

Records disposal schedule

Fire and Rescue Services

Northern Territory Police, Fire and Emergency Services

Disposal Schedule No. 2021/006

July 2021

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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 so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

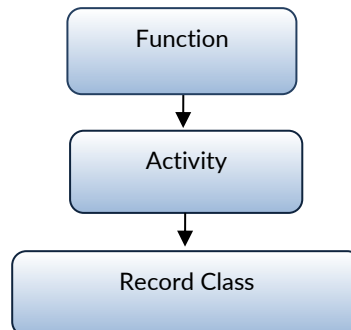
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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

Diagram 1



Function

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

Activity

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

Record Class

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

Status and Disposal Action

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

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the 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, or
- 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 fire and rescue services of the Northern Territory Police, Fire and Emergency Services.

Scope

Application of this Records Disposal Schedule is mandatory for fire and rescue services records of the Northern Territory Police, Fire and Emergency Services.

This Records Disposal Schedule applies to fire and rescue services records in all formats.

Responsibility

The Chief Executive of the Northern Territory Police, Fire and Emergency Services is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the Information Act 2002.

Disposal Schedule No. 2021/006 was approved by the Senior Director of Library & Archives NT (the Archives Service), Director Digital Policy and Data Strategy (the Records Service), and the Commissioner of the Northern Territory Police, Fire and Emergency Services on 20 July 2021 and is effective immediately.

Regulatory Framework

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

- *Fire and Emergency Act 1996*
- *Fire and Emergency Regulations 1996*
- *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 Government Records Management Standard – Records Disposal
- policies and procedures of the Northern Territory Police, Fire and Emergency Services
- current authorised disposal schedules for Northern Territory Police, Fire and Emergency Services
- current authorised general disposal schedules

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

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), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance checklist

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

<h3>1. Fire and Rescue Services</h3> <p>The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the <i>Fire and Emergency Act 1996</i>.</p>		
<h4>1.1 Advice</h4> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting major advice with regards to fire and rescue services where a detailed formal response has been prepared or received, such as advice on fire safety guidelines and the regulation of building and structural compliance with fire safety standards, such as with the Australasian Fire and Emergency Service Authorities Council, and the Ministerial Council for Police and Emergency Management. Includes ministerials and briefing notes.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.2	Records documenting the provision of routine advice with regards to compliance requirements, policies or procedures from owners, occupiers or the general public on fire and rescue matters, including fire safety standards and building and structural compliance. Excludes: Records documenting advice on specific buildings and structures.	TEMPORARY Destroy 5 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

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 the establishment and negotiation of major agreements with other government bodies in relation to fire and rescue services.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.2	Records documenting the establishment and negotiation of minor agreements with other organisations, including government bodies in relation to fire and rescue services. Includes service level agreements and memoranda of understandings.	TEMPORARY Destroy 15 years after agreement 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.

1. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.3 Awards

The activities associated with nomination, assessment and award of honours, medals and certificates to persons as a token of respect, distinction or achievement.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting successful nominations of awards in relation to fire and rescue services, such as the Australian Fire Service Medal (AFSM) and the Fire and Rescue Service Emergency Services Medal, including awards to civilians in recognition of courageous or meritorious action. Includes nomination applications, assessment notes, written letters, photographs and other supporting paperwork.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.2	Records documenting nominations of awards and medals that were not successful. Includes nominations, panel notes, reports, and written notices of decisions.	TEMPORARY Destroy 7 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.4 Building Fire Safety Compliance

The activities associated with monitoring and enforcing building compliance.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting compliance to building fire safety on individual buildings to ensure fire services and equipment are installed or implemented in accordance with the National Construction Code, Building Code of Australia, the <i>Building Act 1993</i>, the <i>Fire and Emergency Act 1996</i> and other relevant Australian Standards. Includes Building Fire Safety Reports, inspections on newly occupied buildings, routine, and ad-hoc inspections.</p> <p>Includes applications for a Building Fire Safety Report, building drawings, building plans, reports to licensed building certifiers / owners or building developers, copies of building permits, statutory inspections, copies of emergency plans, hydraulics plans, fire detection system plans, evacuation diagrams and related correspondence.</p> <p>May include requests for alternative design solutions, such as fire safety exemptions and fire engineering reports, fire safety complaints received from the general public and/or other government departments, ministerials, briefing notes, compliance notices issued to owners/occupiers, infringement notices and legal correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after building is demolished or 7 years after action completed, whichever is the later</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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.5 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the establishment of fire and emergency response groups by the Minister under the Act. Includes determinations of the name of the fire and emergency response group and the area in which fire and emergency response groups will operate in.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting high level committees in relation to fire and rescue services, such as the Australasian Fire and Emergency Service Authorities Council (AFAC) Committees. Includes agendas, minutes and discussion papers.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.3	Records documenting interdepartmental formal committees where the Department is the main representative. Includes agendas, minutes and discussion papers.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.4	Records documenting inter-departmental formal committees where the Department is not the NT Government's main representative.	TEMPORARY Destroy 5 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.6 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting investigations into persons suspected of contravening the Act, such as lighting fires in open air, obstructing a member acting in the performance of duty, tampers with a fire alarm and gives a false alarm of a fire or other emergency.</p> <p>Includes notices of hazards to owners or occupiers of a place by the Director or an authorised person, photographs, witness statements, file notes, infringement notices and related correspondence.</p> <p>May include applications for review to the Chief Executive Officer under the Act.</p>	<p>TEMPORARY</p> <p>Destroy 15 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.7 Contract Management

