



Northern  
Territory  
Government

**Records Disposal Schedule  
Policing and Crime Detection  
NT Police, Fire and Emergency  
Services**

**Disposal Schedule No. 2011/1**

**April 2011  
Amended November 2015  
Amended January 2018**

For information and advice, please contact  
NT Records Service  
Department of Corporate and Information Services  
GPO Box 2391  
Darwin NT 0801  
Email: [NTG.RecordsPolicy@nt.gov.au](mailto:NTG.RecordsPolicy@nt.gov.au)  
Telephone: (08) 8999 1781 / 8999 1688  
Facsimile: (08) 8924 3880  
Website: [http://www.nt.gov.au/dcis/info\\_tech/records\\_policy\\_standards/index.shtml](http://www.nt.gov.au/dcis/info_tech/records_policy_standards/index.shtml)

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## ABOUT THIS DISPOSAL SCHEDULE

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the Policing and Crime Detection function of the NT Police, Fire and Emergency Services.

### Scope

Application of this Disposal Schedule is mandatory for Policing and Crime Detection records of the NT Police, Fire and Emergency Services.

This Disposal Schedule applies to Policing and Crime Detection records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

This schedule does not apply to records created prior to the establishment of the Northern Territory Government. Please refer to NT Government Archives Management Standard – Disposal of Government Records created prior to 1 July 1978.

### Responsibility

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

### Authority

This Disposal Schedule was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the NT Police, Fire and Emergency Services 20 April 2011 and is effective immediately.

This schedule is authorised in accordance with S. 136B of the Information Act. Public records must not be disposed of if disposal would be in contravention of S. 145 of the Information Act.

### Explanation

This schedule has been 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.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The 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.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records. Any temporary record may be required to be retained for longer than its specified retention period under certain circumstances, for example,

- ▶ if it relates to any current or pending legal action,
- ▶ is relevant to an investigation or inquiry which is in progress,
- ▶ it is subject to an Information Access application,
- ▶ or subject to a disposal freeze.

### Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Aboriginal Land Act
- ▶ Animal Welfare Act
- ▶ Auctioneers Act
- ▶ Bail Act
- ▶ Classification of Publications, Films and Computer Games Act
- ▶ Commercial and Private Agents Licensing Act
- ▶ Consumer Affairs and Fair Trading Act
- ▶ Coroners Act
- ▶ Coroners Regulations
- ▶ Criminal Code Act
- ▶ Dangerous Goods Act

- ▶ Dangerous Goods Regulations
- ▶ Domestic and Family Violence Act
- ▶ Gaming Control Act & Regulations
- ▶ Gaming Machine Act
- ▶ Hawkers Act (Repealed)
- ▶ Kava Management Act
- ▶ Liquor Act
- ▶ Marine Stores Act (Repealed)
- ▶ Mining Act
- ▶ Misuse of Drugs Act
- ▶ Misuse of Drugs Regulations
- ▶ NT Aboriginal Sacred Site Act
- ▶ Observance of Law Act
- ▶ Places of Public Entertainment Act
- ▶ Police Administration Act
- ▶ Protective Security Manual
- ▶ Prostitution Regulation Act
- ▶ Surveillance Devices Act 2007
- ▶ Telecommunications (Interception) Northern Territory Act
- ▶ Trespass Act
- ▶ Uncollected Goods Act
- ▶ Unlawful Betting Act
- ▶ Youth Justice Act
- ▶ Information Act 2002
- ▶ NT Government Records Management Standards
- ▶ NT Government Archives Management Standards
- ▶ Australian Standards AS ISO 15489:2002-Records Management

## **Related Documents**

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the NT Police, Fire and Emergency Services.
- ▶ current authorised disposal schedules for NT Police, Fire and Emergency Services.
- ▶ NT Government General Disposal Schedules

## **NT Government Disposal Schedules**

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There is presently one disposal schedule which provides disposal coverage for records common to most or all NT Government public sector organisations.

- ▶ Records Disposal Schedule Administrative Functions of the Northern Territory Government – Disposal Schedule No. 2013/5
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ Disposal Schedule for Temporary Records that have been Digitised – Disposal Schedule No. 2009/13

These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

## **Sentencing Records**

Sentence records with this records disposal schedule using the following five steps:

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ 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.

- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

### Re-sentencing Records

All records sentenced under superseded disposal schedule NTPFES Records Disposal Schedule 1998/4 are to be re-sentenced using this schedule.

Schedule of amendments to the Policing and Crime Detection Records Disposal Schedule were authorised by the Commissioner and Chief Executive Officer of NT Police Fire and Emergency Services on 27 October 2015 and are effective immediately.

