



## **Records disposal schedule**

# **Records Disposal Schedule Public Sector Grievance Review Services Office of the Commissioner for Public Employment**

**Disposal Schedule No. 2013/2**

**June 2013**

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## 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 so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive 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 administrative functional records disposal schedules that apply to records common to most or all NT government public sector organisations, and
- Specific functional records disposal schedules that apply to records unique to an NT government public sector organisation or function.

Specific functional records disposal schedules should be used in conjunction with general administrative functional 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.<sup>2</sup>

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

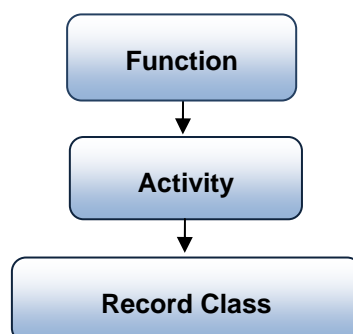
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT government public sector organisations.

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

<sup>2</sup> 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 below:



### **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**

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 Public Sector Grievance Review Services records of the Office of the Commissioner for Public Employment.

### Scope

Application of this Records Disposal Schedule is mandatory for Public Sector Grievance Review Services records of the Office of the Commissioner for Public Employment.

This Records Disposal Schedule applies to Public Sector Grievance Review Services records in all formats.

### Responsibility

The Chief Executive of the Office of the Commissioner for Public Employment 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. 2013/2 was approved by the Director of the NT Archives Service, Department of Arts and Museums (the Archives Service), Director, ICT Policy and Strategy, Department of Corporate and Information Services (the Records Service), and the Chief Executive of the Office of the Commissioner for Public Employment on 7 June 2013 and is effective immediately.

### Superseded records disposal schedule

This Records Disposal Schedule supersedes the former schedule 1998/3, Office of the Commissioner for Public Employment, Promotions Appeals Board and Grievance Review records, Section 2.0.0 Grievance Review. That schedule can no longer be used to sentence Public Sector Grievance Review records.

### Regulatory Framework

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

- *Public Sector Employment and Management Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-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 Office of the Commissioner for Public Employment
- current authorised disposal schedules for the Office of the Commissioner for Public Employment

## **Normal Administrative Practice and Records of Short Term Value**

Organisations are permitted to dispose of short-term or transitory records (for example, background notes, office messages, meeting requests, and drafts of reports and briefs with no significant impact upon the finished product/position) as part of normal administrative practice. Destruction in this manner usually occurs because the records are duplicated, unimportant or for short-term use only.

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

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed for business or other purposes.

## **Notification of Destruction**

Provide the Records Service, Department of Corporate and Information Services with formal notification of destruction of all records using the Notification of Destruction of Records form.

**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.

The schedule was drafted principally by the Office of the Commissioner for Public Employment in consultation with the NT Records Service.

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## Compliance Checklist

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

## Disposal Schedule

### 1. Public Sector Grievance Review Services

The function of providing Northern Territory Public Sector employees with an independent and impartial grievance review service of agency actions or decisions under the *Public Sector Employment and Management Act* and the provision of education and training awareness programs to ensure the Merit Principles are applied and the creation of guidelines such as the Merit Selection Guide.

Use STRATEGIC MANAGEMENT – PLANNING for records relating to business plans designed to meet corporate objectives.

Use LEGAL SERVICES – LEGISLATION for records relating to the review and amendment of the *Public Sector Employment and Management Act*.

#### 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 relating to general enquiries and advice given to employees on grievance review processes. Such as expected timeframes, provision of required information relating to the grievance such as type of treatment, action and evidence etc.	TEMPORARY Destroy 2 years after action completed

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Use STRATEGIC MANAGEMENT – PLANNING for records relating to business plans designed to meet corporate objectives.

Use LEGAL SERVICES – LEGISLATION for records relating to the review and amendment of the *Public Sector Employment and Management Act*.

### 1.2 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
1.2.1	<p>Records relating to education and training awareness programs on ensuring merit, diversity and fairness throughout the public sector are followed throughout recruitment and employment periods. Including the process of raising awareness of the grievance lodgement process and relevant changes to the Public Sector Employment and Management Act.</p> <p>Includes content material, delivery plans and promotional material.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after program has been superseded</p>

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Use STRATEGIC MANAGEMENT – PLANNING for records relating to business plans designed to meet corporate objectives.

Use LEGAL SERVICES – LEGISLATION for records relating to the review and amendment of the *Public Sector Employment and Management Act*.

### 1.3 Grievance Reviews

The process of providing employees with an independent and impartial review of agency actions and decisions relating to public sector employment conditions under *the Public Sector Employment and Management Act*.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records relating to grievance review applications pursuant to Section 59 of the <i>Public Sector Employment and Management Act</i>.</p> <p>Includes applicants written requests addressed to the Commissioner, information requested from the agency to assist the Commissioner with the review process, legal advice and written notifications of decisions and reasons to the applicant and the relevant Chief Executive Officer.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after grievance finalised, lapsed or withdrawn</p>