

# Records disposal schedule

Courts and Tribunal Services

Attorney-General's Department

Disposal Schedule No. 2025/0001

April 2025

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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.

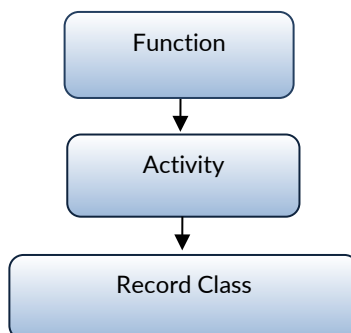
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<sup>1</sup> S.145 Information Act 2002

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

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

Diagram 1



## Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

## Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

## Record class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

## Status and disposal action

The appraisal status of a record class is assigned as either permanent or temporary.

**Permanent records:** records appraised with permanent status have been identified as archives and must be transferred to the Archives Service (Library & Archives NT) 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 (Library & Archives NT) 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.

If a record is reactivated after a retention period has commenced the time is recalculated from the date of the subsequent last action.

Reactivation is considered to have occurred when a record has been altered, added to or amended in a way that affects the date range of the record.

The reactivation of a record may be triggered by such events as:

- • record retrieved to meet a Freedom of Information (FOI) request
- • record retrieved to meet a subpoena
- • record retrieved to meet a Royal Commission Notice to Produce
- • record identified as being of significant risk management status
- • record identified as being required for possible legal proceedings.

Reactivation is **not** triggered by a record being accessed for:

- • research/reference where no change is made to the record
- • making a copy of the record or partial record for another purpose
- • filing documents within the existing date range of the record

There is no requirement to destroy temporary records if an agency has a need to retain them longer than the designated minimum retention period. However, in the interests of efficient and economic records management, an agency should take all steps to reduce the storage costs of time-expired records.

## Sentencing records

Agency employees or Records Management Consultants engaged in sentencing records should be experienced records administrators who have a good understanding of business process so that they are able to identify the functions and activities described in the Schedule.

As sentencing involves matching records with the applicable disposal class/es there is obvious value in using corresponding terms for both classification and disposal. Where only one disposal class applies to a particular function and activity it should be possible to sentence records at creation. Where more than one disposal class applies to a particular function and activity, the similarity in classification and disposal terms narrows down the number of disposal classes the sentencer has to consult.

The following points should be kept in mind when sentencing records:

- read definitions of the function and activity as well as descriptions of the disposal classes
- consult other function/activity combinations in the Schedule if there is any ambiguity
- always sentence records by their content, not just their titles - titles can be misleading and the status of records may change after a title is given to a record

- examples and notes are given in disposal classes as a guide to assist users, however disposal classes relate to all records which document the transaction described and are not limited to the examples given
- watch out for types of information that have permanent value, e.g. policy, precedent cases, exceptional decisions and events, Cabinet submissions, items of National or Territory significance, minutes of high-level committees, etc
- watch out for records that are excluded from the Schedule, e.g. records created prior to 1 July 1978, records relating to legal discovery, records covered by a disposal freeze, records relating to agency-specific operational programs and projects, etc
- never try to make unique operational agency records “fit” into classes in the General Disposal Schedule - put the records to one side until an agency-specific functional Records Disposal Schedule is developed, if one does not already exist
- retention periods for temporary records must be calculated from the disposal action trigger, e.g. “Destroy 2 years after action completed” or “Destroy 2 years after superseded”, remembering that in paper files the date of action completed may not be the date on the last item added to a file
- where a record contains information that falls into two or more disposal classes, it must be sentenced in accordance with the disposal class with the longest retention period, BUT
- where a record contains information covered by a disposal class within both a general disposal schedule and an agency functional Records Disposal Schedule (RDS) it must be sentenced in accordance with the disposal class within the RDS
- sentencing on automated document and records management systems must always be subject to review and manual override before any disposal takes place
- retention periods in this schedule are the minimum time that records have to be retained, and agencies may delay disposal for administrative or legal purposes.

Sentencers annotating disposal authority detail on hard copy records should use pencil and make the markings in the area provided on the file cover.

## Records relating to children and vulnerable persons

Public sector organisations must ensure complete and reliable records are created to document all aspects of incidents, allegations, disclosures and investigation related to the proactive protection of vulnerable persons. These records must be created, properly managed, protected and retained over time.

Activities may include documenting suspicions, document reportable conduct, complaints handling, incident management, investigations, enforcement, referrals to counselling and compensation.

As of 2024, there have been multiple royal commissions relating to the safety and wellbeing of vulnerable persons. They include:

- Royal Commission into Institutional Responses to Child Sexual Abuse
- Royal Commission into violence, Abuse, Neglect and Exploitation of People with Disability, and;
- Royal Commission into Aged Care Quality and Safety

The Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was handed down in 2017 and contains several recommendations concerning record keeping by institutions, including government organisations throughout Australia.

**IMPORTANT NOTE** - Retention of records relating to children

In February 2013, the Archives Service and Records Service issued a Disposal Freeze for government records relating to children. Functional disposal schedules are being updated to address the retention and disposal of relevant records, where applicable. Until this process is complete, all government records relating to children must be retained in accordance with the Disposal Freeze. In the interim, this disposal schedule may be used to identify and sentence relevant retention periods for child-related records held in government organisations.

Any records relevant to an investigation of alleged child abuse or neglect must be retained until all actions relating to that investigation are completed. This applies regardless of whether the record has passed its minimum retention period as identified in this disposal schedule.