Page	Element	Type of edit	Description of amendment
20	Class 1.13.1	Category B	Class Description

Schedule of amendments to the Policing and Crime Detection Records Disposal Schedule were authorised by the Commissioner and Chief Executive Officer of NT Police on 20 December 2017 and are effective immediately.

Page	Element	Type of edit	Description of amendment
41	Class 1.22.11	Category B	New Class

### Normal Administrative Practice

Some records and ephemeral documents can be destroyed under the authority of the

Disposal Schedule for Short Term Value Records.: These include:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg 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. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

### Notification of Destruction

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

### Acknowledgment

The NT Archives Service and NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the NT Police, Fire and Emergency Services in consultation with the NT Records Service.

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.

## **Format of Investigation Records**

An investigation file may include (but is not limited to) the following

- Affidavits
- Affidavit of Identification
- Cards
- Court depositions
- Diaries
- DNA samples
- Drawings
- Electronic record of Interview (EROI)
- Facts for prosecution
- Field interviews (EROI)
- Forensic reports, analysis, results
- Internal memorandum
- Maps
- Medical reports
- Negatives
- Notebooks
- Person profiles
- Photographs
- Protection Information (Surveillance Devices)
- Registers
- Reports for Coroner
- Running sheet
- Subject reports
- Suspect profiles
- Transcripts
- Video and audio records including digital electronic recordings including CCTV footage.
- Witness statements

Where the investigation involves numerous offences, the most serious offence will determine the status (permanent or temporary) of the investigation file and the retention period (time kept).

Investigation records include Member's Working Files.

## **Police Realtime Online Management Information System (PROMIS)**

Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS

Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for PROMIS filing

## **National Security Intelligence**

Records originating from the Australian Intelligence Community relevant to the assessment of any aspect of National Security must be handled and managed according to the National Security Classification and in line with the Protective Security Manual.

## COMPLIANCE

### 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 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
- 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 electronic recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records series that require re-sentencing
- 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
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, 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 not later than 30 years after creation for retention as archives
- 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 unless they are ephemeral documents that are obviously duplicate and/or unimportant



## DISPOSAL SCHEDULE

### 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

#### 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.1.1	Master copy of Police Gazette notifications and related records from the Commissioner of Police regarding instructions, determinations, directions and notices.  Includes Police Gazette supplements, photo supplements, Crime Circulars, Special Circulars and Special Crime Circulars.	PERMANENT  Transfer to NT Archives Service 15 years after action completed
1.1.2	Duplicate copies of Police Gazettes and supplements.	TEMPORARY  Destroy when reference ceases
1.1.3	Records relating to notification and advice received from external agencies, bodies, organisations or agents in accordance with statutory requirements.  For example, advice concerning the issue of permits for the consumption of liquor in a public restricted area, and advice concerning the re-possession of vehicles by commercial agents.	TEMPORARY  Destroy 2 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.2 ANIMAL SERVICES

The activities associated with employing the use of animals within the NT Police, Fire and Emergency Services.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	Records relating to the management and care of police dogs and horses. Includes veterinary, training and assessment records.	TEMPORARY Destroy 10 years after service life of animal is completed
1.2.2	Records relating to investigations conducted as a result of injury to a person by a police animal. Includes committee of inquiry records.  Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for investigations conducted into the death of a person as a result of contact with a police animal  Use POLICING AND CRIME DETECTION – CORONIAL INQUIRIES for records prepared for the Coroner concerning the death of a person as a result of contact with a police animal  Use LEGAL SERVICES – LITIGATION for activities associated with litigation action taken against the agency  Use LEGAL SERVICES – CLAIMS for activities associated with claims that do not proceed to litigation	TEMPORARY Destroy 7 years after investigation or inquiry 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.3 AUDIT

