

# Records disposal schedule

Power Services

Power and Water Corporation

Disposal Schedule No. 2024/001

September 2024

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# Preamble

## Introduction

The *Information Act 2002* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. 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 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 (NTG) there are two types of records disposal schedules:

- general records disposal schedules that apply to records common to most or all NT public sector organisations, and
- functional records disposal schedules that apply to records specific to an NT 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

- whether a class of record has temporary or permanent status;
- the retention period for a temporary class of record;
- authorised disposal actions for a class of record.<sup>2</sup>

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 classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NTG public sector organisations.

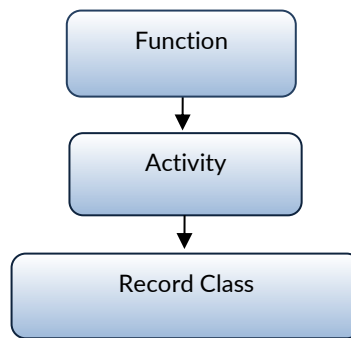
Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

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<sup>1</sup> S.145 Information Act 2002

<sup>2</sup> S.136A(3) Information Act 2002

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 Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act 2002, 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 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,
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the 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 Power Services of the Power and Water Corporation.

### Scope

Application of this Records Disposal Schedule is mandatory for Power Services records of the Power and Water Corporation.

This Records Disposal Schedule applies to Power Services records in all formats.

### Responsibility

The Chief Executive Officer of the Power and Water Corporation 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 section 136B of the *Information Act 2002*.

Disposal Schedule No. 2024/001 was approved by the Senior Director of Library and Archives NT (the Archives Service), Director of Digital Policy and Data Strategy (the Records Service), and the Chief Executive of the Power and Water Corporation on 2 September 2024 and is effective immediately.

### Re-sentencing records

The existing records disposal schedule Power Networks System Control, 2008/12 is now deemed redundant and all records are to be re-sentenced using this schedule.

### Regulatory framework

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

- *Electricity Reform Act 2000*
- *Electricity Reform (Administration) Regulations 2000*
- *Electricity Reform (Safety and Technical) Regulations 2000*
- *Electricity Reform (System Control and Market Operator Functions Code) Regulations 2015*
- *National Electricity (Northern Territory) (National Uniform Legislation) Act 2015*
- *National Electricity (Northern Territory) (National Uniform Legislation) (Modification) Regulations 2016*
- *Power and Water Corporation Act 1987*
- *Utilities Commission Act 2000*
- *Utilities Commission Regulations 2001*
- *Information Act 2002*
- NT public sector organisations records and information 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:

- Conditions of Contract National Public Works Council (NPWC) NT Edition
- NT public sector organisations records and information management standards
- policies and procedures of the Power and Water Corporation
- current authorised disposal schedules for Power and Water Corporation
- current authorised general disposal schedules.

## Normal administrative practice

NT 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 (e.g. 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.

## Acknowledgement

The Archives Service and the 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 Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Archives Service. The terms in the classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998) which is made available by the State Records of NSW under Creative Commons Attribution + ShareAlike 4.0 International License.

## Compliance checklist

<p>Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records.</p>	<input type="checkbox"/>	<p>Stop applying sentences from previous schedules that have been revoked or amended.</p>	<input type="checkbox"/>
<p>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 Archives Service and Records Service.</p>	<input type="checkbox"/>	<p>Retain all records in good order and condition to be available for retrieval during the retention period.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<p>Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic.</p>	<input type="checkbox"/>
<p>Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule.</p>	<input type="checkbox"/>	<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<p>Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<p>Inactive records can be transferred to offsite service providers providing they have been sentenced.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<p>Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction.</p>	<input type="checkbox"/>
<p>Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly.</p>	<input type="checkbox"/>	<p>Do not destroy records that are not described in an authorised records disposal schedule.</p>	<input type="checkbox"/>
<p>Identify records that require re-sentencing where a previous disposal schedule has been superseded.</p>	<input type="checkbox"/>	<p>Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service.</p>	<input type="checkbox"/>

# Disposal Schedule

## 1. Power Services

The function of managing the electricity distribution and transmission networks within the Northern Territory, including the operation of the electricity market and power systems as the Northern Territory Electricity System and Market Operator (NTESMO) as required under various Acts, including the *Electricity Reform Act 2000*.

