subpoenas, transcripts and final reports.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	7.3.1	Records documenting the organisation's contribution and involvement in an inquiry directly relating to its functions.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – JOINT VENTURES			GOVERNMENT RELATIONS – JOINT VENTURES		
4.10.1 (ADMIN)	Records relating to joint ventures with other government organisations either NTG, national or	PERMANENT  Transfer to NT Archives Service 4 years after	7.4.1	Records documenting the establishment and monitoring of significant strategic alliances with other government	PERMANENT  Transfer to NT Archives Service 10 years after

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	international of major significance to the Northern Territory requiring substantial input or Ministerial/CEO involvement.	action completed		organisations regarding the core functional activities of the organisation that are of significance to the Northern Territory. Includes those with implications for the performance of statutory functions or major liabilities or obligations for the organisation.	action completed
GOVERNMENT RELATIONS – LEGISLATION			STRATEGIC MANAGEMENT – LEGISLATION		
4.11.1 (ADMIN)	Records relating to the formulation and amendment of legislation for the organisation, including proposals for new/amendments to existing legislation, comments on draft legislation, parliamentary speeches, submissions and working papers to the Minister	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.4.1	Records documenting the development, implementation and review of legislation and regulations administered by the organisation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – REPORTING			REPORTING (COMMON ACTIVITIES)		
4.20.1 (ADMIN)	Formal reports prepared by the agency to support its core functions and records relating to such reports, including briefing and discussion papers, comments received, drafts, ministerial briefings, returns and reviews.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.14.1	Final, approved versions of major reports, and working papers documenting the development of major reports, detailing the performance of the organisation in meeting corporate goals, objectives and performance indicators, or in response to significant events.	PERMANENT Transfer to NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – REPRESENTATIONS			GOVERNMENT RELATIONS – REPRESENTATIONS		
4.21.1 (ADMIN)	Ministerials relating to issues of a contentious nature which are of major significance to the agency, government and/or the Northern Territory in general (eg relating to major trade agreements, international relations, significant acquisition of land) and related records.	PERMANENT Transfer to the NT Archives Service 4 years after action completed	7.6.1	Records documenting responses to correspondence received by the Minister (ministerials) or Members of the Assembly, from peak industry organisations, leading community interest groups, influential stakeholders or individuals, and referred to the organisation, concerning issues of major significance to the organisation, government or community.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
GOVERNMENT RELATIONS – SUBMISSIONS			COMMUNITY RELATIONS – SUBMISSIONS		
4.25.1 (ADMIN)	Cabinet Submissions and records relating to the development of Cabinet Submissions prepared by the agency.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed	7.8.2	Records documenting submissions to the Minister or other government organisations relating to major issues, issues with a high public profile or having significant impact on core functions.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
GOVERNMENT RELATIONS – VISITS			GOVERNMENT RELATIONS – VISITS		
4.26.3 (ADMIN)	Records relating to visits to the agency, or organised by the agency, including approvals, itineraries, reports, submissions - by royalty or Heads of State.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	7.9.1	Records documenting visits to the Northern Territory by royalty and Heads of State. Includes invitations, travel and accommodation arrangements, itineraries and programs, visit reports and letters of appreciation.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
INDUSTRIAL RELATIONS – AGREEMENTS			INDUSTRIAL RELATIONS – AGREEMENTS		
5.2.1 (ADMIN)	Records related to cases covering awards and agreements presented before the Industrial Relations Commission where the agency is a major participant in negotiations.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	8.1.1	Records documenting the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is the main participant in negotiations.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
INDUSTRIAL RELATIONS – APPEALS (decisions)			INDUSTRIAL RELATIONS – APPEALS (decisions)		
5.4.1 (ADMIN)	Records relating to appeals to the Industrial Relations Commission against a decision where the agency is a major participant in the appeal process.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	8.3.1	Records documenting appeals against a decision or order made to an external industrial relations body, eg the Fair Work Ombudsman, where the organisation is the major participant in negotiations.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
INDUSTRIAL RELATIONS – DISPUTES			INDUSTRIAL RELATIONS – DISPUTES		