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to handover/takeover reports where a discrepancy is identified and an investigation is conducted to determine the cause of the discrepancy.  Includes final outcome and recommendations.	TEMPORARY  Destroy 10 years after action completed
1.3.2	Records relating to handover/takeover reports where no discrepancy is found.  Includes station handover/takeover reports and front counter or shift change handover/takeover reports.	TEMPORARY  Destroy 6 years after action completed
1.3.3	Records relating to audits conducted at the section or unit level to ensure adherence to statutory requirements, policy and procedures.  Includes audit outcomes and recommendations.  Use PROFESSIONAL RESPONSIBILITY REGULATION – AUDIT for audits conducted to ensure integrity and ethical standards are maintained. Includes station, section and unit inspections  Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for activities associated with criminal investigations	TEMPORARY  Destroy 6 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 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 relating to the statutory authorisation, appointment or delegation of powers in accordance with legislative responsibility.  Includes copies of gazette notices.	PERMANENT  Transfer to NT Archives Service 15 years after action completed
1.4.2	Records relating to applications and renewal requests concerning escort licences (escort agency manager licence and escort agency operator, etc.)  Includes issue, refusal or cancellation of certificates; statutory declarations; decisions; results of appeal; circumstances of entry onto premises and reports to the Chairperson of the Commission detailing circumstances of entry.	TEMPORARY  Destroy 65 years after date of birth of applicant or 5 years after licence lapses or 5 years after application is rejected whichever is later
1.4.3	Records relating to regulatory licences issued between 1978 and 2002.  For example, Hawkers Licence, Auctioneers Licence, Bookmakers Licence, Marine Dealers Licence and Public Entertainment Licence.  Excludes Firearm and Weapon Licences.  Use FIREARMS CONTROL – AUTHORISATION for records relating to firearm licences and permits  Use WEAPONS CONTROL – AUTHORISATION for records relating to weapon licences and permits  Use POLICING AND CRIME DETECTION – WARRANT PROCESSING for activities associated with the authorisation of search warrants and arrest warrants  Use POLICING AND CRIME DETECTION – EXTRADITION for activities associated with the authorisation of extradition activities	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.5 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth 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 relating to committees convened by or involving the agency that lead to major policy change or have a significant impact on society.  Includes appointment of members, agenda, minutes, supporting papers, reports, briefing papers and discussion papers.	PERMANENT  Transfer to NT Archives Service 15 years after action completed
1.5.2	Records relating to committees convened by or involving the agency that lead to minor policy change, no policy change, or do not have a significant impact on society.  Includes appointment of members, agenda, minutes, supporting papers, reports, briefing papers and discussion papers.	TEMPORARY  Destroy 15 years after action completed
1.5.3	Records relating to the administration of committees. Includes draft agenda, draft minutes, distribution lists, invitations to attend, venue and travel arrangements.  Use POLICING AND CRIME DETECTION – CONFERENCES for attendance and participation at conferences, workshops or seminars concerning policing and crime detection	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 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, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to notification of the intention to dispose of uncollected goods under bailment.  Includes applications to the court and certificates issued concerning motor vehicles.	TEMPORARY  Destroy 7 years after action completed
1.6.2	Records relating to consultation and development of kava management plans regarding the issue or renewal of kava licences.  Includes amendment and replacement management plans.	TEMPORARY  Destroy 7 years after plan superseded or licence expires
1.6.3	Records relating to the issue of trespass notices.	TEMPORARY  Destroy 2 years after action completed
1.6.4	Records relating to liquor contravention notices.  Includes public restricted area contravention notice, contravention notices issued to individuals and restricted premises contravention notices.  Use LEGAL SERVICES – LITIGATION for objections or complaints regarding licensed premises  Use POLICING AND CRIME DETECTION – INFRINGEMENTS for activities associated with the issue and management of infringement notices  Use ROAD SAFETY SERVICES – INFRINGEMENTS for activities associated with the issue and management of traffic infringement and speed camera infringement notices  Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS	TEMPORARY  Destroy 2 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.7 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	<p>Master set of proceedings of conferences, workshops and seminars relating to policing and crime detection and organised by the agency.</p> <p>Includes papers presented by agency staff.</p> <p>For example, International Association of Women Police Annual Conference, Police Commissioners Conference, Commissioners of Police of Australasia and the South West Pacific Region, Australasian Drug Strategy Conference.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 15 years after action completed</p>
1.7.2	<p>Records relating to participation and attendance at local, national or international conferences, workshops or seminars concerning the policing and crime detection function.</p> <p>Includes authorisation or invitation to attend, travel arrangements, registration, reports and presentations.</p> <p>For example, National Crime Practitioners Conference, Domestic and Family Violence Workshop.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
1.7.3	<p>Records relating to administrative arrangements concerning conferences, workshops and seminars organised by the agency.</p> <p>Includes quotations, booking details, draft proceedings, draft programs, catering arrangements, travel and accommodation arrangements, publicity material, speakers, topics and conference events.</p>	<p>TEMPORARY</p> <p>Destroy 7 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.8 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Electronic records relating to the management of information and incidents reported to or coming to the attention of the Northern Territory Police.  For example, PROMIS.	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act (manage and migrate data to new media platform/system during system upgrades)
1.8.2	Crime Report Index Cards, Criminal Offence and Modus Operandi Registers and Crime Report Registers.	PERMANENT  Transfer to NT Archives Service 30 years after action completed
1.8.3	Electronic records relating to information reports concerning suspects or suspected criminal activity or behaviour.  For example, Information Reporting System.	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act (manage and migrate data to new media platform/system during system upgrades)
1.8.4	Register of Information Reports created prior to January 2005.  Includes Information Report index cards.	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act
1.8.5	Register of surveillance device warrants and emergency authorisations.	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act (manage and migrate data to new media platform/system during system upgrades)
1.8.6	Electronic records relating to the management of master electronic record of interview records.	TEMPORARY  Destroy 20 years after action completed (manage and migrate data to new media platform/system during system

