

**CONFIDENTIAL**

**CABINET DECISION**

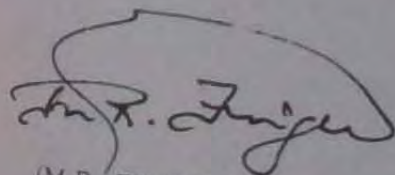
No. 3035

Submission No.: 2585

Title: ESTABLISHMENT OF THE NORTHERN TERRITORY  
ARCHIVES SERVICE

Cabinet :-

- a) authorised establishment by the Department of Community Development of the Northern Territory Archives Service as the archival authority of the Northern Territory Government;
- b) approved the objectives of the Northern Territory Archives Service to be :-
  - i) promotion of efficient and economic management of Northern Territory Government records;
  - ii) preservation and ready availability as Northern Territory archives of all Northern Territory Government records possessing permanent reference value and not currently required for administrative purposes;
  - iii) provision of archival services for non-government records of permanent reference value;
- c) directed that all Government agencies be required to deposit their records with the Northern Territory Archives Service and that no Government agency may dispose of its records without approval of the archival authority of the Northern Territory Government;
- d) directed the Northern Territory Archives Service be located in Darwin initially in temporary premises; and
- e) directed that the Northern Territory Archives Service should proceed to investigate the equipping of the interim Darwin repository and the provision of purpose built accommodation at Palmerston on or adjacent to the University site on a design and construct basis.



(M.R. FINGER),  
Secretary to Cabinet.

7 July 1983.

**CONFIDENTIAL**



THE NORTHERN TERRITORY OF AUSTRALIA

Copy No: 1

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FOR CABINET

SUBMISSION No: 2585

Title:	ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE.
Minister	MINISTER FOR COMMUNITY DEVELOPMENT
Purpose:	SEEK POLICY DIRECTION ON AUTHORITY AND RESPONSIBILITIES OF NORTHERN TERRITORY ARCHIVES SERVICE AS BASIS FOR ITS FUNCTIONAL OPERATION. ENABLE POLICY DECISION TO BE MADE ON LOCATION OF ARCHIVES BUILDINGS SO THAT ESTABLISHMENT AND LONG-TERM DEVELOPMENT OF N.T. ARCHIVES SERVICE CAN PROCEED.
Relation to existing policy:	THIS SUBMISSION IS COMPATIBLE WITH CABINET DECISION NO. 682 WHICH GIVES THE DEPARTMENT OF COMMUNITY DEVELOPMENT RESPONSIBILITY FOR NORTHERN TERRITORY ARCHIVES.
Timing/legislative priority:	THE MATTER IS URGENT. GOVERNMENT DEPARTMENTS REQUIRE ARCHIVE SERVICES AND ACCOMMODATION IS REQUIRED TO HOUSE GOVERNMENT RECORDS.
Announcement of decision, tabling, etc:	PRESS RELEASE WILL BE REQUIRED TO INDICATE GOVERNMENT POLICY IN THIS AREA.
Acting required before announcement:	NIL
Staffing implications, numbers and costs, etc:	TO IMPLEMENT PROPOSAL (INCLUDING 2 STAFF ALREADY APPOINTED) 1983/84 \$ 89 000 (2 STAFF FULL YEAR, 4 STAFF HALF YEAR) 1984/85 \$120 000 (6 STAFF FULL YEAR) 1985/86 \$120 000 (6 STAFF) ONWARDS
Total cost:	1982/83 \$200 000 (EQUIP INTERIM DARWIN REPOSITORY) 1983/84 \$5589 000 (INCLUDES DARWIN REPOSITORY) 1984/85 \$220 000 (OPERATING COSTS ONLY) 1985/86 \$220 000

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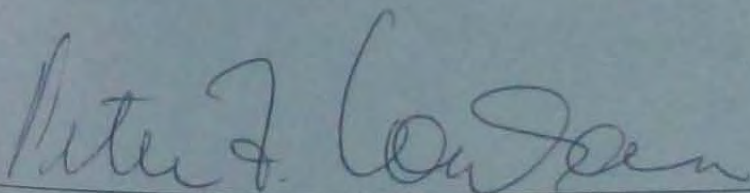
Department/Authority ..... LAW .....