5.8.1 (ADMIN)	Records relating to disputes which have a major impact on the agency's operations, or affect the entire agency or the whole of the NT Government.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	8.4.1	Records documenting the management of industrial disputes of a significant nature where the organisation is a primary party to the negotiations or resolution of the dispute.	PERMANENT  Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING			INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING		
5.9.1 (ADMIN)	Records relating to the negotiation, establishment and implementation of Certified Agreements (eg under the Workplace Relations Act, or agreements made under the Industrial Relations Act), and other enterprise agreements affecting a majority of the agency's employees or which establish a precedent.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	8.5.1	Records documenting negotiation, establishment and implementation of Enterprise Agreements (eg made under the terms of the <i>Fair Work Act</i> 2009 or predecessor legislation).	PERMANENT  Transfer to NT Archives Service 10 years after action completed
INFORMATION MANAGEMENT – CONTROL			INFORMATION MANAGEMENT – CONTROL		
1.12.1 (IM)	Control records for recordkeeping systems (both paper and electronic) where the records they control are permanent. Includes registers of records including maps, plans, technical drawings and inwards/outwards correspondence (including Ministerial correspondence).	PERMANENT  Transfer to the NT Archives Service when controlled records are transferred and retain copy in agency	9.3.1	Primary control records for recordkeeping systems (paper or electronic) which are required to facilitate access to, provide context for, and describe disposition of, records over time. Includes: <ul style="list-style-type: none"> <li>registers of all records, including documents, files, maps, plans, technical drawings</li> <li>indexes providing details of control numbers, record titles, dates of creation, disposal details</li> <li>original notifications of records destroyed and destruction certificates</li> <li>correspondence/file registers or registration systems.</li> </ul> <p>Note: Control records are not required as Territory Archives. However, they should be retained by the organisation so it knows which records it continues to be responsible for.</p> <p>Following administrative change, control records should be transferred to successor organisation(s)</p>	PERMANENT  Retain in organisation
1.12.2 (IM)	Control records for recordkeeping systems (both paper and electronic) where the records they control are temporary. Includes: <ul style="list-style-type: none"> <li>registers and indexes giving details of control numbers, titles, date, disposal details, transfers to NT Archives Service or secondary storage</li> <li>file movement cards (if they also constitute the main control record or have been used to record disposal detail)</li> <li>register of records destroyed</li> </ul>	RETAIN PERMANENTLY in agency			

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	<ul style="list-style-type: none"> <li>consignment lists</li> <li>notifications of records destroyed</li> </ul>			as required.	
INFORMATION MANAGEMENT – CONTROL			INFORMATION MANAGEMENT – CONTROL		
1.12.3 (IM)	Records relating to the master copy of file classification systems or an agency's authorised business classification schemes (currently created using the methodology of the Records Management Standard AS ISO 15489–2002) and abbreviations used in paper and electronic systems.	PERMANENT  Transfer to the NT Archives Service 4 years after superseded	9.3.3	Records documenting the creation, maintenance and evaluation of an organisation record titling system or business classification scheme (BCS). Includes master copy of a thesaurus or BCS, and business rules and configuration settings for organisation recordkeeping metadata.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
1.12.4 (IM)	Records relating to the creation, maintenance and evaluation of an agency's record titling thesaurus. Includes amendment logs and master copy of the thesaurus.	PERMANENT  Transfer to the NT Archives Service 4 years after superseded			
1.12.5 (IM)	Records relating to business rules and configuration settings for agency metadata. Includes developmental records and requests for changes.	RETAIN PERMANENTLY in agency			
INFORMATION MANAGEMENT – ENQUIRIES			INFORMATION MANAGEMENT – ENQUIRIES		
1.17.1 (IM)	Records relating to the processing of requests, questions and complaints relating to the Information Act. Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles. Includes requests that: <ul style="list-style-type: none"> <li>set a precedent</li> <li>lead to a change of</li> </ul>	PERMANENT  Transfer to NT Archives Service 4 years after action completed	9.8.1	Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i> , and decisions made in response to such requests. Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the IPPs. Includes requests that: <ul style="list-style-type: none"> <li>set a precedent</li> <li>lead to a major change</li> </ul>	PERMANENT  Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	<p>policy</p> <ul style="list-style-type: none"> <li>relate to issues of national significance</li> <li>relate to issues of public controversy</li> <li>result in appeals to the Supreme Court.</li> </ul>			<p>in policy</p> <ul style="list-style-type: none"> <li>relate to issues of national significance</li> <li>relate to issues of public controversy</li> <li>result in appeals to the Office of the Information Commissioner.</li> </ul>	