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.8 CONTROL

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b> (upgrades)
1.8.7	Station procedure register of intimate and non-intimate procedures.  Use INFORMATION MANAGEMENT – CONTROL for correspondence books	TEMPORARY  Destroy 25 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.9 CORONIAL INQUIRIES

An inquiry, by a Coroner, of any death which is not clearly due to natural causes. Includes all inquiries, investigations or inquests conducted by the NT Police on behalf of the Coroner in the Northern Territory, or any Coroner of any other State or Country.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.9.1	Records relating to inquiries conducted on behalf of the Coroner to determine facts and obtain evidence concerning reportable deaths and disasters.  Includes findings and recommendations.	PERMANENT  Transfer to NT Archives Service 30 years after action completed
1.9.2	Duplicate copies of coronial files.	TEMPORARY  Destroy upon written confirmation that original file is held by the Coroners Office or NT Archives Service

Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS

## **1. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.10 ENQUIRIES**

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.10.1	<p>Records relating to contact with members of the public, organisations, community groups etc. concerning policing and crime detection activities that are not directly related to an investigation or PROMIS job.</p> <p>May include anonymous letters and correspondence from eccentric letter writers.</p> <p>Use POLICE INFORMATION ACCESS – INCIDENT ENQUIRIES for insurance requests, crimes victims' assistance or where information is requested in accordance with an authorised information sharing arrangement or statutory requirement or authority</p> <p>Use INFORMATION MANAGEMENT – ENQUIRIES for the activities associated with the processing of requests, questions and complaints relating to the Information Act. Includes access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles</p>	<p>TEMPORARY</p> <p>Destroy 6 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.11 EVENTS

The activities associated with arranging, managing or attending events.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.11.1	Records relating to notification from community groups, organisations or bodies regarding public order events where a police presence is required.  Includes notification of event, resource arrangements, briefing notes and final report.	TEMPORARY  Destroy 10 years after action completed
1.11.2	Records relating to notification from community groups, organisations or bodies regarding public order events where no police presence is required.  Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for activities associated with a public order event that has become riotous or an unlawful assembly  Use POLICING AND CRIME DETECTION – PLANNING for activities associated with planning, management and response to high risk situations and events  Use ROAD SAFETY SERVICES – AUTHORISATION for records relating to requests for authorisation to conduct speed trials, races, parades or processions on Northern Territory roads	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. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.12 EXTRADITION**

The activity of seeking the return of a person from another legal jurisdiction, such as another Australian State, Territory or foreign country. The extradition is normally sought so that the person being extradited can answer serious criminal charges in the country or state, which is seeking the person's extradition.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.12.1	Records relating to the extradition of individuals from or to the Northern Territory.  Includes application, warrant, statements, supporting documentation and travel arrangements.  Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.13 INFRINGEMENTS

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records relating to the issue and management of infringement notices to persons who have committed an offence in breach of the law which have not been elected to be heard before the court.</p> <p>Includes courtesy letters, withdrawal request or notice and re-issued infringements.</p> <p>Use POLICING AND CRIME DETECTION – JUDICIAL PROCESS for infringements elected to be heard before the Court</p> <p>Use ROAD SAFETY SERVICES – INFRINGEMENTS for activities associated with the issue and management of traffic infringement notices including parking infringements; speeding infringements and defect notices</p> <p>Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS</p>	<p>TEMPORARY</p> <p>Destroy 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.14 INTELLIGENCE

The pro-active activities associated with gathering, collating, analysing and disseminating criminal and security intelligence (secret information as for military or national security purposes). Intelligence gathered may form part of an operation.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records relating to information originating from the Australian Intelligence Community relevant to the assessment of any aspect of National Security.  Records and information must be handled and managed in accordance with their national security classification.	TEMPORARY  Destroy when reference ceases and notify originating agency or return to originating agency
1.14.2	Records relating to hard copy intelligence reports produced prior to January 2005.  Includes field reports and information reports.  Use POLICING AND CRIME DETECTION – CONTROL for electronic records contained in the Information Reporting System	TEMPORARY  Destroy 10 years after action completed
1.14.3	Records relating to intelligence information requests and information exchange.  Includes requests from national and international law enforcement agencies.  Use POLICE INFORMATION ACCESS – INCIDENT ENQUIRIES for requests not related to intelligence information  Use INFORMATION MANAGEMENT – ENQUIRIES for the activities associated with the processing of requests, questions and complaints relating to the Information Act	TEMPORARY  Destroy 10 years after action completed
1.14.4	Records relating to probity checks.	TEMPORARY  Destroy 10 years after action completed
1.14.5	Records and information obtained by surveillance device warrant or emergency authorisation not required for investigation purposes.  Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for intelligence information that is required for investigation purposes	TEMPORARY  Destroy when no longer required for a permitted purpose in accordance with section 55(1)(b) of the Surveillance Device Act 2007
1.14.6	Information circulars, bulletins, newsletters or publications issued by law enforcement agencies regarding suspects, criminal activity, trends and law enforcement techniques.	TEMPORARY  Destroy when reference ceases