COMMENT ON CABINET SUBMISSION No.

TITLE: ..... ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE. ....

COMMENTS:

There are no constitutional or legal barriers  
to the proposal.



SIGNED: S.R. BAILEY

DESIGNATION: Director, Executive & Policy Unit for Solicitor-General.

DATE: 28 April, 1983.

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Department/Authority ..... DEPARTMENT OF THE TREASURY .....

COMMENT ON CABINET SUBMISSION No.

TITLE: ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE .....

COMMENTS:

The proposal has both capital cost and recurrent funding implications.

On the capital side, the following considerations are pertinent:

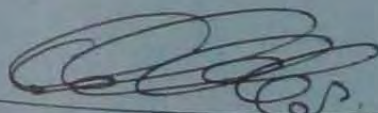
- (1) No cost estimate from Transport and Works has yet been made;
- (2) The site has yet to be identified; and
- (3) Design work has not commenced.

The submission presumes that full expenditure could be achieved in 1983/84. Against the stated background this must be regarded as most unlikely even if immediate authority to proceed was granted.

The 1983/84 Design List already exceeds the target level and will need to be carefully considered as to priorities. Flexibility will be further reduced if immediate commitment to construct is given.

An alternative to the course proposed is to direct that the project be referred for consideration for inclusion in the 1983/84 Design List.

On the recurrent side, the submission identifies a requirement for six staff at a cost of \$189,000 in 1983/84. The Department has not sought funds as a new initiative in the budget process to meet this requirement if approved. Consequently, the budget ramification will need to be considered.



SIGNED: O ALDER

DESIGNATION: ASSISTANT UNDER TREASURER

DATE: 12 May 1983



Department/Authority.....PUBLIC SERVICE COMMISSIONER.....

COMMENT ON CABINET SUBMISSION No.

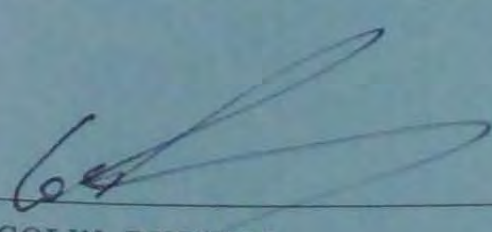
TITLE: .....ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES  
SERVICE.....

COMMENTS:

This Office has no objection to the proposal.

The proposed permanent staffing arrangements are subject to Cabinet consideration as part of the 1983/84 Budget process. Also, funds have been made available via the Wage Pause Programme, \$54,270, to employ 4 staff for a period of 52 weeks each to assist in the establishment of the Northern Territory Archives.

It is suggested some consideration should be given, perhaps in the future, for the establishment of an Alice Springs facility, if practical and feasible, to avoid centralisation in Darwin and the associated transportation and accessibility problems for southern region users.

  
SIGNED: COLIN RUSSELL  
DESIGNATION: Assistant Commissioner (Operations)

DATE: 5 May 1983

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NORTHERN TERRITORY OF AUSTRALIA  
**DEPARTMENT OF LANDS**

P.O. BOX 1680  
DARWIN, N.T. 5794

Telephone: 896466  
Reference: 83/119



Secretary,  
Department of Community Development,  
G.P.O. Box 1197,  
DARWIN. N.T. 5794.

Attention: Mr. Don Brech

In your letter of 26 April 1983, you asked for comment on your draft Cabinet Submission on the establishment of an N.T. Archives Service.