The activities involved in arranging, procuring, and managing the performance of work or the provision of goods and services by a contractor, consultant, service provider, or by using external bureau services. Includes contract management and work done under contractual agreements and service agreements made under contract.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting contracts in relation to the provision of fire and rescue services and services ancillary to fire and rescue services such as specialist training and the delivery of public education programs.	TEMPORARY Destroy 7 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Summary records of incidents in relation to fire and rescue services.</p> <p>Includes summary reports of incidents, operational responses, investigation reports captured in the incident management system, such as e-AIRS (Australian Incident Reporting System), including fire station or unit occurrence books that pre-date the implementation of a business system.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.8.2	<p>Station Journals / Diaries.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Fire report title - Date and time of fire - Location - Fire officers reporting for duty - Fire engines departing/returning times - Name of person notified - Comments and remarks 	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.8.3	<p>Breathing Apparatus Maintenance Register, including acquisition, maintenance and disposal information.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Serial number - Date of Purchase - Manufacturer - Manuals - Test dates - Inspection reports - Commissioning records - Warranties - Maintenance records - Disposal records <p>May include comments and notes.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal of equipment</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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.4	<p>Breathing Apparatus Logbook.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Breathing Apparatus Set Number - Wearer name - Date and Time used - Set number of cylinders used - Cylinder pressure - Vehicle number - Service number of member <p>May include comments and notes.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal of equipment</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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.9 Declarations

The activities associated with the formal or explicit statement or announcement.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting emergency response areas declared by the Minister under the Act. Includes ministerials, briefing notes, and gazette notices.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.2	Records documenting the declarations of fire ban days by the Director within an emergency response area as required under the Act. Includes copies of published notifications.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.3	Records documenting the declaration of classes of buildings that require regular inspections as required under the Act. Includes buildings used for health care services, childcare centres, buildings used for public entertainment, buildings used for educational purposes, office buildings, hostels, shopping complexes, factories or warehouses, fuel depots, laboratories and buildings licensed under the <i>Liquor Act 2019</i> for the sale and consumption of liquor. Includes ministerials, briefing notes and gazette notices.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.9.4	Records documenting restriction notices prohibiting the sale, use or possession of an article or substance considered to potentially constitute a risk of life by the Minister as required under the Act. Includes gazette notices.	PERMANENT Transfer to the Archives Service 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.10 Education and Awareness

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the development, evaluation and review of fire prevention and safety awareness education campaigns and programs developed for use in the Northern Territory, such as Smart Sparx school-based fire safety program, and the Choices program student workshop.</p> <p>Includes program proposals, final versions of campaigns or program material, educational materials and ministerials and briefing notes.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.10.2	<p>Records documenting the implementation and delivery of fire and rescue programs to specific youth who have demonstrated fire-risk behaviour, such as the Juvenile Fire Awareness and Intervention Program (JFAIP).</p> <p>Includes referrals from courts, police, schools, medical practitioners, psychologists, psychiatrists and social workers. Also includes file notes, assessment notes, individualised treatment plans and supporting paperwork.</p>	<p>TEMPORARY</p> <p>Destroy 45 years after individuals date of birth, or 7 years after last access, whichever is the latest</p>
1.10.3	<p>Records documenting the implementation and delivery of general fire and rescue services educational campaigns and programs to school-based students such as Smart Sparx and the Choices program.</p> <p>Includes reports, project management documents, minutes and meetings, attendance records, feedback forms and other related correspondence.</p>	<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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.10 Education and Awareness

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

Class No.	Description of Records	Status and Disposal Action
	For records documenting training and assessment services as a registered training organisation, including development, delivery, evaluation of training courses, delivery of “in-house” education and awareness presentations and compliance activities in relation to the Department’s status as a registered training organisation, use Disposal Schedule for Training and Assessment Services 2009/1.	