## List of Acronyms

CJC	Community Justice Centre
IJIS	Integrated Justice Information System
NTCAT	Northern Territory Civil and Administrative Tribunal
FRU	Fines Recovery Unit
COAT	Counsel of Australasian Tribunals
AGAC	Australian Guardianship and Administration Council
ACCO	Aboriginal Community Controlled Organisations
NAAJA	Northern Australian Aboriginal Justice Agency

# About this Records Disposal Schedule

## Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Courts and Tribunal Services of the Attorney-General's Department.

## Scope

Application of this Records Disposal Schedule is mandatory for Courts and Tribunal Services records of the Attorney-General's Department.

This Records Disposal Schedule applies to Courts and Tribunal Services records in all formats.

## Responsibility

The chief executive of the Attorney-General's Department 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. 2025/1 was approved by the Senior Director of Library and Archives NT (the Archives Service), Director Digital Policy and Data Strategy (the Records Service), and the Chief Executive of the Attorney-General's Department on 14<sup>th</sup> April 2025 and is effective immediately.

## Re-sentencing records

All records sentenced under the following superseded records disposal schedules are to be re-sentenced using this schedule.

2015/11 – Records Disposal Schedule for Local Courts Administration  
2015/24 – Records Disposal Schedule for Civil and Administrative Tribunal Services  
2016/04 – Records Disposal Schedule for Mediation Services, Community Justice Centre  
2016/11 – Records Disposal Schedule for Debt Recovery of Fines and Penalties  
2016/24 – Records Disposal Schedule for Supreme Court Administration

## Regulatory framework

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

- *Administrators and Pensions Act 1981*
- *Administration and Probate Act 1969*
- *Advance Personal Planning Act 2013*
- *Agents Licensing Act 1979*
- *Alcohol Harm Reduction Act 2017*
- *Anti-Discrimination Act 1992*
- *Animal Protection Act 2018*
- *Associations Act 2003*
- *Auctioneers Act 1935*
- *Bail Act 1982*

- *Bail Regulations 1983*
- *Births, Deaths and Marriages Registration Act 1996*
- *Building Act 1993*
- *Building (Resolution of Residential Building Work Disputes) Regulations 2012*
- *Burial and Cremation Act 2022*
- *Bushfires Management Act 2016*
- *Business Tenancies (Fair Dealings) Act 2003*
- *Caravan Parks Act 2012*
- *Commercial and Private Agents Licensing Act 1979*
- *Commercial and Private Agents Licensing Regulations 2001*
- *Care and Protection of Children Act 2007*
- *Community Justice Centre Act 2005*
- *Community Housing Providers (National Uniform Legislation) Act 2013*
- *Construction Contracts (Security of Payments) Act 2004*
- *Consumer Affairs and Fair-Trading Act 1990*
- *Control of Roads Act 1953*
- *Co-operatives (National Uniform Legislation) Act 2015*
- *Coroners Act 1993*
- *Coroners Regulations 1994*
- *Court Security Act 1998*
- *Court Security Regulations 1998*
- *Criminal Code Act 1983*
- *Criminal Property Forfeiture Act 2002*
- *Cullen Bay Marina Act 1992*
- *Darwin Waterfront Corporation Act 2006*
- *Disability Services Act 1993*
- *Domestic and Family Violence Act 2007*
- *Education Act 2015*
- *Electrical Safety Act 2021*
- *Energy Pipelines Act 1981*
- *Expungement of Historical Homosexual Offence Records Act 2018*
- *Fences Act 1972*
- *Fines and Penalties (Recovery) Act 2001*
- *Fines and Penalties (Recovery) Regulations 2001*
- *Firearms Act 1997*
- *Fisheries Act 1988*
- *Gaming Control Act 1993*
- *Gaming Machine Act 1995*
- *Geothermal Energy Act 2009*
- *Guardianship of Adults Act 2016*
- *Health Practitioner Regulation (National Uniform Legislation) Act 2010*
- *Health Practitioners Act 2004*
- *Hemp Industry Act 2019*
- *Heritage Act 2011*
- *Independent Commissioner Against Corruption Act 2017*
- *Juries Act 1962*
- *Juries Regulations 1983*
- *Kava Management Act 1998*
- *Lands Acquisition Act 1978*
- *Legal Profession Act 2006*

- *Legislative Assembly Members Pension Act 1997*
- *Liquor Act 2019*
- *Local Court Act 2015*
- *Local Court Regulations 2016*
- *Local Government Act 2008*
- *Marine Act 1981*
- *Meat Industries Act 1996*
- *Mental Health and Related Services Act 1998*
- *Mental Health and Related Services Regulations 2009*
- *Mineral Titles Act 2010*
- *National Disability Insurance Scheme (Authorisations) Act 2019*
- *National Disability Insurance Act (Worder Clearance) Act 2020*
- *Northern Territory Civil and Administrative Tribunal (Conferral of Jurisdiction for Native Title Matters) Act 2014*
- *Northern Territory Civil and Administrative Tribunal Act 2014*
- *Northern Territory Civil and Administrative Tribunal Regulations 2014*
- *Northern Territory Rates Act 1971*
- *Notifiable Diseases Act 1981*
- *Pastoral Land Act 1992*
- *Petroleum Act 1984*
- *Petroleum Regulations 2020*
- *Planning Act 1999*
- *Poppy Regulation Act 2014*
- *Ports Management Act 2015*
- *Private Security Act 1995*
- *Public Notaries Act 1992*
- *Racing and Betting Act 1983*
- *Residential Tenancies Act 1999*
- *Sex Industry Act 2019*
- *Sheriff Act 1962*
- *Small Claims Act 2016*
- *Summary Offences Act 1923*
- *Summary Offences Regulations 1923*
- *Superannuation Act 1986*
- *Supreme Court Act 1979*
- *Supreme Court Regulations 1985*
- *Supreme Court Rules 1987*
- *Taxation Administration Act 2007*
- *Teacher Registration (Northern Territory) Act 2004*
- *Termination of Units Plans and Unit Titles Schemes Act 2014*
- *Tobacco Control Act 2002*
- *Totalisator Licensing and Regulation Act 2000*
- *Training and Skills Development Act 2016*
- *Unit Title Schemes Act 2009*
- *Unit Titles Act 1975*
- *Victims of Crimes Assistance Act 2006*
- *Volatile Substance Abuse Prevention Act 2005*
- *Work Health and Safety (National Uniform Legislation) Act 2011*
- *Youth Justice Act 2005*
- *Information Act 2002*

- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489: Records Management

## Related documents

This Records Disposal Schedule is to be read in conjunction with:

- NT public sector organisations records management standards – Records Disposal
- policies and procedures of the Attorney-General's Department
- current authorised disposal schedules for the Attorney-General's Department
- 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, Queensland State Archives, State Records Authority of New South Wales, Public Records Office of Victoria, Tasmanian Archive & Heritage 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 Senior Director, Library & Archives NT (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 Licence.

## Compliance checklist

Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records.	<input type="checkbox"/>	Stop applying sentences from previous schedules that have been revoked or amended.	<input type="checkbox"/>
Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the Archives Service and Records Service.	<input type="checkbox"/>	Retain all records in good order and condition to be available for retrieval during the retention period.	<input type="checkbox"/>
Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records.	<input type="checkbox"/>	Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic.	<input type="checkbox"/>
Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule.	<input type="checkbox"/>	Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records.	<input type="checkbox"/>
Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format.	<input type="checkbox"/>	Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation.	<input type="checkbox"/>
Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system.	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced.	<input type="checkbox"/>
Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record.	<input type="checkbox"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction.	<input type="checkbox"/>
Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly.	<input type="checkbox"/>	Do not destroy records that are not described in an authorised records disposal schedule.	<input type="checkbox"/>
Identify records that require re-sentencing where a previous disposal schedule has been superseded.	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service.	<input type="checkbox"/>

## Disposal Schedule

### 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

#### 1.1 Appointments

The activities of formally appointing persons to statutory positions under relevant legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.1.1	Records documenting statutory appointments as required under the various Acts, in relation to courts and tribunal services, including Registrars, Judges, Associate Judges, Sheriff, Deputy Sheriff and the Territory Coroner.  Includes ministerials, gazette notices, business memoranda, terms and conditions, and related correspondence.	<ul style="list-style-type: none"><li>- Gazette notices</li><li>- Ministerial</li></ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.1.2	Records documenting the appointment of persons as a public notary in accordance with the Supreme Court Rules, pursuant to the <i>Public Notaries Act 1992</i> .  Includes applications, terms and conditions, affidavits, copies of published newspaper notifications and applications by the Registrar. May include cancellation and suspension of appointments by the Court, written resignations to the Registrar and returned certificates of appointments.	<ul style="list-style-type: none"><li>- Applications</li><li>- Affidavits</li><li>- Published newspaper notification</li><li>- Certificates of appointments</li></ul>	PERMANENT Transfer to the Archives Service 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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Class No.	Description of Records	Examples	Status and Disposal Action
1.1.3	Records documenting appointments of Senior Counsel by the Chief Justice pursuant to the <i>Legal Profession Act 2006</i> , including King's Counsel and Queen's Counsel.  Includes written appointments, receipt of prescribed fees, applications, affidavits, referee's certificates, consultations with the Attorney-General, Supreme Court Judges, the NT Law society, NT Bar Association, and other related correspondence.	<ul style="list-style-type: none"><li>- Applications</li><li>- References</li><li>- Publications of appointments</li></ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.1.4	Records documenting the appointment of mediators by the Director, pursuant to the <i>Community Justice Centre Act 2005</i> .  Includes terms and conditions and copies of qualifications.	<ul style="list-style-type: none"><li>- Mediators Community Justice Centre (CJC)</li></ul>	TEMPORARY Destroy 7 years after end of appointment

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## 1.2 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.2.1	Records documenting approved places and buildings of where and when the Court may sit, including ministerial approval of Registries at any other place as required under the <i>Local Court Act 2015</i> .  Includes ministerials and business recommendations by the Chief Judge.	- Local Court - approved places/buildings - Local Court – Additional Registries	PERMANENT Transfer to the Archives Service 30 years after action completed
1.2.2	Records documenting additional Registries of the Court in the Territory that have been authorised by the Attorney-General, as required under the <i>Supreme Court Act 1979</i> .  Includes ministerial and business recommendations.	- Supreme Court – Additional Registries	PERMANENT Transfer to the Archives Service 30 years after action completed
1.2.3	Records documenting approved applications under the National Mediator Accreditation System, to become a Recognised Mediator Accreditation Body for the purpose of delivering mediation and training services to the Territory.	- CJC - Recognised Mediator Accreditation Body	PERMANENT Transfer to the Archives Service 30 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.2 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes applications, renewal applications, receipts of membership fees, notifications of members leave of absence and terminations, supporting documentation and related correspondence.		
1.2.4	Records documenting the accreditation of mediators in accordance with the National Mediator Accreditation System, by the Community Justice Centre (an approved Recognised Mediator Accreditation Body).  Includes applications, written character references, copies of professional indemnity insurance, receipts of professional fees, assessment outcomes, May include renewal applications and evidence of continuing professional development, mutual recognition applications, leave of absence applications, suspensions and terms and conditions.	- CJC – Accreditation of mediators	TEMPORARY Destroy 7 years after accreditation expires

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.3 Complaint Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	Records documenting complaints made by parties regarding the manner in which mediation services were provided, pursuant to the <i>Community Justice Centre Act 2005</i> .  Includes review of services provided by the Director, recommendations to the Director, notification of decisions and related correspondence.	- Community Justice Centre complaints about mediators or mediation services	TEMPORARY Destroy 7 years after action completed
	<b>Use</b> Mediation Services – for records documenting the provision of formal mediation services, restorative justice conferences and dispute assistance to members of the community.		