The general intent of the submission is supported. However, the following points are considered to need clarification:

- Paragraph 8 - It should be made clear whether "transfers of N.T. Government records" refers to transfer to Archives from Departments or transfer/disposal from the Archives at Darwin.
- Paragraph 9 - Again the reference to "transfer" is confusing. It is not clear whether the 5000 linear metres of records "available for transfer" refers to records being held by Departments for transfer to Archives or to records which Commonwealth Archives would transfer to the N.T. Archives. It is assumed that the future annual intake of 500 linear metres from Darwin area refers to ongoing routine transfers from Departments to Archives.
- It is not clear to which category the 500 linear metres of records awaiting transfer from Departments at Alice Springs belong.
- Paragraph 10 - The area expressed in square metres is difficult to relate to previous references to linear metres.
- Paragraph 17 - Verbal enquiries only have been made regarding a suitable site in the Darwin Central Business District. There is none available in the C.B.D. but a number of possible sites in the Northern suburbs and at Palmerston were discussed.



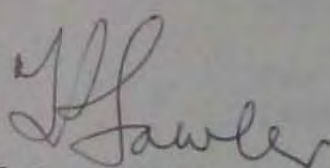
References in paragraph 17 and elsewhere to siting "in Darwin" should make this clear, and also that the final selection of a site would depend on further investigation of such matters as zoning, availability of services and the need for subdivision approval.

With regard to siting of the Archives at Darwin, the submission has not argued the case of Darwin as opposed to Alice Springs, except for a brief allusion at paragraph 16. Nor has accessibility for Departments in Alice Springs or the possible alternative of a regional facility for the Centre been discussed.

I believe that a Ministerial statement was made earlier this year indicating that an Archive facility was planned for Alice Springs.

Paragraph 21 - Cabinet has not been formally asked to adopt Attachment A in its entirety (synopsis only given in recommendation (b)).

Recommendation (c) seems premature, i.e. the Archival policy, which apparently has not yet been written, should be determined and approved by Cabinet before Departments are directed to comply with it. Presumably further input would be sought from Departments in drafting the policy.

  
T.R. LAWLER  
for Secretary

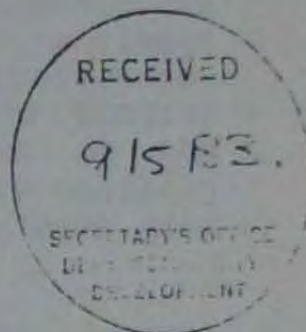
16/5/83





SECRETARY  
DEPARTMENT OF TRANSPORT AND WORKS  
DARWIN

Secretary  
Department of Community Development  
PO Box 1197  
DARWIN NT 5794



CABINET SUBMISSION - N.T. ARCHIVES

There are two matters in your Submission apart from the establishment of an N.T. Archives that affect my Department. The first is the provision of an interim facility of 800m<sup>2</sup>. There are several problems associated with this and they are:-

- . the accommodation will need to be ground floor to accept required floor loadings;
- . Winnellie or Berrimah are the most favoured locations because of high rents in the C.B.D.;
- . because it is a short term requirement, developers would not be in favour of converting warehouse space to airconditioning;
- . for the Government to outfit a warehouse as required, would be very expensive.

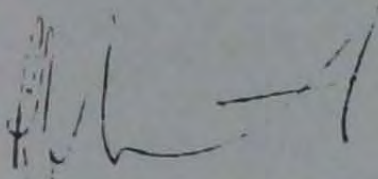
At this stage my Property Branch is aware of only one area which could be considered and that is the ground floor of the old Fannie Bay Store which my Department already has an interest in converting to laboratory use.

The second matter of interest to my Department is the suggested purpose built facility at a cost of \$5.4 million.



No discussions have taken place between your Department and my Public Works Division on this project. It appears from the submission that you envisage expenditure of \$5.4 million in 1983/84 on a project for which no briefing has been received and no program status exists. I am not able to comment on the accuracy of the estimated cost, however it is unlikely that amount would be required in 1983/84 to meet your timing.

I note that both the equipping of the interim repository and the provision of a purpose building repository are proposed to be completed on a design and construct basis. I am unable to advise if this is the most appropriate way to proceed without considering the work proposed. It is not normal practice to look at design and construct in the first instance.