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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.11 Fire Alarm Monitoring

The activities associated with the management of fire alarm installations, fire alarm responses, and the monitoring of fire alarm use.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting applications for new connections to the NTFFAST fire alarm monitoring system for individual building sites.</p> <p>Includes zone block plans, building floor plans, transfer of connection forms, disconnection forms, key forms, internal checklists, site fire plans, and correspondence with licensed building certifiers, the applicant, building owners and/or body corporates.</p> <p>May include notifications of alterations or additions to the fire alarm system or fire indicator panels and notifications to the fire contractor of alarm activation.</p>	<p>TEMPORARY Destroy 7 years after disconnection</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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.12 Incident Management

The activities associated with responding to an incident. Includes incident reports.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the response to major incidents in relation to fire and rescue services where there has been a fatality, serious injury has occurred, significant structural damage has occurred, or long-term environmental damage has resulted.</p> <p>Includes the appointment of incident commanders, incident reports, critical incident debriefs, post incident analysis reports, photographs, video footage, witness statements, ministerials and briefing notes.</p> <p>Includes call history reports, message sheets, radio sheets, logbooks, caller number identification data, records captured on systems, records relating to the activation of fire and rescue unit, situation reports, copies of dispatch information forward to stations and copies fire alarm reports.</p> <p>May include notifications to regulators as required, such as to the Northern Territory Environment Protection Authority (NTEPA).</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.12.2	<p>Records documenting the response to incidents in relation to fire and rescue services not regarded as a major incident, or involving a fatality, causing significant structural damage or causing long-term environmental damage.</p> <p>Includes the appointment of incident commanders, incident reports, critical incident debriefs, post incident analysis reports, photographs, video footage, witness statements, copies of fire alarm reports, ministerials and briefing notes.</p> <p>Includes call history reports, message sheets, radio sheets, logbooks, caller number identification data, records captured on systems, records relating to the activation of fire and rescue unit, situation reports, copies of dispatch information forward to stations,</p>	<p>TEMPORARY</p> <p>Destroy 15 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.12 Incident Management

The activities associated with responding to an incident. Includes incident reports.

Class No.	Description of Records	Status and Disposal Action
	May include notifications to regulators as required, such as to the Northern Territory Environment Protection Authority (NTEPA).	
1.12.3	Records documenting the provision of counselling services to members of the public affected by fire or emergency response incidents. May include chaplains' critical incident counselling records and referral letters.	TEMPORARY Destroy 15 years after action completed
1.12.4	Records documenting operational support services during or following a fire or emergency response incident, such as arrangements for refreshments, equipment at incident locations or fire grounds, administrative arrangements for debriefing sessions, counselling referrals, appointments and transport for participants.	TEMPORARY Destroy 15 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.13 Investigations

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting major investigations in relation to fire and rescue services where a fatality has occurred, significant structural damage has resulted, there is potential long-term environmental damage, the investigation has the potential to result in a product recall notice being issued or there is a possibility the fire was caused by appliances or products already recalled, including where the investigation has prompted a public safety awareness campaign. Includes joint investigations with the NT Police or with NT WorkSafe.</p> <p>Includes investigation reports, fire observation reports, incident briefs, risk assessment forms, witness statements, file notes, photographs, video footage, transcripts, extracts of documents, ministerials and briefing notes.</p> <p>May include notifications to product regulators regarding product safety, such as the Australian Competition and Consumer Commission (ACCC).</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.13.2	<p>Records documenting minor investigations in relation to fire and rescue services where a fatality has not occurred, there has been no significant structural damage, no long-term environmental damage, no product recall notifications or public safety campaigns.</p> <p>Includes written complaints from members of the community, investigation reports, fire observation reports, incident briefs, risk assessment forms, copies of summary of findings reports, witness statements, file notes, photographs, video footage and extracts of documents.</p>	<p>TEMPORARY</p> <p>Destroy 15 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.14 Permits

The process of officially allowing someone to do something.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting permits to light a fire in the open air within an emergency response area. Includes written applications, terms and conditions. May include unsuccessful applications and related correspondence.	TEMPORARY Destroy 7 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.15 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
1.15.1	<p>Records documenting the development and review of policies and procedures in relation to fire and rescue services, such as building compliance, compliance exemptions, fire alarms, smoke alarms, special infrastructure and hazardous sites. Includes general orders and instructions by the Director.</p> <p>Includes policy proposals, background research, consultation notes, formal draft versions and comments received on drafts from other organisations and stakeholders.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the *Fire and Emergency Act 1996*.

1.16 Reporting

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

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records documenting the provision of routine reports or advice in relation to the causes or origins of fires to members of the public, insurance companies, legal firms, or other private organisations. Includes summary of finding reports.	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. Fire and Rescue Services

The function of providing fire and rescue services and the operational and emergency response for the protection of life, property and the environment against fires and other emergencies as required under the Fire and Emergency Act 1996.

1.17 Volunteer and Personnel Management

The activities associated with managing volunteer members of the Fire and Rescue Service, including auxiliary members and fire investigators.

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records documenting the management of persons who are appointed under the <i>Fire and Emergency Act 1996</i>, such as volunteer firefighters, auxiliary members and volunteer members in relation to fire and rescue services.</p> <p>Includes application forms, written delegations, personal details, copies of medical assessments, copies of relevant qualifications and other related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 71 years after member's date of birth, or 6 years after member's retirement, whichever is later</p>
	<p>For records documenting compensation claims for personal injury made by volunteer members in relation to fire and rescue services use Records Disposal Schedule for Administrative Functions of the Northern Territory Government.</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.