INFORMATION MANAGEMENT – INQUIRIES			INFORMATION MANAGEMENT – ENQUIRIES		
1.20.1 (IM)	<p>Records relating to responses provided to inquiries from the Information Commissioner or Ombudsman in the course of complaints or investigations under the Information Act concerning information access, correction of personal information, or protection of privacy. Includes inquiries that set a precedent, lead to a change of policy, relate to issues of national significance, relate to issues of public controversy, result in appeals to the Supreme Court.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>	9.8.1	<p>Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i>, and decisions made in response to such requests. Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
INFORMATION MANAGEMENT – REVIEWING			INFORMATION MANAGEMENT – ENQUIRIES		
1.36.1 (IM)	<p>Records relating to the activities associated with reviewing decisions in relation to the Information Act. Includes access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles where the result of the review sets a precedent, leads to a change of policy, relates to issues of national significance, relates to issues of public controversy, results in appeals to the Supreme Court.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>	9.8.1	<p>Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i>, and decisions made in response to such requests. Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

<b>SUPERSEDED SCHEDULE</b>			<b>NEW ADMINISTRATIVE FUNCTIONS SCHEDULE</b>		
<b>LEGAL SERVICES – ADVICE</b>			<b>LEGAL SERVICES – ADVICE</b>		
7.1.1 (ADMIN)	Records relating to legal advice or opinions received from within the agency, the Attorney-General's Department or other external sources relating to Cabinet matters, issues of major public concern, international law, precedents, or issues resulting in significant change to the agency's policy or procedure	PERMANENT  Transfer to NT Archives Service 4 years after action completed	10.1.1	Records documenting legal advice from internal or external legal service providers which relate to significant changes to the organisation's policies or set a precedent.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
<b>LEGAL SERVICES – AGREEMENTS</b>			<b>AGREEMENTS (COMMON ACTIVITIES)</b>		
7.2.1 (ADMIN)	Signed deeds of release, deeds of indemnity and other similar agreements (including supporting records).	PERMANENT  Transfer to NT Archives Service 4 years after action completed	0.3.1	Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies concerning issues applying to the whole of government, changes to the performance of statutory functions, or having implications for major liabilities or obligations of the organisation.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed
<b>LEGAL SERVICES – COMMITTEES</b>			<b>COMMITTEES – (COMMON ACTIVITIES)</b>		
7.4.1 (ADMIN)	Records of committees convened by or involving the agency in regard to legal matters (with the Attorney General's Department, external legal firms or other agencies/ governments), including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions relating to major issues of public interest in the NT (eg the legal implications of the proposed Darwin to Alice Springs rail) or resulting in significant change to policy or procedure.	PERMANENT  Transfer to NT Archives Service 4 years after action completed	0.6.1	Records documenting high-level committees, eg board of management, those formed to determine and manage strategic and core functional policy or implement major organisation programs, or where the organisation is the NT Government's main representative, eg inter-governmental committees.	PERMANENT  Transfer to NT Archives Service 10 years after action completed



SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
LEGAL SERVICES – LITIGATION			LEGAL SERVICES – LITIGATION		
7.11.1 (ADMIN)	Records relating to litigation issues setting a legal precedent	PERMANENT  Transfer to NT Archives Service 4 years after action completed	10.6.1	Records (including subpoenas and discovery orders) relating to issues, claims or case matters which: <ul style="list-style-type: none"> <li>• are precedent setting in nature</li> <li>• result in significant changes to the organisation's policies, or</li> <li>• result in a settlement agreement after the commencement of litigation.</li> </ul>	PERMANENT  Transfer to NT Archives Service 10 years after action completed
PROPERTY MANAGEMENT - ACQUISITION			PROPERTY MANAGEMENT - ACQUISITION		
8.1.2 (ADMIN)	Records relating to the acquisition of buildings and properties that are listed by the National Trust of Australia or under relevant legislation (eg the Northern Territory Heritage Conservation Act)	PERMANENT  Transfer to NT Archives Service 4 years after action completed	12.1.1	Records documenting acquisition, including compulsory acquisitions, of land, buildings and properties that are <ul style="list-style-type: none"> <li>• of significance in the evolution and pattern of the Territory's natural or cultural history</li> <li>• possessing rare, endangered or uncommon aspects of the Territory's natural or cultural history</li> <li>• demonstrating the prime characteristics of a class of the Territory's heritage places</li> <li>• of significance for their strong association with the life or works of a notable person or persons associated with the Territory</li> <li>• possessing technical, design or aesthetic qualities of significance</li> <li>• of significance because of special association with a Territory community for social, cultural or spiritual reasons</li> <li>• of significance for their potential to yield</li> </ul>	PERMANENT  Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