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

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## 1.4 Control

The activities associated with creating, maintaining and evaluating control mechanisms, including the management of official registers.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.1	Summary records of all court proceedings commenced and heard before the Courts, including business systems, indexes and registers.  Includes summary details of plaintiffs, parties, claims, causes or charges, proceeding outcomes, judgements, orders, appeals, police charges and summons details.  May include hardcopy registers, such as adoption records, estates, general civils, divorces and Supreme Court records books.	<ul style="list-style-type: none"> <li>- Integrated Justice Information System (IJIS)</li> <li>- Odyssey (legal management system)</li> <li>- Spreadsheets</li> <li>- Leather bound hardcopy registers</li> <li>- Card systems</li> </ul>	<b>PERMANENT</b> Transfer to the Archives Service 30 years after action completed (manage and migrate new data to new platform during system upgrades)
1.4.2	Records documenting the scheduling of all cases heard in the Supreme court, pursuant to the <i>Supreme Court Act 1979</i> .  Includes court listings, court diaries, daily court lists, court calendars and allocation of judicial officers.	<ul style="list-style-type: none"> <li>- Scheduling of Supreme court cases</li> </ul>	<b>PERMANENT</b> Transfer to the Archives Service 30 years after action completed

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.4 Control

The activities associated with creating, maintaining and evaluating control mechanisms, including the management of official registers.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.3	Admission rolls of persons admitted to the legal profession as a lawyer under the <i>Legal Profession Act 2006</i> , including barristers appointed as Senior Counsel, King's Counsel or Queen's Counsel, public notaries, barristers, solicitors and public notaries.	<ul style="list-style-type: none"> <li>- Admission rolls for lawyers and barristers</li> <li>- Roll of public notaries</li> </ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.4	Register of enforcement orders as required under the <i>Fines and Penalties (Recovery) Act 2001</i> . Includes: <ul style="list-style-type: none"> <li>- Enforcement action</li> <li>- Details of time to pay arrangements</li> <li>- Success of enforcement</li> <li>- Payment details</li> <li>- Receipts of payments</li> </ul>	<ul style="list-style-type: none"> <li>- IJIS Register</li> <li>- Enforcement orders</li> <li>- Debt write-offs</li> </ul>	PERMANENT Retain in organisation (manage and migrate data to new platform during system upgrades)

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.4 Control

The activities associated with creating, maintaining and evaluating control mechanisms, including the management of official registers.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.5	Register of approved mediators, pursuant to the <i>Northern Territory Civil and Administrative Tribunal Act 2014</i> .	- Northern Territory Civil and Administrative Tribunal (NTCAT) – Approved Mediators List	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.6	Register of fine defaulters, including the full name, suburb and amount owed, maintained by the Fines Recovery Unit.  May include requests for the removal of fine defaulter's details and copies of publication notices.	- Fines: Name and Shame list	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.7	Registers belonging to the Community Justice Centre: - Community Justice Centre Practitioner Panel - Accredited mediators	- CJC Register of Mediator Panel - CJC Accredited Mediators	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.4 Control

The activities associated with creating, maintaining and evaluating control mechanisms, including the management of official registers.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.8	Register of warrants signed by a Supreme Court Judge, including arrest warrants, remand warrants and imprisonment warrants.  Includes information related to the offence, dates, terms and conditions and persons details.	- IJIS Register - warrants	PERMANENT Transfer to the Archives Service 30 years after action completed
1.4.9	Records documenting court listings related to the scheduling of appearances and court hearings that are not related to the Supreme Court.  Includes court listings, court diary, daily court lists, court calendars, allocation of cases, recording logs and law lists.	- Scheduling of Local Court cases - Scheduling of NTCAT cases - Court listings - Court calendars	TEMPORARY Destroy 5 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.5 Coronial Investigations

The activities involved in investigating sudden, unexpected and unnatural deaths to determine the identity, date, place, circumstances and medical cause of death. Includes recommendations for the purpose of improving public safety and prevention of future deaths.

Class No.	Description of Records	Examples	Status and Disposal Action
1.5.1	<p>Records documenting investigation findings into a death or disaster by the Territory Coroner, including inquests into deaths and disasters, pursuant to the <i>Coroners Act 1993</i>.</p> <p>Includes notifications of reportable deaths, published notifications of an inquest, medical assessment reports, police reports, correspondence with next of kin, extracts of documents, photographs, witness statements, autopsy reports, recommendations to the Attorney-General, written submissions and related correspondence.</p> <p>May include written decisions by the coroner not to hold an inquest, objections to autopsies by the next of kin, exhumation notices ordered by the coroner, reports to the Commissioner of Police and the Director of Public Prosecutions where an offence may have been committed, written appointments of persons to assist the coroner for the purpose of an inquest into the death in custody and Supreme Court orders.</p>	<ul style="list-style-type: none"> <li>- Coroner investigations</li> <li>- Coroner inquests</li> <li>- Inquests deemed unnecessary</li> <li>- Photographs</li> <li>- Exhumation notices</li> <li>- Autopsy reports</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.6 Court Proceedings