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### 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	<p>Records documenting the receipt and provision of high-level advice to government bodies and industry stakeholders, including the portfolio Minister, Utilities Commission, and the Australian Energy Regulator in relation to power services.</p> <p>Includes community service obligations, notifications of unplanned electricity supply interruptions that may affect vulnerable customers, including those requiring life support equipment in their homes, on emergency action and remedial plans, submissions to the Utilities Commission, ministerials, briefing notes and business memoranda.</p>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.1.2	<p>Records documenting provision and receipt of routine advice to and from government bodies, industry stakeholders and the community in relation to power services, where a detailed response has not been provided.</p>	TEMPORARY Destroy 3 years after action completed

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### 1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements 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 major agreements in relation to power services for the supply of fuel (diesel and natural gas) and other substances used in the generation of electricity, including wholesale trading arrangements between generators and retailers.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.2.2	Records documenting minor agreements in relation to power services, such as power purchase agreements, memoranda of understandings and other service level agreements.	TEMPORARY Destroy 7 years after expiry of agreement
	Use Contract Management for design and construct contracts in relation to power services.	
	Use Asset Management for records documenting landholder agreements in relation to the construction of power assets.	

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### 1.3 Approvals

The activity of seeking and granting permission to undertake a requested action.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting submissions to the Australian Energy Regulator (AER), such as Network Pricing Proposals on network tariffs and charges for approval.  Includes written decisions by the AER, pricing models, network tariffs pricing models, statement of compliance and related correspondence.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.3.2	Approved market participant registration application forms for retailers and generators seeking permission to register with the Market Operator to participate in the Interim Northern Territory Energy Market (I-NTEM).  Includes standing data agreements, delegate contact details, generator standing data agreement, and other related correspondence.  May include customer churn request forms and requests for electricity standing data from the Corporation.	PERMANENT Transfer to the Archives Service 30 years after action completed
1.3.3	Records documenting the approval of service providers to carry out contestable works in relation to power services.  Includes records of authorisation applications, agreements and renewals, checklists, audits, work inspection reports, performance reports, and related correspondence.	TEMPORARY Destroy 7 years after expiry of service provider agreement

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### 1.4 Asset Management

The activities associated with the management of assets, including records in relation to the acquisition, construction, maintenance and disposal.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting the history of assets belonging to the Corporation in relation to power services of historical significance, subject to controversy or affected by toxic materials.</p> <p>Includes acquisitions, design documents, asset management plans, plans, drawings, specifications, feasibility studies, agreements, technical documents, consultancy reports, warranties, inspection reports, depreciation schedules, maintenance schedules, condition assessments, outage reports, plant isolation reports, return to service reports, preventative maintenance data, test results, electrical sheets, service level agreements, manuals, insurance policies, contracts and other related information.</p> <p>Includes records relating to the disposal of buildings, structures and plant used for the generation, transmission and distribution of power.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.4.2	<p>Records documenting the history of assets belonging to the Corporation in relation to power services that are not deemed historically significant, subject to controversy or toxic materials.</p> <p>Includes acquisitions, design documents, asset management plans, plans, drawings, specifications, feasibility studies, agreements, technical documents, consultancy reports, warranties, inspection reports, depreciation schedules, maintenance schedules, preventative maintenance data, test results, condition assessments, outage reports, plant isolation reports, return to service reports, electrical sheets, service level agreements, manuals, insurance policies, contracts and other related information.</p> <p>Includes records relating to the disposal of buildings, structures and plant used for the generation, transmission and distribution of energy.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after asset/equipment disposal or decommissioning</p>

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### 1.5 Contract Management

The activities involved in administering contracts made with customers and service providers. Includes variations, contract performance monitoring, progress certificates, quotations and invoices.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Major contracts in relation to design and construct contracts (NPWC) in relation to power service infrastructure, such as transmission towers, transformers and distribution poles, service lines and underground cables.</p> <p>Includes contract, copies of invoices, remittance advices, contract performance reports, contract variations, contract letters, superintendents' notifications, copies of insurance policies, buyers guide, expenditure reports, security certificates and other supporting information.</p> <p>May include complaints, dispute claims, copies of legal advice and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.5.2	<p>Contracts in relation to the power services function that are not deemed NPWC, including minor design and construct contracts.</p> <p>Includes copies of invoices, remittance advices, contract performance reports, contract variations, minutes of meetings and related correspondence.</p> <p>May include dispute claims, copies of legal advice and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after asset/equipment disposal or decommissioning</p>
1.5.3	<p>Contracts with service providers in relation to assets and operations, such as period contracts for repairs and maintenance of assets, and consultancy services.</p> <p>Includes contract, copies of invoices, remittance advices, contract performance reports, contract variations, contract letters, superintendent's notifications, copies of insurance policies, buyers guide, expenditure reports, security certificates and other supporting information.</p> <p>May include dispute claims, copies of legal advice and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after completion or other termination of contract</p>

