



Records disposal schedule

Records Disposal Schedule Environment Protection Regulation Department of Environment and Natural Resources

Disposal Schedule No. 2016/15

November 2016

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Table of contents

Preamble	i
Introduction.....	i
Structure of a Records Disposal Schedule	i
Function.....	ii
Activity	ii
Record Class	ii
Status and Disposal Action	ii
About this Records Disposal Schedule	iv
Purpose	iv
Scope	iv
Responsibility	iv
Authority	iv
Related Documents	v
Normal Administrative Practice	v
Notification of Destruction	vi
Acknowledgement	vi
Compliance Checklist	vii
Disposal Schedule	1
1. Environment Protection Regulation.....	1
1.1 Advice.....	1
1.2 Agreements	2
1.3 Assessments	3
1.4 Authorisation.....	4
1.5 Committees.....	7
1.6 Compliance.....	9
1.7 Contracting Out.....	10
1.8 Control	11
1.9 Extension Services	12
1.10 Grant Allocation	13
1.11 Inquiries	14
1.12 Investigations.....	15
1.13 Policy	16
1.14 Reporting	17

Preamble

Introduction

The *Information Act* 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 (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), 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.

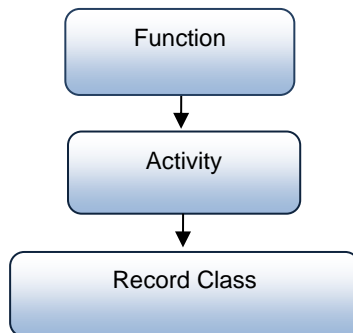
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, 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 NT 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 NT 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 Environment Protection Regulation function of the Department of Environment and Natural Resources.

Scope

Application of this Records Disposal Schedule is mandatory for Environment Protection Regulation of the Department of Environment and Natural Resources.

This Records Disposal Schedule applies to Environment Protection Regulation records in all formats.

Responsibility

The Chief Executive of the Department of Environment and Natural Resources 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*.

Disposal Schedule No. 2016/15 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Environment and Natural Resources on 4 November 2016 and is effective immediately.

Regulatory Framework

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

- *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
- *Environment Protection (Sea Dumping) Act 1981 (Cth)*
- *Environmental Assessment Act*
- *Environmental Assessment Administrative Procedures*
- *Environmental Offences and Penalties Act*
- *Environmental Offences and Penalties Regulations*
- *Environment Protection (Beverage Containers and Plastic Bags) Act*
- *Environment Protection (Beverage Containers and Plastic Bags) Regulations*
- *Environment Protection (National Pollutant Inventory) Objective*
- *Environment Protection Authority Act (repealed)*
- *Fisheries Act*
- *Fisheries Regulations*
- *Inquiries Act*
- *Litter Act*
- *Marine Pollution Act*
- *Marine Pollution Regulations*

- *Mining Management Act*
- *Mining Management Regulations*
- *National Environment Protection Council (Northern Territory) Act*
- *National Environment Protection Measures (Implementation) Act 1998 (Cth)*
- *National Environment Protection Measures (Implementation) Regulations 1999 (Cth)*
- *National Environment Protection (Air Toxics) Measure (Cth)*
- *National Environment Protection (Ambient Air Quality) Measure*
- *National Environment Protection (Assessment of Site Contamination) Measure 1999 (Cth)*
- *National Environment Protection (Diesel Vehicle Emissions) Measure 2001 (Cth)*
- *National Environment Protection (Movement of Controlled Waste between State and Territories) Measure 1998 (Cth)*
- *National Environment Protection (National Pollutant Inventory) Measure 2011*
- *National Environment Protection (Used Packaging Materials) Measure 2011*
- *Northern Territory Environment Protection Authority Act*
- *Nuclear Waste, Transport, Storage and Disposal (Prohibition) Act*
- *Pastoral Land Act*
- *Pastoral Land Regulations*
- *Petroleum Act*
- *Petroleum Regulations*
- *Petroleum (Submerged Lands) Act*
- *Petroleum (Submerged Lands) Regulations*
- *Planning Act*
- *Planning Regulations*
- *Waste Management and Pollution Control Act*
- *Waste Management and Pollution (Administration) Regulations*
- *Water Act*
- *Water Regulations*
- *Water Efficiency Labelling and Standards Act (repealed)*
- *Water Efficiency Labelling and Standards (National Uniform Legislation) Act*
- *Information Act*
- 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 Department of Environment and Natural Resources
- current authorised disposal schedules for Department of Environment and Natural Resources.

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.

Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT 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 NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business 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

<input type="checkbox"/>	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 NT Archives Service and NT 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 update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/>	Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/>	Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<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"/>	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"/>	Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/>	Transfer records of permanent value to the NT 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 records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced
<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"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<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"/>	Notify the NT Records Service of destruction of all records
<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 NT Archives Service

Disposal Schedule

1. Environment Protection Regulation

The function of regulating effective waste management, pollution control and sustainable practices, including the provision of advice on the environmental impacts of development proposals, policy and regulatory services.

Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting formal advice to and from the Minister, Government Bodies including the Northern Territory Environment Protection Authority, and Industry stakeholders in relation to environment protection regulation, such as environmental policy, legislation, emerging environmental issues and ecologically sustainable development. Includes ministerials, briefing notes, submissions and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice in relation to environment protection regulation to members of the public, government bodies and industry stakeholders, such as legislative requirements.	Temporary Destroy 3 years after action completed

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Include 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, negotiation and review of major agreements in relation to environment protection regulation such as the Intergovernmental Agreement on the Environment, Water Efficiency Labelling and Standards Intergovernmental Agreement, and the Environmental Assessment Bilateral Agreement with the Commonwealth. Includes memoranda of understanding, ministerials and deeds of indemnity.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements in relation to environment protection regulation. Includes draft agreements, memoranda of understanding, contracts, and other related correspondence.	Temporary Destroy 7 years after expiry or termination of agreement

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.3 Assessments

The processes associated with identifying the specific needs of a proposal.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting assessments of proposed projects under environmental impact assessment legislation, including the <i>Environmental Assessment Act</i> and the <i>Environmental Protection and Biodiversity Conservation Act 1999 (Cth)</i>.</p> <p>Includes documents and information developed in relation to the assessment process, such as assessment reports, ministerials, draft environment impact statements, Minister's comments, notices of intent, terms of reference, copies of public notices, submissions and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.2	<p>Records documenting development proposals where they have not been assessed as having a significant impact on the environment.</p> <p>Includes ministerials, notices of intent, assessments and related correspondence.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.4 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting delegations to authorised officers in relation to environment protection regulation under the relevant Acts. Includes written instruments and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting approved applications for the Container Deposit Scheme, including renewals, variations, suspensions and cancellations. Includes waste management arrangements, terms and conditions, coordinator arrangements, notices of decisions, annual returns and other supporting documents under the <i>Environment Protection (Beverage Containers and Plastic Bags) Act</i> . May include show cause notices, applications for review of decisions, court orders and other supporting documents.	Temporary Destroy 7 years after approval has expired, withdrawn or terminated
1.4.3	Records documenting applications for container deposit schemes that have been rejected. Includes applications, notices of decisions and other related correspondence.	Temporary Destroy 12 months after action completed

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.4 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.4.4	<p>Records documenting approvals and licences as required under relevant Acts, such as environment protection licences under the <i>Waste Management and Pollution Control Act</i>, night time transfers under the <i>Marine Pollution Act</i> and Waste Discharge Licences under the <i>Water Act</i>.</p> <p>Includes applications, receipts of prescribed fees, plans for environmental management and supporting documents.</p> <p>May include environmental audits, compliance plans and performance agreements, court orders, applications for review of decisions and related correspondence.</p>	<p>Temporary</p> <p>Destroy 10 years after action has ceased</p>
1.4.5	<p>Records documenting appointments of authorised officers as required under the environment protection regulation Acts.</p> <p>Includes copies of qualifications, recommendations, terms and conditions.</p>	<p>Temporary</p> <p>Destroy 7 years after end of appointment</p>
1.4.6	<p>Records documenting approval of qualified persons to perform environmental audits for programs as required under the <i>Waste Management and Pollution Control Act</i>, including suspensions and cancelations.</p> <p>Includes applications, qualifications, terms and</p>	<p>Temporary</p> <p>Destroy 7 years after end of appointment</p>

1. Environment Protection Regulation

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1.4 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
	conditions.	

1. Environment Protection Regulation

The function of regulating effective waste management, pollution control and sustainable practices, including the provision of advice on the environmental impacts of development proposals, policy and regulatory services.

Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

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 an authority responsible for the environment protection regulation function such as the Northern Territory Environment Protection Authority, including the appointments of the Chairperson and members, terminations, agendas, minutes and decision registers. May include disclosure of interests by members.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting high level committees where the agency is representing the NT in relation to environment protection regulation, such as Meeting of Environment Ministers (MEM), National Environment Protection Council (NEPC), and the National Environment Protection Council Committee and Senior Officials Group (SOG). Includes agendas, minutes, out of session papers, discussion papers and action items and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Environment Protection Regulation

The function of regulating effective waste management, pollution control and sustainable practices, including the provision of advice on the environmental impacts of development proposals, policy and regulatory services.

Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

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
1.5.3	Records documenting administrative committees, or inter-departmental formal committees, such as the Australian Environmental Law Enforcement and Regulators Network (AELERT), National Environment Protection Measure (NEPM) working groups, Heads of Environment Protection Authorities, Redbank Working Group and the Interagency Asbestos Management Working Group. Includes agendas, minutes, discussion papers and action items.	Temporary Destroy 5 years after action completed

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

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	Records documenting performance agreements in relation to environment protection regulation under relevant Acts.	Temporary Destroy 10 years after the agreement has expired
1.6.2	Records documenting compliance plans in relation to environment protection regulation under relevant Acts. Includes draft compliance plans, monitoring results, reports and other related correspondence.	Temporary Destroy 10 years after action has ceased
1.6.3	Records documenting pollution abatement notices in relation to environment protection regulation issued under relevant Acts, including amendments and revocations of notices. Includes copies of notices lodged with the Registrar – General, file notes, reports and other supporting documents.	Temporary Destroy 7 years after notice has been removed from the Land Title

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.7 Contracting Out

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or 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. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting contracts in relation to environment protection regulation, such as consultants for provision of high level technical advice.</p> <p>Includes records associated with the development, negotiation and issue of contracts excluding tender documentation.</p> <p>Includes final and draft versions, gazettal notices, deed of agreements, performance reports, variations to contracts and other supporting documents.</p>	<p>Temporary</p> <p>Destroy 7 years after completion or other termination of contract</p>

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

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>Registers as required in relation to environment protection regulation, such as</p> <ul style="list-style-type: none"> - Qualified persons to perform environmental audits as required under the <i>Waste Management and Pollution Control Act</i> - Notifications of incidents causing or threatening to cause pollution as required under the <i>Waste Management and Pollution Control Act</i> - Environment protection approvals and licences as required under the <i>Waste Management and Pollution Control Act</i>. - Pollution Abatement notices as required under the <i>Waste Management and Pollution Control Act</i> - Assessment Reports as required under the <i>Environmental Assessment Administrative Procedures</i> 	<p>Permanent</p> <p>Retain in organisation</p> <p>(Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry.</p>

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.9 Extension Services

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
1.9.1	Records documenting the promotion and awareness of environmental protection, such as presentations, information sessions and expeditions. Includes background research, briefs and designs, handouts and other related correspondence.	Temporary Destroy 5 years after action completed

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.10 Grant Allocation

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the granting of scholarships, such as the Barbara Singer Scholarship. Includes receipts of funds provided, invoices and related correspondence.	Temporary Destroy 7 years after action completed
1.10.2	Records documenting grant funding by the organisation where the application was successful, such as the Container Deposit Scheme Infrastructure Grants and Environmental Grants for individuals and school projects. Includes applications, decisions, receipts, agreements, acquittals and related correspondence.	Temporary Destroy 7 years after grant acquitted
1.10.3	Records documenting unsuccessful applications made to the organisation for grant funding. Includes applications and related correspondence.	Temporary Destroy 2 years after action completed
	Use – FINANCIAL MANAGEMENT – GRANT FUNDING for records documenting the receipt of grants from the Commonwealth Government, including agreements, financial statements, progress reports and acquittal information.	

1. Environment Protection Regulation

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1.11 Inquiries

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting inquiries in relation to environment protection regulation. Includes inquiries under the <i>Environmental Assessment Act</i>, <i>Inquiries Act</i>, <i>Northern Territory Environment Protection Authority Act</i> and <i>Environment Protection Authority Act</i> (repealed).</p> <p>Includes written notices, final reports, witness statements, photos, file notes,</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Environment Protection Regulation

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Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.12 Investigations

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting major investigations in relation to environment protection regulation under the relevant Acts, such as the Edith River Train Derailment, Darwin Port Corporation Environmental Nuisance Prosecution and the Mount Todd Uncontrolled Discharges, and contaminated sites.</p> <p>Includes final investigation reports, witness statements, photos, extracts, file notes, pollution abatement notices and other supporting documents.</p> <p>May include applications for review of decisions and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.12.2	<p>Records documenting minor investigations in relation to environment protection regulation into suspected pollution breaches under the relevant acts, such as construction noise, offensive odours from industry, unreasonable dust, and discolouration of water ways.</p> <p>Includes final investigation reports, pollution abatement notices, witness statements, photos, extracts, file notes and other supporting documents.</p> <p>May include applications for review of decisions and related correspondence.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

1. Environment Protection Regulation

The function of regulating effective waste management, pollution control and sustainable practices, including the provision of advice on the environmental impacts of development proposals, policy and regulatory services.

Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

1.13 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
1.13.1	Master set of policies and guidelines in relation to environment protection regulation, such as the Environmental Assessment Guidelines and Code of Practices. Includes gazette notices and ministerials.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of policies and guidelines relating to environment protection regulation. Includes consultation papers, drafts, policy proposals, research papers and comments.	Temporary Destroy 5 years after policy is approved

1. Environment Protection Regulation

The function of regulating effective waste management, pollution control and sustainable practices, including the provision of advice on the environmental impacts of development proposals, policy and regulatory services.

Includes the establishment and management of the Northern Territory Environment Protection Authority under the *Northern Territory Environment Protection Authority Act*, authorisation of licences under relevant Acts, grant funding and compliance activities, including investigations and enforcement activities.

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	Status and Disposal Action
1.14.1	Final reports in relation to environment protection regulation prepared for the Minister, including environmental quality reports and annual reports. Includes ministerial and working briefs.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting draft versions of reports in relation to environment protection regulation that have been prepared for the Minister. Includes drafts, correspondence and feedback.	Temporary Destroy 5 years after action completed