				<p>information which will contribute to a better understanding of Territory heritage, and/or listed by the National Trust</p> <ul style="list-style-type: none"> <li>Includes investigations into and reports on the property, environmental impact assessments, legal advice, budgetary estimates, cost benefit analyses, conservation orders and approvals.</li> </ul>	
PROPERTY MANAGEMENT – CONSERVATION			PROPERTY MANAGEMENT – CONSERVATION		
8.6.1 (ADMIN)	Records relating to the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties which are considered to be of significance to the Northern Territory by the National Trust of Australia or under relevant legislation (eg the Northern Territory Heritage Conservation Act) including Government House, Old Naval Headquarters	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>	12.2.1	Records documenting preservation, protection, maintenance, restoration and enhancement of land, properties and infrastructure which are considered to be of cultural or heritage significance to the Northern Territory. Includes applications, supporting documentation, technical reports, assessments, advice from other jurisdictions or professional organisations, consultations, approvals and notifications.	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
PROPERTY MANAGEMENT – CONSTRUCTION			PROPERTY MANAGEMENT – CONSTRUCTION		
8.7.1 (ADMIN)	Records relating to building, works and improvements, including feasibility studies and design briefs, negotiations, original plans and sketches drawn up by the agency, as-built plans, preliminary investigations, preparation of functional and technical briefs - capital works (more than \$100,000) or buildings of special significance to the Northern Territory (eg Government House) and other major works incorporating special	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>	12.3.1	Records documenting design and construction of infrastructure and buildings which are considered to be of cultural or heritage significance to the Northern Territory for example public housing, waterfront and railway developments and Parliament House. Includes feasibility studies, design briefs, specifications, building plans, project plans, consultations, sketches, investigations, environmental impact assessments, technical briefs, submissions, legal advice, court orders and	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	architectural or engineering features			appeal decisions.	
PROPERTY MANAGEMENT – DISPOSAL			PROPERTY MANAGEMENT – DISPOSAL		
8.9.1 (ADMIN)	Records relating to the disposal by sale or transfer of buildings and properties that are listed by the National Trust of Australia or under relevant legislation (eg the Northern Territory Heritage Conservation Act)	PERMANENT Transfer to NT Archives Service 4 years after action completed	12.4.1	Records documenting the disposal by sale, transfer, termination of lease, auction or demolition of land, infrastructure, properties and buildings which are considered to be of cultural or heritage significance to the Northern Territory. Includes assessments and investigations, evaluation certificates and details of preparation undertaken before disposal.	PERMANENT Transfer to NT Archives Service 10 years after action completed
PROPERTY MANAGEMENT – RISK MANAGEMENT			STRATEGIC MANAGEMENT – IMPLEMENTATION		
8.26.2 (ADMIN)	Records relating to the implementation of the agency's disaster plan, including reports of individual disasters - major disasters eg Cyclone Tracy or the Katherine floods.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.3.1	Records documenting the implementation of the business continuity/counter disaster plan, following a major disaster, eg Cyclone Tracy or the Katherine floods.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – ADVICE			ADVICE (COMMON ACTIVITIES)		
10.1.1 (ADMIN)	Records relating to advice and opinions given or received in the formulation of strategies and policies for the agency leading to significant policy or strategy change or major precedence.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.2.1	Records documenting the provision of advice to the portfolio Minister concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities where a detailed response has been provided.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – AGREEMENTS			AGREEMENTS (COMMON ACTIVITIES)		
10.2.1 (ADMIN)	Final versions of agreements (including memoranda of understanding) made with non-government organisations, and records relating to the development, negotiation maintenance	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.3.1	Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies concerning issues applying to the whole of government, changes to the	PERMANENT Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	and review of the agreements - major agreements eg national or international trade agreements or those resulting from the recommendations of a Royal Commission or Commission of Inquiry.			performance of statutory functions, or having implications for major liabilities or obligations of the organisation.	