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### 1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Information and data held in business systems relating to geographic information relevant to transmission, distribution and supply networks and systems, such as Geographic Information Systems (GIS) systems.	PERMANENT (manage and migrate data to new media platform/system during system upgrade)  Transfer to the Archives Service 30 years after action completed
1.6.2	Asset registers in relation to power services, including information held in Asset Management Systems (AMS) systems, such as Maximo.  Including: <ul style="list-style-type: none"> <li>- Acquisition dates</li> <li>- Type of asset</li> <li>- Disposal details</li> <li>- Expenditure details</li> <li>- Maintenance details</li> <li>- Warranty details</li> <li>- Inspection details</li> <li>- Audits details</li> <li>- Performance and maintenance history</li> <li>- Insurance policies and certificates</li> </ul> <p>Includes testing records, installation data, performance reports on assets and system components, load and performance data and statistics, inspection reports, investigation reports, asset technical maintenance plans, maintenance projects and programs of works.</p>	PERMANENT (manage and migrate data to new media platform/system during system upgrade)  Transfer to the Archives Service 30 years after action completed
1.6.3	Incident Management System, such as injury to persons, vehicle accidents, operational incidents and environmental incidents.  Includes: <ul style="list-style-type: none"> <li>- Incident number</li> </ul>	PERMANENT (manage and migrate data to new media)

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### 1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Location</li> <li>- Incident type</li> <li>- Date of incident</li> <li>- Incident description</li> <li>- Status</li> <li>- Due date</li> <li>- Person responsible</li> <li>- Risk assessment details</li> <li>- Investigation details</li> </ul>	<p>platform/system during system upgrade)</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.6.4	<p>Contracts Register</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Title of contract</li> <li>- Contractor details</li> <li>- Contract type and particulars</li> <li>- Contract value</li> <li>- Contract terms</li> <li>- Contract terms and conditions</li> <li>- Contract Insurance details</li> <li>- Vendor Number</li> <li>- Supplier Number</li> <li>- CAL Registration Number</li> <li>- Location of works</li> <li>- Buyers guide</li> <li>- Date contract awarded</li> <li>- Superintendent / Representative details</li> <li>- Contract manager</li> <li>- Expenditure Details</li> <li>- Defects Liability periods</li> <li>- Security Details</li> <li>- Comments</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new media platform/system during system upgrade)</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
1.6.5	<p>Register of power connections, disconnections and solar photovoltaic (PV) and battery energy storage systems installed on premises within the Northern Territory, including information captured within Microsoft Lists.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Proposed generation technology (PV/BES)</li> <li>- System owners</li> <li>- Property address</li> <li>- Dates of installation</li> <li>- Details of electrical contractor/installer</li> <li>- Generating system selling company name</li> <li>- Nominated retailer</li> <li>- Solar (PV) inverter details</li> <li>- PV Panel make and model</li> <li>- Battery energy storage (inverter details)</li> <li>- Battery energy make and model</li> <li>- Battery energy system operation configuration</li> </ul>	<p>PERMANENT (manage and migrate data to new media platform/system during system upgrade)</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.6.6	<p>Register of approved access authorities issued to persons requiring access or working in close proximity to apparatus belonging to power services, through the authorisation's management system, such as Sitepass. Includes:</p> <ul style="list-style-type: none"> <li>- Persons full name</li> <li>- Email address</li> <li>- Mobile number</li> <li>- Employer</li> <li>- Profile photo</li> <li>- Training and induction details</li> </ul>	<p>PERMANENT (manage and migrate data to new media platform/system during system upgrade)</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.7 Incidents

The processes associated with preparing for and responding to incidents. Includes incidents relating to or affecting supply, safety or the environment.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the management of major incidents where there has been a notifiable incident to the regulator. Includes:</p> <ul style="list-style-type: none"> <li>- Significant environmental impact</li> <li>- A death or serious injury</li> <li>- Major or prolonged disruptions to operations or services</li> <li>- Major changes to network management plans for managing safety or operational risks</li> <li>- Natural disaster or terrorism threat</li> </ul> <p>Includes incident assessment reports, debriefing notes, ministerials, review reports, environmental audits, copies of legal advice, notices to other government authorities, photographs, witness statements, and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to Archives Service 30 years after action completed</p>
1.7.2	<p>Records documenting the management of minor incidents where there has not been a notifiable incident report provided to the regulator, such as near misses, hazards and injuries not related to work.</p> <p>Includes incident assessment reports, photographs, witness statements, and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

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## 1. Power Services

The function of managing the electricity distribution and transmission networks within the Northern Territory, including the operation of the electricity market and power systems as the Northern Territory Electricity System and Market Operator (NTESMO) as required under various Acts, including the *Electricity Reform Act 2000*.