The activities involved in legal action carried on in a court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.1	<p>Records documenting all criminal and civil court proceedings dealt in the Supreme Court, Court of Appeal or the Court of Criminal Appeal pursuant to the <i>Supreme Court Act 1979</i>.</p> <p>Includes charges, complaints, summons, facts, precis, criminal history reports, references, exhibit items, transcripts, statement of claims, audio and visual recordings, defences, victim impact statements, medical assessment reports, judge's notes, bench charge sheets, pre-sentence reports, warrants and court orders.</p> <p>May include notices of appeal, results of appeals, retrials and related documentation and applications for covert search warrants.</p>	<ul style="list-style-type: none"> <li>- Supreme Court criminal and civil court proceedings</li> <li>- Court of Appeal</li> <li>- Court of Criminal Appeal</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.6 Court Proceedings

The activities involved in legal action carried on in a court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.2	<p>Records documenting criminal court proceedings dealt within the Local Court that are deemed significant by the judge, pursuant to the <i>Local Court Act 2015</i>. Significant proceedings include historical landmark cases, cases that have generated public wide interest, cases that have set a legal precedence, and court cases that involve prominent figures in politics, business or entertainment.</p> <p>Includes applications, notices of hearings, charges, complaints, summons, facts, precis, criminal history reports, references, exhibit items, court transcripts, statutory declaration of service, summons to a person to appear and/or produce documents, tribunal orders, audio or audiovisual recordings, transcript of recordings, court directions, warrants, court orders and judgements.</p> <p>May include records documenting the transfer of court proceedings from the Supreme Court to the Local Court, including original court file, notice of transfer to all parties, and statement of claims or particulars by the plaintiff.</p>	<ul style="list-style-type: none"> <li>- Significant Local Court matters</li> <li>- Judgements</li> <li>- Notices of hearings</li> <li>- Charges</li> <li>- summons</li> <li>- Court orders</li> <li>- Court directions</li> <li>- Audio/audiovisual recordings</li> <li>- Court transcripts</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.6 Court Proceedings

The activities involved in legal action carried on in a court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.3	<p>Records documenting criminal court proceedings dealt within the Local Court that are not deemed significant or exceptional by the judge, such as domestic violence, traffic offences, regulatory offences, aggravated assault, stealing, damage to property, trespassing on premises and possessing a dangerous drug, pursuant to the <i>Local Court Act 2015</i>.</p> <p>Includes applications, notices of hearings, charges, complaints, summons, facts, precis, criminal history reports, references, exhibit items, court transcripts, statutory declaration of service, summons to a person to appear and/or produce documents, tribunal orders, audio or audiovisual recordings, transcript of recordings, court directions, warrants, court orders and judgements.</p> <p>May include records documenting the transfer of court proceedings from the Supreme Court to the Local Court, including original court file, notice of transfer to all parties, and statement of claims or particulars by the plaintiff.</p>	<ul style="list-style-type: none"> <li>- Non-significant Local Court matters</li> <li>- Judgements</li> <li>- Notices of hearings</li> <li>- Charges</li> <li>- summons</li> <li>- Court orders</li> <li>- Court directions</li> <li>- Audio/audiovisual recordings</li> <li>- Court transcripts</li> </ul>	<p>TEMPORARY</p> <p>Destroy 15 years after appeal period has lapsed</p>

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.6 Court Proceedings

The activities involved in legal action carried on in a court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.4	Records documenting civil court proceedings dealt within the Local Court in relation to the care and protection of children, adoption of children and young offenders under 18 years of age, such as the Children's Court and the Youth Justice Court.  Includes applications, affidavits, assessment orders, care and protection orders, interim orders, case conference notes, case management inquiry reports, assessment reports and court orders.  May include applications for an extension or an existing protection order, interlocutory applications, warrants for access, adoption of children aide-memoire, family responsibility orders, variations and revocations, pursuant to the <i>Youth Justice Act 2005</i> .	<ul style="list-style-type: none"> <li>- Child protection orders</li> <li>- Interlocutory applications</li> <li>- Warrants for access</li> <li>- Adoption of children aide-memoire</li> <li>- Family responsibility orders</li> <li>- Variations</li> <li>- Revocations</li> </ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.6.5	Records documenting civil court proceedings held within the Local Court for claims for compensation for workplace injuries within the Work Health Court.	<ul style="list-style-type: none"> <li>- Statement of claims</li> <li>- Applications</li> <li>- Motions / Affidavits</li> <li>- Conciliation conferences</li> </ul>	TEMPORARY Destroy 75 years after final order made

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.6 Court Proceedings

The activities involved in legal action carried on in a court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes statement of claims, applications, motions, writs, affidavits, records relating to conciliation conferences, medical assessment reports, defences, judgement orders and enforcement orders.	<ul style="list-style-type: none"> <li>- Medical assessment reports</li> <li>- Judgement orders</li> <li>- Enforcement orders</li> </ul>	
1.6.6	Records documenting litigation search requests in relation to business transactions from organisations such as law firms and conveyancers on behalf of the vendor. Includes requests, copies of invoices, responses and other supporting correspondence.	<ul style="list-style-type: none"> <li>- Litigation search requests (Supreme Court)</li> </ul>	TEMPORARY Destroy 3 years after action completed
1.6.7	Records of requests received by the Courts for the provision of transcripts and/or audio recordings of court proceedings.	<ul style="list-style-type: none"> <li>- Requests for copy of transcripts</li> <li>- Requests for copy of audio recordings</li> </ul>	TEMPORARY Destroy 2 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.7 Delegations

The process of delegating or being delegated as a requirement under relevant legislation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.7.1	Records documenting the delegation of powers and functions from one statutory position to another authorised person, pursuant to the various Acts in relation to courts and tribunal service.	Delegated powers and functions from: <ul style="list-style-type: none"><li>- Director to a mediator or centre employee (CJC)</li><li>- Council to the Director (CJC)</li><li>- Coroner to a coroner's clerk</li><li>- Director to a person (Fines Recovery Unit (FRU))</li><li>- President to the Registrar (NTCAT)</li></ul>	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.8 Fines and Infringements Recovery

The activities involved with managing the collection of fines and other penalties imposed on individuals and organisations on behalf of the Northern Territory, commercial clients, the Courts and other Agencies.