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. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.14 INTELLIGENCE**

The pro-active activities associated with gathering, collating, analysing and disseminating criminal and security intelligence (secret information as for military or national security purposes). Intelligence gathered may form part of an operation.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
	Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS and the Information Reporting System	
	Use PROFESSIONAL RESPONSIBILITY REGULATION – AUDIT for activities associated with the auditing of information request transactions	

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.15 JUDICIAL PROCESS

The activities associated with charging offenders, provision of prosecution services, presentation of evidence, applications for bail, use of diversionary programs and the serving of court notices.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records relating to the laying of charges against offenders in police custody. For example, Charge book.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.15.2	Prosecution files concerning serious violence offences and serious sexual offences where prosecution action is managed by Police. Includes Master sealed electronic records of interview (EROI) and Section 140 interviews.  Also includes prosecution files which involve significant or considerable media coverage, controversial prosecution, public interest or involve a professional or politician in the course of their duty.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.15.3	Prosecution files concerning offences that are not serious violence offences or not serious sexual offences where prosecution action is managed by Police. Includes Master sealed electronic records of interview (EROI) and Section 140 interviews.	TEMPORARY Destroy 10 years after action completed
1.15.4	Records relating to notice of final outcome of court action. Includes sentencing details imposed by the courts.	TEMPORARY Destroy 30 years after action completed
1.15.5	Hard copy apprehension reports created prior to the introduction of the Integrated Justice Information System (IJIS).	TEMPORARY Destroy 30 years after action completed
1.15.6	Police issued or court issued domestic violence orders. Includes application, review, variation and revocation of interim orders, consent orders and external orders.	TEMPORARY Destroy 10 years after action completed
1.15.7	Working copies of electronic records of interview (EROI).  Note: Master sealed electronic record of interview (EROI) recordings and S140 recordings are retained as per prosecution file.	TEMPORARY Destroy 28 days after appeals period has lapsed
1.15.8	Records relating to the formal diversion of offenders away from the criminal justice system.  Includes diversionary reports, assessments, agreements, service provider reports, post conference surveys, weekly	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.15 JUDICIAL PROCESS

The activities associated with charging offenders, provision of prosecution services, presentation of evidence, applications for bail, use of diversionary programs and the serving of court notices.

reports and exit interviews.

1.15.9	Register of bailed persons reporting to police stations at specified intervals in accordance with bail conduct agreements.	TEMPORARY Destroy 5 years after action completed
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Use POLICING AND CRIME DETECTION – INFRINGEMENTS for infringements not elected to be heard before the Court

Use ROAD SAFETY SERVICES – INFRINGEMENTS for traffic infringement notices not elected to be heard before the court

Use FINANCIAL MANAGEMENT – ACCOUNTING / PAYMENTS for activities associated with witness travel and expenses

Use LEGAL SERVICES – ADVICE for interpretation and provision of legal advice

Use LEGAL SERVICES – LITIGATION for litigation action taken against or commenced by the agency. Includes application for drug premises orders, revocation applications, liquor licence complaints and objections

Use LEGAL SERVICES – LITIGATION for subpoenas or discovery orders served on the Commissioner of Police or members

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.16 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.16.1	<p>Records relating to the development or review of legislation that has an impact on policing and crime detection activities.</p> <p>Includes requests for comments or input into the development of draft legislation or amendments to existing legislation.</p> <p>Use STRATEGIC MANAGEMENT – LEGISLATION for formulating, reviewing or amending legislation that forms the legislative basis for the organisation</p>	<p>PERMANENT</p> <p>Transfer to NT 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.17 LIAISON

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.17.1	<p>Records relating to liaison with government agencies, other law enforcement jurisdictions, community groups or bodies on issues effecting policing and crime detection.</p> <p>Includes sharing of informal advice, newsletters, the exchange of routine information, and notifications of change of address, names and telephone numbers of contact officers.</p> <p>Use POLICING AND CRIME DETECTION – COMMITTEES for meetings of formal committees and groups convened on a regular basis</p> <p>Use POLICING AND CRIME DETECTION – MEETINGS for meetings conducted with individuals, community groups, businesses or organisations concerning policing and crime detection</p> <p>Use POLICING AND CRIME DETECTION – INTELLIGENCE for activities associated with the sharing and exchange of intelligence between national and international law enforcement agencies</p>	<p>TEMPORARY</p> <p>Destroy 6 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.18 MEETINGS