C J FULLER

6 May 1983



CONFIDENTIAL

Department/Authority ..... NORTHERN TERRITORY ELECTRICITY COMMISSION

COMMENT ON CABINET SUBMISSION No.

TITLE: ..... ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES  
..... SERVICE

COMMENTS:

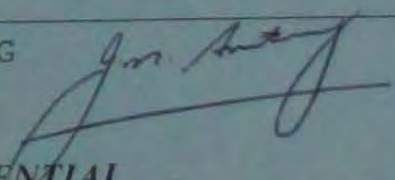
The N.T. Electricity Commission supports entirely the recommendations of the Submission.

The Commission has been unable to place archival material at the Commonwealth Archives for several years, and in the meantime has acted to store such materials in office and bulk store accommodation which is entirely unsatisfactory. The Commission looks forward to the possibility as a N.T. Government Instrumentality to being covered by the proposed Archives Service.

SIGNED: J M ARMSTRONG

DESIGNATION: CHAIRMAN

DATE: 11 MAY 1983



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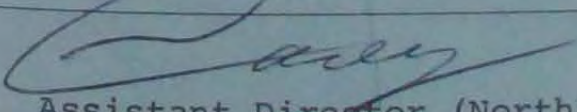
Department/Authority ..... CONSERVATION COMMISSION OF THE N.T. ....

COMMENT ON CABINET SUBMISSION No.

TITLE: ..... ESTABLISHMENT OF A NORTHERN TERRITORY ARCHIVAL  
..... SERVICE .....

COMMENTS:

The Conservation Commission supports the proposals outlined in the Cabinet Submission. We suggest that some urgency be attached to the issue as an adequate service is important to user organisations.

SIGNED:   
DESIGNATION: Assistant Director (North)

DATE: 5/5/83

CONFIDENTIAL



EDUCATION

Department/Authority .....

COMMENT ON CABINET SUBMISSION No.

TITLE: ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE

COMMENTS:

The Department of Education, like all Departments and Authorities, has been using the Australian Archives for the disposal of records and for the archiving of records.

We have enjoyed good service and retrieval access over the period of its operation, only marred recently by lack of space at Nightcliff.

It would appear that the proposal largely mirrors the Australian Archives operation and this Department therefore is in full agreement with the proposal.

SIGNED:

DESIGNATION: Acting Deputy Secretary.

DATE: 4.5.83.

CONFIDENTIAL



UNIVERSITY PLANNING AUTHORITY

Department/Authority .....

COMMENT ON CABINET SUBMISSION No.

TITLE: ESTABLISHMENT OF THE NORTHERN TERRITORY  
ARCHIVES SERVICE

COMMENTS:

THIS SUBMISSION IS STRONGLY SUPPORTED.

SIGNED:

*J.H. Leder*

DESIGNATION:

*Planning Vice-Chancellor*

DATE:

*29 April 1983*

CONFIDENTIAL





# NORTHERN TERRITORY PORT AUTHORITY

Harry Chan Avenue,  
Darwin, N.T.  
Telephone: (089) 81 6701  
Telex: AA85605

Correspondence To:  
Executive Chairman,  
G.P.O. Box 390,  
Darwin, N.T. 5794  
Australia

Your Ref:

Our Ref: JGC

3rd May, 1983

The Secretary,  
Department of Community Development,  
G.P.O. Box 1197,  
DARWIN N.T. 5794

Attention : Mr. N. Lynagh



Dear Mr. Lynagh,

## N.T. ARCHIVES SERVICE

Reference your letter of 26th April 1983, along with a draft Cabinet Submission on the establishment of the N.T. Archives Service.

I advise that the Northern Territory Port Authority have no objections to the submission.