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.1	Records documenting enforcement processes and action taken, including civil enforcements and enforcement action, and where community work orders have been issued, pursuant to the <i>Fines and Penalties (Recovery) Act 2001</i> .  Includes enforcement orders, details of time to pay arrangements, courtesy letters, requests to access information from an Agency, receipts of payments and related correspondence.  May include applications for appeal and related documentation.	<ul style="list-style-type: none"> <li>- Fines and Infringements Recovery</li> <li>- Enforcement action</li> <li>- Community work orders</li> <li>- Time to pay arrangements</li> <li>- Property seizure orders</li> <li>- Garnishee orders</li> <li>- Applications of appeal</li> <li>- Debt write-offs</li> </ul>	TEMPORARY Destroy 7 years after action completed
	<b>Use</b> Records Disposal Schedule for Administrative Functions of the Northern Territory Government - Common Activities - Agreements for records documenting agreements with other enforcement agencies where the Fines Recovery Unit acts for the agency in issuing and withdrawing courtesy letters.		

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.9 Jury Management

The activities associated with the management of juries and jury service.

Class No.	Description of Records	Examples	Status and Disposal Action
1.9.1	<p>Records documenting the management of juries and jury service under the <i>Juries Act 1962</i>, including the summoning of jurors for jury services and the forming of panels of prospective jurors for civil and criminal trials, pursuant to the <i>Supreme Court Act 1979</i>.</p> <p>Includes attendance sheets, trial sheets, jury summary lists, statutory declarations, precepts, receipts of payments to jurors, and other supporting documents.</p>	<p>Supreme Court</p> <ul style="list-style-type: none"><li>- Jury service</li><li>- Jury packages</li><li>- Jury lists</li></ul>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.10 Mediation Services

The activities associated with providing a dispute resolution service.

Class No.	Description of Records	Examples	Status and Disposal Action
1.10.1	Records documenting the provision of formal mediation services pursuant to the <i>Community Justice Centre Act 2005</i> , that have been deemed significant by the Director, such as where mediation support has been provided to family groups involved in coronial inquests, burial disputes involving large family groups where there are complex cultural matters present and where there has been reasonable grounds to suspect that a vulnerable person is at risk of significant harm, such as a young person.  Includes records relating to case coordination, service provision, stakeholder engagement, referrals, operational arrangements, agreements with both parties, strategic advice, reports and briefings. May include mandatory reporting and supporting documentation.	<ul style="list-style-type: none"> <li>- Referrals</li> <li>- Agreements</li> <li>- Mediation case notes</li> <li>- Reports</li> <li>- Briefings</li> <li>- Restorative conference notes</li> <li>- Mandatory reporting</li> <li>- Resolve (case management system)</li> </ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.10.2	Records documenting the provision of formal mediation services pursuant to the <i>Community Justice Centre Act 2005</i> , that have not been deemed significant by the Director, such as disputes involving antisocial behaviour, family, business, consumer, civil matters, neighbours, contractors and body corporate and tenancy.	<ul style="list-style-type: none"> <li>- Referrals</li> <li>- Agreements</li> <li>- Mediation case notes</li> <li>- Reports / Briefings</li> </ul>	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.10 Mediation Services

The activities associated with providing a dispute resolution service.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes records relating to case coordination, service provision, stakeholder engagement, referrals, operational arrangements and related correspondence. May records documenting termination or the withdrawal of mediation services.	<ul style="list-style-type: none"> <li>- Restorative conference notes</li> <li>- Resolve (case management system)</li> <li>- Withdrawal notifications</li> </ul>	
1.10.3	Records documenting dispute assistance enquiries received through the information line, email account and the drop-in centre, which do not involve formal mediation services. Includes options provided to persons for resolution outside of the medication process, referrals from other government bodies and not for profit organisations, referrals to other support services and related correspondence.	<ul style="list-style-type: none"> <li>- Dispute assistance outside the mediation process</li> <li>- Resolve (case management system)</li> <li>- referrals</li> </ul>	TEMPORARY Destroy 7 years after action completed
	<b>Use</b> Complaint Management – for records documenting complaints received with regards to the manner in which mediations services were provided.		
	<b>Use</b> Training – for records documenting the delivery of accredited mediation training courses and online restorative practices courses.		

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.10 Mediation Services

The activities associated with providing a dispute resolution service.

Class No.	Description of Records	Examples	Status and Disposal Action
	<b>Use</b> Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Community Relations – Client Service – for records documenting the management of client services provided to the public, including the planning, monitoring and evaluation of services, service charters and directives relating to the provision of services.		
	<b>Use</b> Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Common Activities – Agreements for records documenting agreements made between the Centre and with organisations, such as Aboriginal Community Controlled Organisations (ACCOs) and the Northern Australian Aboriginal Justice Agency (NAAJA) for the purpose of expanding community peacemaking across the Territory.		

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.11 Meetings

The activity of formally managing committees, boards, councils and task forces, including statutory bodies. Includes the establishment, appointment of members, proceedings, minutes of meetings, agendas and reports.