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records relating to internal meetings conducted at the regional level to ensure broad strategic management issues are identified and addressed and to ensure the consistent delivery of an efficient, effective and accountable police service.  Includes minutes, agenda items, attendance, discussion papers and proposals.	TEMPORARY  Destroy 7 years after action completed
1.18.2	Records relating to internal meetings conducted at the divisional level to ensure operational issues are addressed and to ensure the consistent delivery of an efficient and effective police service.  Includes minutes, agenda items, attendance and discussion papers.	TEMPORARY  Destroy 5 years after action completed
1.18.3	Records relating to ad hoc external meetings conducted with individuals, community groups, local business or associations concerning police activities or actions.  Use POLICING AND CRIME DETECTION - COMMITTEES for formal committees and groups convened on a regular basis  Use POLICING AND CRIME DETECTION - CONFERENCES for participation and attendance at conferences	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.19 PATROLLING

The pro-active activities associated with police officers' patrolling which are aimed at the protection of persons and property etc. within a specified area.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.19.1	Records relating to the assessment and consideration of new patrol initiatives.  Includes proposals, assessments, discussion papers, statistical data and outcomes.	TEMPORARY  Destroy 7 years after action completed
1.19.2	Records relating to police attendance, patrols and activities at community organised events.  For example, V8 Supercars, Darwin Festival, Greek Glenti and Beer Can Regatta.  Includes request for police presence, policing requirements, identified issues, briefing notes and final report.	TEMPORARY  Destroy 5 years after action completed
1.19.3	Records relating to requests from members of the community, community groups or businesses for police patrols or presence at identified locations.  Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS  Use POLICING AND CRIME DETECTION – EVENTS for activities associated with police attendance at planned public order events  Use POLICING AND CRIME DETECTION – PLANNING for activities associated with planning, management and response to high risk situations and events	TEMPORARY  Destroy 3 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.20 PLANNING

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.20.1	<p>Records relating to the planning, management and response to high risk situations. Includes major events, planned events, planned public order events or reactionary events.</p> <p>Includes ceremony or event details, participant information, assessment reports, situation reports, committee records, threat assessments, reports from other law enforcement jurisdictions and public order management issues where there is a risk of politically motivated violence or terrorism.</p> <p>For example, Olympic Torch Relay, APEC conference, demonstrations or protests.</p> <p>Use POLICING AND CRIME DETECTION – EVENTS for planned public order events where no police presence is required or police presence is required but event is not considered high risk</p> <p>Use POLICING AND CRIME DETECTION – VIP PROTECTION for the activities associated with the protection of dignitaries, consuls and public officials</p> <p>Use POLICING AND CRIME DETECTION – TARGET OPERATIONS for the activities associated with the development, planning and implementation of operations targeting offenders or criminal activity</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 20 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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
1.21.1	Records relating to the reportable death of a person. Includes murder, accidental death, death in police custody, attempted murder, conspiracy to murder, suicide and discovery of skeletal remains.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.2	Records relating to accidents that result in serious or long term injury to a person. Includes accidents involving aircraft, railway, marine dangerous goods or hazardous materials. Excludes motor vehicle accidents.	TEMPORARY Destroy 75 years after action completed
1.21.3	Records relating to accidents that result in minor or no injury to a person. Includes accidents involving aircraft, railway, marine, dangerous goods or hazardous materials. Excludes motor vehicle accidents.  Use ROAD SAFETY SERVICES – CRASH INVESTIGATION for records relating to motor vehicle crashes and accidents	TEMPORARY Destroy 20 years after action completed
1.21.4	Records relating to serious incidents arising from police contact with the public. Includes attempted suicide or serious self inflicted injury by a person in police custody. Excludes death in police custody.	TEMPORARY Destroy 75 years after action completed
1.21.5	Records relating to non serious incidents arising from police contact with the public. Includes non life threatening self inflicted injuries or minor injuries sustained by a person while in police custody.  Use PROFESSIONAL RESPONSIBILITY REGULATION - INVESTIGATIONS for records relating to complaints received from the public concerning the actions or inaction of police	TEMPORARY Destroy 20 years after action completed
1.21.6	Records relating to threats to kill a person.	TEMPORARY Destroy 20 years after action completed
1.21.7	Records relating to illegal abortion. Includes procuring an abortion, or supplying an instrument or drug with intent to procure an abortion.	TEMPORARY Destroy 20 years after action completed
1.21.8	Records relating to attempted suicide or self harm that does not arise from police contact.	TEMPORARY Destroy 15 years after action