Yours sincerely,

IAN GORDON  
CHAIRMAN





NORTHERN TERRITORY  
LIQUOR COMMISSION

Office of the Chairman,  
Royal Life Insurance  
Building, Cavenagh St.,  
Darwin.  
G.P.O. Box 2037, Darwin,  
Northern Territory,  
Australia, 5794.  
Telephone: (089) 81 4522  
Telex: AA 85628

3 May 1983

RECEIVED  
61583  
SECRETARY'S OFFICE  
DEPT. COMMUNITY  
DEVELOPMENT

Mr N. Lynagh  
The Secretary,  
Department of Community Development  
P.O. Box 1197  
DARWIN N.T. 5794

Dear Mr Lynagh,

Thank you for your letter dated 26 April in which you gave me the opportunity to comment on the draft Cabinet Submission on establishment of the N.T. Archives Services. I have considered the draft and find that I have no comment. In fact, the Liquor Commission would support such a submission.

Yours sincerely,

R.N. COUTTS  
Chairman





COMMISSIONER'S OFFICE  
POLICE HEADQUARTERS  
P.O. BOX 63  
DARWIN, N.T. 5794  
TELEPHONE (089) 81 5555



- 4 MAY 1983

Mr. N. Lynagh,  
Secretary,  
Department of Community  
Development,  
P.O. Box 1197,  
DARWIN, N.T. 5794.

Dear Mr. Lynagh,

I refer to the draft Cabinet Submission on the establishment of the Northern Territory Archives Service and advise that I have no comment to make in relation to the Submission.

R. MAULAY,  
COMMISSIONER OF POLICE.





**DEPARTMENT OF PRIMARY PRODUCTION**

RECEIVED

4/5/83

SECRETARY'S OFFICE  
DEPT. COMMUNITY  
DEVELOPMENT

HEAD OFFICE  
G.P.O. Box 4160  
DARWIN, N.T. 5794

Mr N. Lynagh  
Secretary  
Dept. of Community Development  
P.O. Box 1197  
DARWIN. N.T. 5794

Dear Mr Lynagh,

The Department of Primary Production supports the draft submission on the Establishment of the Northern Territory Archives Service.

Yours sincerely,

R.J. THISTLETHWAITE

Acting Secretary

29 April 1983



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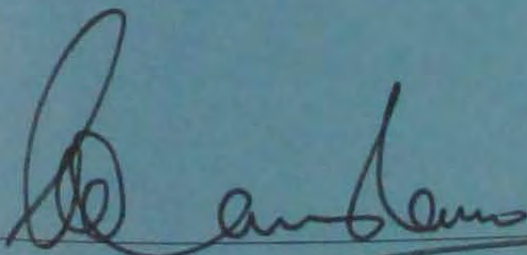
Department/Authority N.T. HEALTH

COMMENT ON CABINET SUBMISSION No.

TITLE: ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICES

COMMENTS:

The Department of Health supports the proposal to establish a Northern Territory Archives Service.



SIGNED: ADAM LOWE

DESIGNATION: ASSISTANT SECRETARY (SECRETARIAT)

DATE: 5 MAY 1983

CONFIDENTIAL



NORTHERN TERRITORY OF AUSTRALIA

**DEPARTMENT OF THE CHIEF MINISTER**

OFFICE OF THE CO-ORDINATOR GENERAL

P.O. BOX 4396  
DARWIN, N.T. 5794



9 May 1983

RECEIVED

915183

SECRETARY'S OFFICE  
DEPT. COMMUNITY  
DEVELOPMENT

Secretary,  
Department of Community Development,  
G.P.O. Box 1197,  
DARWIN N.T. 5794

Cabinet Submission - Establishment of  
the Northern Territory Archives Service  
(Your letter of 26 April)

Thank you for the opportunity to comment.

This Office has no objection to the submission.

GRAEME MUNRO  
for Co-ordinator General



CONFIDENTIAL

Department/Authority ..... N.T. HOUSING COMMISSION

COMMENT ON CABINET SUBMISSION No.

TITLE: ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE

COMMENTS:

The Northern Territory Housing Commission, like other N.T. Departments and Authorities, is experiencing difficulties in providing efficient storage for records not currently required for administrative purposes. At present, some such records are stored in non-airconditioned storerooms in flat complexes in Darwin.