STRATEGIC MANAGEMENT – COMMITTEES			COMMITTEES (COMMON ACTIVITIES)		
10.5.1 (ADMIN)	Records of committees convened by or involving the agency in regard to strategic management, including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions relating to major policy issues within the agency or government.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.6.1	Records documenting high-level committees, eg board of management, those formed to determine and manage strategic and core functional policy or implement major organisation programs, or where the organisation is the NT Government's main representative, eg inter-governmental committees.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – LEGISLATION			STRATEGIC MANAGEMENT – LEGISLATION		
10.11.1 (ADMIN)	Records relating to the formulation and amendment of legislation that forms the legislative basis for the organisation, including proposals for new/amendments to existing legislation, comments on draft legislation (acts, bills, by-laws, regulations), parliamentary speeches, submissions, working papers to the Minister and Cabinet, and other substantial input.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.4.1	Records documenting the development, implementation and review of legislation and regulations concerning the operations and functional responsibilities of the organisation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – PLANNING			STRATEGIC MANAGEMENT – PLANNING		
10.15.1 (ADMIN)	Final versions of agency-wide business, corporate or strategic plans and records relating to the development of the plans (includes whole of government strategic plans such as Planning for Growth, Foundations for Our Future, Equal	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.5.1	Final, approved versions of the organisation's overarching, whole of organisation strategic and corporate, plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	PERMANENT Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	Employment Opportunity).				
STRATEGIC MANAGEMENT – POLICY			STRATEGIC MANAGEMENT – POLICY		
10.16.1 (ADMIN)	Records relating to the formulation of agency policy on functional activities, strategic planning and management issues, including consultation papers, drafts, policy proposals, reports, research papers, master copies of policies and master set of comments received by the coordinating agency.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.6.1	Records documenting the development and review of the organisation’s overarching, whole of organisation strategic management policies, or whole of government strategic policies, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – REPORTING			REPORTING (COMMON ACTIVITIES)		
10.20.1 (ADMIN)	Final versions of formal reports submitted by the agency in accordance with its strategic management function (eg the Annual Report), and records relating to such reports, including briefing and discussion papers, comments received, major drafts, returns and reviews.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.14.1	Final, approved versions of major reports, and working papers documenting the development of major reports, detailing the performance of the organisation in meeting corporate goals, objectives and performance indicators, or in response to significant events.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – RISK MANAGEMENT			STRATEGIC MANAGEMENT – IMPLEMENTATION		
10.23.2 (ADMIN)	Records relating to the implementation of the agency’s disaster plan, including reports of individual disasters - major disasters eg Cyclone Tracy.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.3.2	Records documenting the implementation of the business continuity/counter disaster plan, following a major disaster, eg Cyclone Tracy or the Katherine floods.	PERMANENT Transfer to NT Archives Service 10 years after action completed
STRATEGIC MANAGEMENT – SUBMISSIONS			ADVICE (COMMON ACTIVITIES)		
10.25.1 (ADMIN)	Records relating to requests for comment on the agency’s strategic management functions, programs or activities which elicit a detailed response or submission (eg involving the Minister or CEO) from the agency.	PERMANENT Transfer to NT Archives Service 4 years after action completed	0.2.1	Records documenting the provision of advice to the portfolio Minister concerning substantive aspects of the organisation’s policies and procedures, functions, obligations, legislation or liabilities where a detailed response has been provided.	PERMANENT Transfer to NT Archives Service 10 years after action completed

<b>SUPERSEDED SCHEDULE</b>			<b>NEW ADMINISTRATIVE FUNCTIONS SCHEDULE</b>		
<b>TECHNOLOGY &amp; TELECOMMUNICATIONS – RISK MANAGEMENT</b>			<b>STRATEGIC MANAGEMENT – IMPLEMENTATION</b>		
11.32.2 (ADMIN)	Records relating to the implementation of the agency's disaster plan, including reports of individual disasters - major disasters eg Cyclone Tracy.	PERMANENT Transfer to NT Archives Service 4 years after action completed	15.3.1	Records documenting the implementation of the business continuity/counter disaster plan, following a major disaster, eg Cyclone Tracy or the Katherine floods.	PERMANENT Transfer to NT Archives Service 10 years after action completed