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### 1.8 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records documenting investigations into major incidents that have required a notifiable incident report to the regulator, including where the case sets a precedent, is of public wide interest, has long term environmental impact, resulted in prolonged disruption to operations or services, or results in serious injury or death, such as the Alice Springs System Black Incident in 2019.</p> <p>Includes ministerials, briefing notes, investigation reports, copies of incident assessments, photographs, witness statements, extracts of documents, event logs, file notes, investigation findings, rectification actions, correspondence with the Northern Territory Utilities Commission and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.9 Licences and Permits

The activity of applying for and issuing licenses, registrations or permits by or from an agency.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting approval of the System Control Licence as required under the <i>Electricity Reform Act 2000</i> for the purpose of monitoring and controlling the operation of the power system and ensuring the power system operates reliable, safely, securely, and efficiently in accordance with the System Control Technical Code.</p> <p>Includes annual returns, receipts of annual licence fees, operational reports and any other information requested by the Utilities Commission, internal and external audits, compliance reports, notifications of any material breaches of obligations under the licence, and related correspondence.</p> <p>May include licence variations, transfer of licence and suspensions, including where the licence has been surrendered by the corporation or when the licence has been cancelled by the Utilities Commission.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.9.2	<p>Records documenting approval of the Generation Licence as required under the <i>Electricity Reform Act 2000</i> for the purpose of generating electricity and to sell and retail electricity to electricity entities holding a retail licence or a generation licence.</p> <p>Includes annual returns, receipts of annual licence fees, operational reports and any other information requested by the Utilities Commission, internal and external audits, compliance reports, notifications of any material breaches of obligations under the licence, and related correspondence.</p> <p>May include licence variations, transfer of licence and suspensions, including where the licence has been surrendered by the corporation or when the licence has been cancelled by the Utilities Commission.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.9.3	<p>Records documenting approved licences to sell electricity (Retail Licence) granted by the Utilities Commission Northern Territory for the Corporation to trade in electricity, to sell and retail electricity to contestable customers and sell and retail electricity to non-contestable</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.9 Licences and Permits

The activity of applying for and issuing licenses, registrations or permits by or from an agency.

Class No.	Description of Records	Status and Disposal Action
	<p>customers in respect of electrical installations on premises which are located within the retail area pursuant to the <i>Electricity Reform Act 2000</i>, includes variations and transfers of licences.</p> <p>Includes terms and conditions, annual returns, written notices by the Utilities Commission, receipts of prescribed fees, ministerials, business recommendations, and other supporting documentation.</p> <p>May include licence surrender notifications to the Utilities Commission, suspension or cancellation of licences by the Utilities Commission under the <i>Electricity Reform Act 2000</i>. Also, may include declarations of extensions to the Corporation's retail restriction period, including copies of the retail supply report, ministerials and gazette notices as required under the Act.</p>	
1.9.4	<p>Records documenting approval of the Network Licence as required under the <i>Electricity Reform Act 2000</i> for the purpose of owning and operating an electricity network within a specified geographic area as specified in the licence and connect the electricity network to another electricity network in accordance with the licence terms and conditions.</p> <p>Includes annual returns, receipts of annual licence fees, operational reports and any other information requested by the Utilities Commission, internal and external audits, compliance reports, notifications of any material breaches or obligations under the licence and related correspondence.</p> <p>May include licence variations, transfer of licence and suspensions, including where the licence has been surrendered by the Corporation or when the licence has been cancelled by the Utilities Commission.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.9.5	<p>Records documenting approved permits granted to persons to undertake work on assets. Includes training and induction forms.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

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### 1.10 Market Operator

The activities associated with managing the wholesale exchange of electricity.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the management of wholesale exchange of electricity between licensed retailers and licensed generators, pursuant to the System Control Technical Code, Electricity Retail Supply Code, and the National Electricity Rules.</p> <p>Includes ministerial, briefing notes and business memoranda, wholesale trading agreements between generators and retailers, copies of invoices to retailers, copies of credit notes to generators, copies of daily market prices and wholesale trading data and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.11 Network Planning