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action completed
1.21.9	Records relating to acts that endanger or cause serious harm to the life or health of a person. Includes acts of terrorism, use of dangerous goods and hazardous materials, and stupefying in order to commit crime.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.10	Records relating to acts that cause harm to the life or health of a person, but does not cause serious harm or endanger the life of a person. Includes failing to supply the necessities of life to a child. Also includes failing to provide or obstructing rescue, resuscitation, medical treatment or first aid.	TEMPORARY Destroy 35 years after action completed
1.21.11	Records relating to suspicious items where the item is identified as harmless and there is no threat to life or property.	TEMPORARY Destroy 5 years after action completed
1.21.12	Records relating to offences against the Executive or Legislative power. Includes bribery, interference, being armed or disturbing the Legislative Assembly.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.13	Records relating to sedition. Includes seditious enterprise and conspiracy to carry out seditious enterprise.	TEMPORARY Destroy 20 years after action completed
1.21.14	Records relating to corruption and abuse of office by persons employed in the public service. Includes disclosure of official secrets and bargaining for office in the public service.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.15	Records relating to improper practices at elections. Includes undue influence, bribery, illegal practices and lodgement of false ballot papers.	TEMPORARY Destroy 35 years after action completed
1.21.16	Records relating to significant offences against the administration of justice. Includes judicial corruption, perjury, corruption of witness, and concealing or compounding a crime.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.17	Records relating to minor offences against the administration of justice. Includes destroying evidence and	TEMPORARY

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
	interfering with witnesses. Also includes attempting to pervert justice, conspiracy offences and concealing or compounding a crime.	Destroy 35 years after action completed
1.21.18	Records relating to breach or non-compliance with court appointed orders. Includes interference or removal of property under lawful seizure, breach of home detention order, and obstruction of execution of warrant.	TEMPORARY Destroy 15 years after action completed
1.21.19	Records relating to offences against public health that may have long term or significant impact on public health. Includes the contamination of food, drink, pharmaceuticals or other goods.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.20	Records relating offences against public health that do not have a significant impact on public health. Includes the selling of food or drink unfit for public consumption.	TEMPORARY Destroy 15 years after action completed
1.21.21	Records relating to piracy. Includes acts of piracy committed by persons outside of the Northern Territory who then come into the Northern Territory.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.22	Records relating to significant offences against personal liberty. Includes kidnapping for ransom or gain, abduction or deprivation of liberty.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.23	Records relating to minor offences concerning personal liberty. Includes falsification of certificates and wrongful detainment.	TEMPORARY Destroy 35 years after action completed
1.21.24	Records relating to assault committed on an Administrator, Judge or Magistrate.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.25	Records relating to assault committed on a crew member of an aircraft.	PERMANENT Transfer to NT Archives Service 30 years after action completed

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

## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
1.21.26	Records relating to assault committed on a police officer performing their duty where the assault causes serious harm or has a long term or serious impact.	TEMPORARY Destroy 75 years after action completed
1.21.27	Records relating to assault committed on a police officer performing their duty that does not result in serious harm or have a long term or serious impact.	TEMPORARY Destroy 35 years after action completed
1.21.28	Records relating to assault causing serious harm or involving aggravated circumstances.	TEMPORARY Destroy 35 years after action completed
1.21.29	Records relating to assault that does not cause serious harm or involve aggravated circumstances.	TEMPORARY Destroy 15 years after action completed
1.21.30	Records relating to stalking. Includes stalking involving aggravated circumstances.	TEMPORARY Destroy 30 years after action completed
1.21.31	Records relating to violence or threats of violence towards an officiating minister of religion. Includes obstruction of a minister of religion while officiating.	TEMPORARY Destroy 10 years after action completed
1.21.32	Records relating to a missing person where the case remains unresolved or there is considerable public interest or notoriety in the case.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.33	Records relating to a missing person where the case is resolved.	TEMPORARY Destroy 25 years after action completed
1.21.34	Records relating to property damage by fire or criminal damage, where the act endangers the life of a person; the damage is caused by explosion of an explosive substance; the loss or damage is valued at \$500,000 or more. Includes threats to burn or destroy property and conspiracy offences relating to these acts.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.35	Records relating to property damage by fire or criminal damage, where the act does not endanger the life of a	TEMPORARY