Class No.	Description of Records	Examples	Status and Disposal Action
1.11.1	Records documenting the establishment of the Northern Territory Civil and Administrative Tribunal, pursuant to the <i>Northern Territory Civil and Administrative Tribunal Act 2014</i> .  Includes appointments of the President, Deputy Presidents and ordinary members, gazette notices, ministerials, terms and conditions.  May include terminations, resignations	NTCAT - Establishment of Tribunal - Appointment of President - Appointment of Deputy Presidents - Appointment of Members	PERMANENT Transfer to the Archives Service 30 years after action completed
1.11.2	Records documenting the establishment of the Community Justice Consultative Council and the Community Justice Centre, pursuant to the <i>Community Justice Centre Act 2005</i> .	- Community Justice Centre - Community Justice Consultative Council (now abolished)	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.11 Meetings

The activity of formally managing committees, boards, councils and task forces, including statutory bodies. Includes the establishment, appointment of members, proceedings, minutes of meetings, agendas and reports.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes minutes of meetings, agendas, discussion papers, ministerial appointments of members, terms and conditions.		
1.11.3	Records documenting committees established by the Council pursuant to the <i>Community Justice Centre Act 2005</i> , including appointment of members.	- Community Justice Centre committees	PERMANENT Transfer to the Archives Service 30 years after action completed
1.11.4	Records documenting the establishment of a Rules Committee, pursuant to the <i>Northern Territory Civil and Administrative Tribunal Act 2014</i> . Includes minutes, agendas and discussion papers.	- NTCAT Rules Committee	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.11 Meetings

The activity of formally managing committees, boards, councils and task forces, including statutory bodies. Includes the establishment, appointment of members, proceedings, minutes of meetings, agendas and reports.

Class No.	Description of Records	Examples	Status and Disposal Action
	<b>Use</b> Records Disposal Schedule for Administrative Functions of the Northern Territory Government – Common Activities – Meetings – for records documenting representation on national committees, such as the Council of Australasian Tribunals (COAT), the Australian Guardianship and Administration Council (AGAC), the National Dispute Resolution Network, Restorative Conferencing Working Group and other inter-agency and internal committees in relation to courts and tribunal services.	<ul style="list-style-type: none"><li>- COAT</li><li>- AGAC</li><li>- National Dispute Resolution Network</li><li>- Restorative Conferencing Working Group</li></ul>	

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## 1. Courts and Tribunal Services

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### 1.12 Planning

The process of formulating ways in which objectives can be achieved. Includes determinations of services, needs and solution to those needs.

Class No.	Description of Records	Examples	Status and Disposal Action
1.12.1	Final versions of strategic plans in relation to the courts and tribunal services function.  Includes formal draft versions, consultation notes, background research and related correspondence.	- Strategic plans	PERMANENT Transfer to the Archives Service 30 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.13 Procedures

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.13.1	<p>Master set of procedures, including Practice Directions, Rules of Court and Mediation Services Guidelines as required under various Acts, in relation to courts and tribunal services.</p> <p>Includes gazette notices, ministerial, business recommendations, formal drafts, consultation notes and related correspondence.</p>	<ul style="list-style-type: none"><li>- Supreme Court Practice Directions</li><li>- Local Court Practice Directions</li><li>- NTCAT Practice Directions</li><li>- NTCAT Rules</li><li>- CJC Mediation Policy/Guidelines</li></ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.14 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	Examples	Status and Disposal Action
1.14.1	Major reports in relation to courts and tribunal services, including annual reports and additional reports requested by the Minister	<ul style="list-style-type: none"><li>- Annual Reports</li><li>- CJC Annual Reports</li><li>- NTCAT Annual Reports</li></ul>	PERMANENT Transfer to the Archives Service 30 years after action completed
1.14.2	Records documenting operational reports that relate to management of courts and tribunals, including statistic reports and point in time reports.	<ul style="list-style-type: none"><li>- Operational reports</li><li>- Statistical reports</li><li>- FRU – Point in Time reports</li></ul>	TEMPORARY Destroy 10 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.15 Reviewing

The activities involved in assessing the suitability, success, or effectiveness of potential or existing facilities, programs, services, systems or equipment. Includes recommendations and advice resulting from these activities.

Class No.	Description of Records	Examples	Status and Disposal Action
1.15.1	<p>Records documenting formal reviews in relation to courts and tribunal services, including statutory reviews of the <i>Community Justice Centre Act 2005</i>, conducted by the CEO pursuant to the Act with regards to the operation and effectiveness of the Act, the Centre and the Council and on other matters arising.</p> <p>Includes final review report, formal draft versions, consultation notes, recommendations, ministerial and related correspondence.</p>	<ul style="list-style-type: none"><li>- Formal Reviews</li><li>- Statutory reviews of the CJC</li></ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.16 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
1.16.1	Master set of training course material, including the development of training course material in relation to mediation services and alternative dispute resolution services delivered by the Community Justice Centre.  Includes training manuals, handouts, PowerPoint presentations and reading materials.	CJC Master Set of Training Course Material - Mediation training course - Practice Mediation Skills - Introduction to Mediation course - Restorative justice course	PERMANENT Transfer to the Archives Service 30 years after action completed
1.16.2	Records documenting the delivery of mediation training by the Community Justice Centre, in accordance the National Mediator Accreditation System standards.  Includes training record for each course delivered detailing dates, locations, trainers, coaches and attendance sheets. Also includes continuing professional development, supervision events, lesson plans, handout resources, and assessment results. May include reassessments and evaluation forms.	CJC Delivery of Training Courses - Mediation training courses - Practice Mediation Skills	TEMPORARY Destroy 7 years after action completed

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## 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

### 1.16 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
1.16.3	Records documenting the delivery of training and education awareness programs in relation to mediation services to the community and internal staff members. Includes handout material, fact sheets, presentations and attendance forms.	<ul style="list-style-type: none"><li>- Introduction to Mediation course</li><li>- Restorative justice course</li></ul>	TEMPORARY Destroy 2 years after action completed
1.16.4	Records documenting training material for members of the jury, such as the role and function of juries, general procedures and protocols relating to jurors, equity and diversity principles and legislative requirements of jurors and orientation material.	<ul style="list-style-type: none"><li>- Handouts</li><li>- Brochures</li><li>- Orientation material</li></ul>	TEMPORARY Destroy 2 years after action completed