The activities associated with the development, control, operation and maintenance of electricity distribution and transmission networks.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting network strategies, plans and reports relating to the management of electricity transmission, distribution and supply networks or systems, including assets and infrastructure.</p> <p>Includes projection plans, emerging network constraints, forecast network expansion requirements, planned network development, transmission and distribution network management plans, low voltage and demand management plans and system development review reports.</p> <p>Includes ministerial, briefing notes and business memoranda.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.12 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
1.12.1	<p>Master set of policy, standards, and codes in relation to power services, such as the Network Target Standards, the System Control Technical Code, Secure System Guidelines,</p> <p>Includes formal draft versions, consultation notes with relevant stakeholders, and correspondence with the Utilities Commission.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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### 1.13 Power Connections

The activities associated with connection of premises to electricity networks.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the connection of properties to electricity distribution networks, including the property address, current meter details, meter location and date of connection.  Includes service orders, initial connection applications, disconnections, reconnections, special readings, alterations, amendments, including information kept within tracking databases, such as Microsoft Lists.	TEMPORARY Destroy 30 years after action completed
	Use Power Services – Control for records relating to summary records for all power connections and disconnections to properties within the Northern Territory.	

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### 1.14 Pricing and Forecasting

The activities associated with wholesale marketing forecasting and bidding, including feasibility studies.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting the development of pricing models and the forecasting of energy demands, use and loads on transmission, distribution or supply networks and systems.  Includes forecasting reports and models, pricing formulas, pricing analysis, minutes of meetings, calculations supporting pricing determinations, data used to assist in the forecasting of energy consumption and other associated information.	TEMPORARY Destroy 20 years after action completed
	See Power Services – Approvals – for records documenting approved Network Pricing Proposals by the AER on network tariffs and charges.	

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### 1.15 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.15.1	Standard operating procedures and manuals in relation to power services.  Includes market operator procedures, I-NTEM Dispatch and Pricing Procedures and Power System Incident Reporting Guidelines.	PERMANENT Transfer to the Archives Service 30 years after action completed
	Refer to Power Services – Asset Management for records relating to manufacturer’s manuals relevant to specific network components or equipment.	

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### 1.16 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records documenting the development and management of major projects in relation to the power services function, such as solar energy projects, renewable energy projects and generation projects.</p> <p>Includes feasibility studies, budget forecasts, agreements, project plans, joint agreements, key performance management plans, environmental management plans, risk management plans, inspection certificates, operation manuals, defects list, audits, pre-commissioning test results, correspondence with program partners, and other supporting documentation.</p> <p>May include disputes detected during liability period, including legal opinions, defect liability notices, copies of contract variations and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>
1.16.2	<p>Records documenting the development and management of minor projects in relation to the power service function.</p> <p>Includes project plans, budget forecasts, key performance plans, progress reports and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after project completed</p>

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### 1.17 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
1.17.1	Records documenting formal reports in relation to power services, including compliance reports to the Australian Energy Regulator and the Utilities Commission.  Includes the Electricity Network Performance Report to the Utilities Commission NT, Transmission and Distribution Annual Planning Reports, register of completed embedded generation projects, annual reports to the Greenhouse and Energy Data Officer of the Australian Government Clean Energy Regulation on greenhouse gas emissions, energy production and energy consumption on all facilities under the Corporation's control as required under the <i>National Greenhouse and Energy Reporting Act 2007</i> .	PERMANENT Transfer to the Archives Service 30 years after action completed
1.17.2	Records documenting operational reports in relation to the power generation function, including statistic reports, such as electricity production (kWh), power outages, greenhouse gas emissions (CO <sub>2</sub> ), annual solar photovoltaic (PV) and generation (MWH).	TEMPORARY Destroy 10 years after action completed
1.17.3	Northern Territory Electricity System and Market Operator (NTESMO) reports, including daily reports on market prices and other wholesale trading data.	TEMPORARY Destroy 10 years after action completed

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### 1.18 System Control Operations

The activities associated with the daily operations of regulated power systems.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records documenting daily control and monitoring records in relation to the daily operation of power transmission, distribution and supply networks and systems.  Includes control room records, logbooks, daily load data, connection and system alteration orders, technical assessments, system diagrams and switching instructions.	TEMPORARY Destroy 15 years after action completed
	Use Power Services – Reporting – for high level final reports submitted to the relevant regulator, such as the Electricity Network Performance Reports and the Transmission and Distribution Annual Planning Reports.	

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### 1.19 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Records documenting training provided to staff and contractors in relation to power services, including education and awareness sessions.  Includes handouts, application forms, attendance records and participant evaluation forms.	TEMPORARY Destroy 7 years after action completed

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