The establishment of the Northern Territory Archives Services is seen as essential to provide professional, efficient storage of government records.

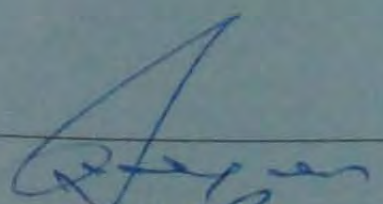
The recommendations contained in the attached submission are therefore fully supported.

T.O. FEGAN  
CHAIRMAN

SIGNED:

DESIGNATION:

DATE:

  
Chairman

31/7/83

CONFIDENTIAL



**CONFIDENTIAL**

Department/Authority ..... DEPARTMENT OF MINES AND ENERGY .....

**COMMENT ON CABINET SUBMISSION No.**

**TITLE:** ..... ESTABLISHMENT OF THE NORTHERN TERRITORY ARCHIVES SERVICE .....

**COMMENTS:**

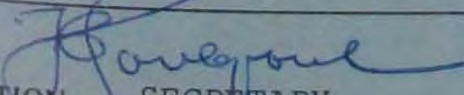
The Department endorses the recommendation of this submission.

There is, we note, no nomination nor analysis of options.

We are particularly pleased to note that Darwin is the recommended location.

The submission lacks an adequate definition of what constitutes a record for archival deposit nor is it clear where the discretion will lie to determine what is to be archived or what may remain with the Department.

Problems occur with material which constitutes a valuable historical record which is retained at the discretion of the Department for administrative purposes. Provision of conservation services for these records within the Department will be vital.

SIGNED:   
DESIGNATION: SECRETARY

DATE: 6 MAY 1983

**CONFIDENTIAL**





NORTHERN TERRITORY OF AUSTRALIA

**OFFICE OF THE AUDITOR-GENERAL**

G.P.O. BOX 4594  
DARWIN, N.T. 5794

TELEPHONE: 89-7155  
REFERENCE: GJC:JH



Mr. N. Lynagh  
Secretary  
Department of Community Development  
P.O. Box 1197  
DARWIN. N.T. 5794

N.T. ARCHIVES SERVICES

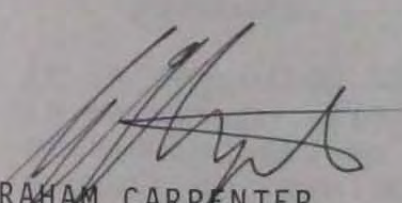
I refer to your letter of 26 April 1983 with attached draft Cabinet Submission.

I do not have any specific comments relating to the Submission.

I would however point out my interest in questions of security of records, especially records which will be provided by this Office.

In addition, on a broader nature, the time requirements for retention of financial and related records is of an interest as also it would be from a Treasury point of view.

I note that both of those aspects would appear to be covered within the responsibilities on Attachment A to the Submission.

  
GRAHAM CARPENTER  
Auditor-General

3 May 1983.



# Northern Territory Development Corporation

Corporate House  
110 The Esplanade  
Darwin NT 2045 Darwin,  
Northern Territory  
0811574

Tel: 089 89 4211  
Telex: AA 85397



From the Office of the Chairman

4th May, 1983

Mr. N. Lynagh,  
Secretary,  
Department of Community Development,  
G.P.O. Box 1197,  
DARWIN N.T. 5794



Dear Sir,

RE: DRAFT CABINET SUBMISSION -  
N.T. ARCHIVES SERVICE

I acknowledge receipt of your draft submission and provide my comments as follows.

Your proposal to establish the N.T. Archives Service in Darwin is supported.

I suppose you have fully evaluated the administrative impact of the proposal that all Government agencies to seek archival authority's approval to dispose of that Government agency's records, as envisaged in paragraph 21(c).

The wording of "its records" could be broadly interpreted to mean "any records" and could result in both -

- (a) abnormal utilisation of archive space, with resulting cost implications, and
- (b) high volume of requests from Government agencies to seek approval to dispose of obsolete printing or other unnecessary data for Government purposes.