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.17 Tribunal Proceedings

The activities involved in legal action carried on in a tribunal court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.17.1	<p>Records documenting civil and administrative tribunal proceedings that are considered significant by the President, have set a legal precedent or are of public wide interest, including forensic patient files who have been found permanently unfit for trial, moved interstate, persons who have absconded and have had five years of continuous contact with the tribunal, pursuant to the <i>Northern Territory Civil and Administrative Tribunal Act 2014</i>.</p> <p>Includes copies of applications, copies of notices of hearings, file notes, witness summonses, evidence, copies of determinations, transcripts and audio and visual recordings.</p> <p>May include the appointment of assessors by the President, documentation relating to mediation and appeals to the Supreme Court and withdrawal notifications.</p>	<p>Significant Tribunal Court Proceedings:</p> <ul style="list-style-type: none"> <li>- Review of decisions under Adult Guardianship legislation</li> <li>- Review of decisions under the Mental Health legislation</li> <li>- Review of decisions under the Advanced Personal Planning legislation</li> <li>- Anti-Discrimination tribunal proceedings</li> <li>- Health Practitioners Review Tribunal</li> <li>- Petroleum tribunal proceedings</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 30 years after action completed</p>

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.17 Tribunal Proceedings

The activities involved in legal action carried on in a tribunal court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
1.17.2	Records documenting tribunal proceedings involving Mental Health and Adult Guardianship orders, including proceedings that have been dismissed by the tribunal, pursuant to the <i>Northern Territory Civil and Administrative Tribunal Act 2014</i> .  Includes copies of applications, copies of notices of hearings, file notes, witness summonses, evidence, copies of determinations, transcripts, audio and visual records and mediation documentation. Also includes applications for review of decision for matters where the Tribunal is exercising its original jurisdiction, appeals to Supreme Court, variations of orders, interim orders, reassessment orders, revocations of orders, and withdrawal notifications.	<ul style="list-style-type: none"> <li>- Mental Health orders</li> <li>- Adult Guardianship orders</li> <li>- Notices of hearings</li> <li>- Witness summonses</li> <li>- Transcripts</li> <li>- Audio and visual records</li> <li>- Mediation records</li> <li>- Applications for review</li> </ul>	TEMPORARY Destroy 30 years after final determination or 6 years after the person is deceased
1.17.3	Records documenting tribunal proceedings, including where the Northern Territory Civil and Administrative Tribunal have review jurisdiction that are not deemed significant by the President, including civil disputes that exceed the small claims limit in accordance with the <i>Small Claims Act 2016</i> , and proceedings that have been dismissed by the Tribunal, pursuant to the <i>Northern Territory Civil and</i>	NT Civil and Administrative Tribunal <ul style="list-style-type: none"> <li>- Review jurisdiction proceedings</li> <li>- Civil disputes over \$25,000.00</li> <li>- Court transcripts</li> </ul>	TEMPORARY Destroy 10 years after action completed

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# 1. Courts and Tribunal Services

The function of providing civil and criminal justice by way of court proceedings and dispute resolution services, within the jurisdiction of the NT Supreme Court of Australia, NT Local Court, NT Civil Administrative Tribunal, Coroner's Court, and the Community Justice Centre of the Northern Territory. Includes judicial support, fines recovery service, statutory appointments and delegations, and the approval of Practice Directions and Court Rules as required under various Acts, including the *Local Court Act 2015*, *Supreme Court Act 1979*, *Northern Territory Civil and Administrative Tribunal Act 2014*, *Coroners Act 1993*, *Fines and Penalties (Recovery) Act 2001* and the *Community Justice Centre Act 2005*.

## 1.17 Tribunal Proceedings

The activities involved in legal action carried on in a tribunal court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
	<p><i>Administrative Tribunal Act 2014</i>.</p> <p>Includes transcripts, audio and visual recordings, statement of reasons, mediation documentation and determinations. May include ministerials if disclosure is deemed contrary to public interest and revocations of certificates and transfer orders either to the Local Court or the Supreme Court.</p> <p>May also include applications for review of decision for matters where the Tribunal is exercising its original jurisdiction, appeals to Supreme Court and withdrawal notifications.</p>	<ul style="list-style-type: none"> <li>- Audio and visual recordings</li> <li>- Statement of reasons</li> <li>- Mediation notes</li> <li>- Determinations</li> <li>- Applications for review of decision</li> <li>- Withdrawal notifications</li> </ul>	
1.17.4	Records documenting tribunal proceedings that are minor civil disputes between individuals, individuals and a trader, business or company that do not exceed the small claims limit in accordance with the <i>Small Claims Act 2016</i> , where the Northern Territory Civil and Administrative Tribunal have original and review jurisdiction, including proceedings that have been dismissed by the Tribunal.	<p>NTCAT</p> <ul style="list-style-type: none"> <li>- Minor civil disputes up to and including \$25,000.00</li> <li>- Audio and visual recordings</li> <li>- Mediation documents</li> <li>- determinations</li> </ul>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

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## 1. Courts and Tribunal Services

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### 1.17 Tribunal Proceedings

The activities involved in legal action carried on in a tribunal court of law whereby an individual seeks a legal remedy, protection of a right or for prevention of a wrong.

Class No.	Description of Records	Examples	Status and Disposal Action
	<p>Includes transcripts, audio and visual recordings, statement of reasons, mediation documentation and determinations.</p> <p>May include ministerials if disclosure is deemed contrary to public interest and revocations of certificates. May also include applications for review of decision for matters where the Tribunal is exercising its original jurisdiction and withdrawal notifications.</p>		

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.