**TABLE 3: Temporary classes which are now Permanent**

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
GOVERNMENT RELATIONS – PRESENTATIONS			GOVERNMENT RELATIONS – PRESENTATIONS		
4.16.1 (ADMIN)	Records relating to agency addresses and seminars for government relations purposes, including speeches and multi-media presentations	TEMPORARY Destroy 2 years after action completed	7.5.1	Transcripts of final versions of addresses, speeches or papers delivered by the Minister, members of governing bodies, chief or senior executives of the organisation at significant government occasions.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
INFORMATION MANAGEMENT – DISPOSAL			INFORMATION MANAGEMENT – DISPOSAL		
1.14.3 (IM)	Records relating to the processes of transfer and retrieval of records from NT Archives Service. Includes: <ul style="list-style-type: none"> <li>• transfer proposals</li> <li>• requests to retrieve from non government organisations or individuals</li> <li>• lending service receipt for records issued/returned</li> </ul>	TEMPORARY Destroy when master control records are updated and transfer completed	9.5.1	Records documenting the transfer of records to NT Archives Service as Territory Archives. Includes: <ul style="list-style-type: none"> <li>• transfer proposals</li> <li>• lists of series proposed for transfer</li> <li>• series information</li> <li>• consignment lists</li> <li>• related correspondence.</li> </ul>	PERMANENT Retain in organisation
LEGAL SERVICES – CLAIMS			LEGAL SERVICES – CLAIMS		
7.3.1 (ADMIN)	Records relating to claims that do not proceed to litigation, are settled by agreement or withdrawn	TEMPORARY Destroy 7 years after settlement or withdrawal	10.2.1	Records documenting claims that are settled by agreement.	PERMANENT Transfer to NT Archives Service 10 years after settlement
PROPERTY MANAGEMENT – FIT OUTS			PROPERTY MANAGEMENT – FIT OUTS		
8.10.1 (ADMIN)	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 property managers, building owners, consultants and clients)	TEMPORARY Destroy 3 years after vacation of premises	12.5.1	Records documenting fit out or refurbishment of properties and buildings which are considered to be of cultural or heritage significance to the NT. Includes design briefs, notifications, approvals, assessments, certifications, plans and consultations. Only applies to buildings of cultural or heritage significance – for records documenting all other fit outs use class 12.5.2.	PERMANENT Transfer to NT Archives Service 10 years after action completed

SUPERSEDED SCHEDULE			NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
PROPERTY MANAGEMENT – INSPECTIONS			PROPERTY MANAGEMENT – INSPECTIONS		
8.12.1 (ADMIN)	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	12.6.1	Records documenting inspections of land, buildings and properties considered to be of cultural or heritage significance to the Northern Territory, where major faults or problems are identified. Includes technical reports, inspection reports and actions taken to remedy problems. <b>NOTE:</b> only applies to buildings of cultural or heritage significance – records documenting all other inspections are to be sentenced using class 12.6.2 or 12.6.3.	PERMANENT Transfer to NT Archives Service 10 years after action completed
PROPERTY MANAGEMENT – INSTALLATION			PROPERTY MANAGEMENT – INSTALLATION		
8.13.1 (ADMIN)	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	12.7.1	Records documenting installation of equipment such as plumbing, air conditioning, security equipment, gates and grills, fire alarms and panels, cabling, disability ramps and chair lifts in properties and buildings considered of cultural or heritage significance to the Northern Territory. Includes arranging installations, equipment location details and maps. <b>NOTE:</b> only applies to buildings of cultural or heritage significance – records documenting all other installations are to be sentenced using class 12.7.2.	PERMANENT Transfer to NT Archives Service 10 years after action completed
PROPERTY MANAGEMENT – MAINTENANCE			PROPERTY MANAGEMENT – MAINTENANCE		
8.19.1 (ADMIN)	Records relating to repairs and maintenance of accommodation, including maintenance inspections, requests for maintenance, and documentation of maintenance action which	TEMPORARY Destroy 3 years after vacation of premises	12.10.1	Records documenting repairs made to infrastructure, properties, buildings and facilities considered of cultural or heritage significance to the Northern Territory following a disaster such as fire, flood	PERMANENT Transfer to NT Archives Service 10 years after action completed



SUPERSEDED SCHEDULE		NEW ADMINISTRATIVE FUNCTIONS SCHEDULE		
	involve changes to the premises (eg electrical rewiring or repairs to the roof)		or cyclone. Includes applications, supporting documentation, plans, technical reports, consultations, approvals and notifications.  <b>NOTE:</b> only applies to buildings of cultural or heritage significance – records documenting all other maintenance are to be sentenced using class 12.10.2 or 12.10.3.	