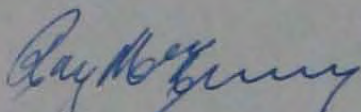
It is suggested that the term "its records" as shown in paragraph 21(c), should be defined to reflect the stated objectives in paragraph (b)ii, and read to exclude certain non-essential records and surplus requirements.



It is also suggested that arrangements be considered to give Chief Executive Officers and Prescribed Authorities discretion to re-determine that certain records of that Government agency as being "non-essential" for administrative purposes and as not possessing permanent reference value.

The Corporation supports all other points of your recommendations.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Ray McHenry". The signature is written in a cursive style with a large initial "R" and "M".

R. MCHENRY



Mr. Davis - Director.

DCDEV AA65487  
NTTC AA81170

HO 5029 6/5/83 JJ 1 Q12.30

TO: NOEL LYNAGH  
FROM: ERIC POOLE

RE: DRAFT CABINET SUBMISSION - N.T. ARCHIVES SERVICE

ALTHOUGH TOURIST COMMISSION SUPPORTS PROPOSAL IN PRINCIPLE, HAS CONSIDERATION BEEN GIVEN TO THE PROVISION OF A SECONDARY REPOSITORY FACILITY IN ALICE SPRINGS TO FACILITATE STORES AND RETRIEVAL OF LOCAL RECORDS.

E. H. POOLE  
\*  
DCDEV AA85487  
NTTC AA81170



MESSAGE  
TELEX M



THE ISSUES

1. Executive responsibility for the archives function passed from the Commonwealth to the Northern Territory Government with effect from 1 July 1982.
2. Northern Territory Administrative Arrangements place that responsibility with the Department of Community Development.
3. Since self government, Australian Archives has provided storage for and services to records from N.T. departments and authorities as agent for the N.T. Government.
4. Archives accommodation is now required urgently so that the N.T. Government may carry out these functions.

BACKGROUND

5. Cabinet Decision No. 682 endorsed in principle that the Northern Territory Library Service within the Department of Community Development would be responsible for Northern Territory Archives.
6. There is no archival legislation. The current Administrative Arrangements Order implements this decision. (N.T. Gazette 533 of 1/12/82).
7. Budgetary provision has been made in the financial year 1982/83 for the appointment of a Principal Archivist and Assistant Archivist.
8. Since self-government N.T. Government archives have been housed and serviced by the Australian Archives (N.T. Region) at Nightcliff. In 1982 the Australian Archives advised that the storage capacity of their Darwin building was almost exhausted and that they could not continue with the provision of storage services for N.T. government records. No major transfers of N.T. government records have been made during the past 2 years.
9. Australian Archives has indicated that 5000 linear metres of records are available for transfer immediately. Provision will be needed for an annual intake of 500 linear metres of permanent records from the Darwin area.



No figures are available in respect of storage requirements for records of temporary value (secondary records) but it is estimated to exceed 5000 linear metres. Approximately 500 linear metres of records await transfer from departments at Alice Springs.

10. The Department of Transport and Works has been asked to provide an air-conditioned building with a minimum storage area of 800 square metres for use as an interim archives repository in Darwin.

#### CONSIDERATION OF THE ISSUES - POLICY

11. Policies for the management of N.T. government records should be compatible with the aims and needs of the administration, based on archival principles and both consistent and uniform throughout government.
12. The archival function is not covered by legislation. It is required to be performed on a continuing basis within a departmental framework and necessarily involves operations by all Northern Territory government agencies.
13. The Northern Territory Archives Service should be authorised clearly as the Archival authority for the N.T. government.
14. The objectives, functions and responsibilities of the Northern Territory Archives Service as set out in Attachment A are proposed for endorsement.

#### CONSIDERATION OF THE ISSUES - LOCATION

15. There is a demand for disposal, storage and reference services by N.T. government agencies in Alice Springs and Darwin and elsewhere. A clear danger exists that individual departments and authorities may inadvertently destroy important records for lack of space or disposal services.



16. The main demand for archives reference services from government agencies and members of the public is in Darwin.
17. Preliminary discussions with the Department of Lands indicate that several possible sites for a permanent, purpose-designed archives building are available in Darwin.

OPTIONS

18. For the reasons given above it is proposed that the N.T. Archives Service be located initially in a temporary and subsequently a purpose-designed building in Darwin.

FINANCIAL CONSIDERATIONS19. Estimated Costs

1982/83 Equip interim Darwin repository	\$ 200 000	(not budgeted for)
Operating costs incl. staff	\$ 121 000	(budgeted for)
Total	\$ 321 000	
1983/84 Darwin repository	\$5400 000	
Operating costs incl. staff	\$ 189 000	
Total	\$5589 000	
1984/85 Operating costs incl. staff	\$ 220 000	
1985/86 Operating costs	\$ 220 000	

and subsequent years.

All estimates in March 1983 figures.

EMPLOYMENT CONSIDERATIONS

20. To implement proposal (including 2 staff already appointed)
- 1983/84 \$ 89 000 (2 staff full year, 4 staff half year)
- 1984/85 \$120 000 (6 staff full year)
- 1985/86 \$120 000 (6 staff)
- and subsequent years.

RECOMMENDATIONS

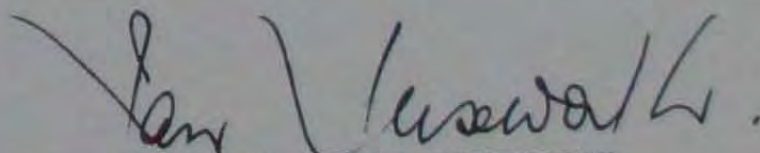
21. It is recommended that:



- (a) Cabinet authorise establishment by the Department of Community Development of the Northern Territory Archives Service as the archival authority of the N.T. Government.
- (b) Cabinet approves the objectives of the Northern Territory Archives Service to be:
- i. Promotion of efficient and economic management of N.T. government records.
  - ii. Preservation and ready availability as Northern Territory archives of all N.T. government records possessing permanent reference value and not currently required for administrative purposes.
  - iii. Provision of archival services for non-government records of permanent reference value.
- (c) Cabinet directs that all government agencies be required to deposit their records with the Northern Territory Archives Service and that no government agency may dispose of its records without approval of the archival authority of the Northern Territory Government.
- (d) Cabinet direct the Northern Territory Archives Service to be located in Darwin initially in temporary premises and subsequently in a purpose-designed building on a site to be determined in consultation with the Department of Lands.
- (e) Cabinet direct that the Northern Territory Archives Service should proceed to investigate the equipping of the interim Darwin repository and the provision of purpose built accommodation in Darwin on a design and construct basis.

20.4.83

DATE



IAN TUXWORTH



NORTHERN TERRITORY ARCHIVES SERVICEObjectives

1. Promotion of efficient and economic management of N.T. government records.
2. Preservation and ready availability as Northern Territory Archives of all N.T. government records possessing permanent reference value and not currently required for administrative purposes.
3. Provision of archival services for non-government records of permanent reference value.

Functions

1. To develop and administer policies, procedures and facilities for the control and custody, disposal, storage and accessibility of N.T. government records in collaboration with other agencies as appropriate.

Responsibilities

1. Regulating disposal of all N.T. records.
2. Surveying and evaluating N.T. records.
3. Storage of records of permanent or temporary value no longer required to be in the custody of other N.T. agencies.
4. Providing conservation services for records of permanent value.
5. Regulating access to N.T. records in accordance with government policy.
6. Providing retrieval, reference and exhibition services to N.T. agencies and to the public in respect of records in archival custody.
7. Providing management and descriptive information on the existence, nature and whereabouts of N.T. records and the agencies responsible for them.
8. Advising on methods and standards for the organisation, keeping and preservation of records.
9. Collecting and preserving non-government records of historical value to the N.T.