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
	person but where the loss or damage is significant and valued at less than \$500,000 but more than \$5,000. Includes threats to burn or destroy property and conspiracy offences relating to these acts.	Destroy 20 years after action completed
1.21.36	Records relating to property damage by fire or criminal damage, where the act does not endanger the life of a person and the loss or damage to property is minimal or valued at \$5,000 or less. Includes threats to burn or destroy property and conspiracy offences relating to these acts.	TEMPORARY Destroy 7 years after action completed
1.21.37	Records relating to escape from lawful custody where the offender remains outstanding or the escapee is charged with murder or terrorism. Includes assisting escape of a person charged with murder or terrorism.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.38	Records relating to escape from lawful custody where the offender is returned and there are no serious circumstances.	TEMPORARY Destroy 35 years after action completed
1.21.39	Records relating to assisting or permitting escape of prisoners or mentally ill persons from lawful custody. Includes harbouring escapees.	TEMPORARY Destroy 15 years after action completed
1.21.40	Records relating to supply, cultivation, manufacture or possession of a commercial quantity of a dangerous drug. Includes importing a commercial quantity of a dangerous drug.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.41	Records relating to supply, cultivation, manufacture or possession of a trafficable quantity of a dangerous drug.	TEMPORARY Destroy 50 years after action completed
1.21.42	Records relating to the supply and possession of dangerous drug precursors. Includes possession of instructions or articles for manufacture or production of dangerous drugs or precursors.	TEMPORARY Destroy 30 years after action completed
1.21.43	Records relating to possession or cultivation of a non-commercial or non-trafficable quantity of a dangerous drug. Includes possessing items to administer dangerous drugs and administering dangerous drugs.	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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
1.21.44	Records relating to the supply, cultivation, manufacture, possession or production of a commercial quantity of kava. Includes supplying a child with a commercial quantity of kava.	TEMPORARY Destroy 35 years after action completed
1.21.45	Records relating to the supply, cultivation, manufacture, possession or production of a non-commercial quantity of kava. Includes supplying a child with a non-commercial quantity of kava.	TEMPORARY Destroy 15 years after action completed
1.21.46	Records relating to fraud or forgery where the value is equal to or exceeds \$100,000.  Includes criminal deception, blackmail, money laundering, false accounting and personation offences.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.21.47	Records relating to fraud or forgery where the value is less than \$100,000 but equal to or exceeds \$5,000.  Includes criminal deception, blackmail, money laundering, false accounting and personation offences.	TEMPORARY Destroy 35 years after action completed
1.21.48	Records relating to fraud or forgery where the value is less than \$5,000.  Includes criminal deception, blackmail, money laundering, false accounting and personation offences. Also includes conspiracy to deceive or fraud.	TEMPORARY Destroy 15 years after action completed
1.21.49	Records relating to sexual assault offences involving a child under the age of 18 years. Includes sexual offences committed on persons under special care. Also includes assault committed on a child by an adult, sexual servitude, and possessing or publishing child abuse material.	TEMPORARY Destroy 75 years after action completed
1.21.50	Records relating to sexual assault offences involving an adult. Includes offences relating to sexual servitude, bestiality and necrophilia.	TEMPORARY Destroy 50 years after action completed
1.21.51	Records relating to female genital mutilation. Includes the removal of a child from the Northern Territory for the purpose of female genital mutilation.	TEMPORARY Destroy 50 years after action completed
1.21.52	Records relating to prostitution offences.  Includes keeping or managing a brothel.	TEMPORARY Destroy 10 years after action

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. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action completed
1.21.53	Records relating to robbery or stealing involving aggravating circumstances. Includes possession or use of a weapon; inflicting injury or violence on a person; committed in company (i.e. by two or more persons). May also include stealing of testamentary instrument or item with a value over \$100,000.	TEMPORARY Destroy 75 years after action completed
1.21.54	Records relating to robbery or stealing involving non-aggravating circumstances. Includes assault with intent to steal; shop stealing; taxi fare evasion; and service station drive off.	TEMPORARY Destroy 15 years after action completed
1.21.55	Records relating to unlawful entry of a house, dwelling or building involving aggravating circumstances.  Includes armed with a firearm or any other dangerous or offensive weapon.	TEMPORARY Destroy 75 years after action completed
1.21.56	Records relating to unlawful entry of a house, dwelling or building not involving aggravating circumstances.  Includes home invasion and invasion of business premises or being armed with intent to unlawfully enter.	TEMPORARY Destroy 30 years after action completed
1.21.57	Records relating to unlawful entry of a house, dwelling or building with intent to commit a simple offence.	TEMPORARY Destroy 7 years after action completed
1.21.58	Records relating to the exhibition, advertising, possession, selling or delivering of unclassified adult publications, films or computer games. Includes display and advertising of sexual articles.	TEMPORARY Destroy 35 years after action completed
1.21.59	Records relating to receiving property obtained by means of crime where the value of the property is \$100,000 or more. Includes receiving or possessing property obtained as a result of supplying a dangerous drug.	TEMPORARY Destroy 35 years after action completed
1.21.60	Records relating to receiving property obtained by means of crime where the value of the property is less than \$100,000. Includes taking reward for recovery of property obtained by means of a crime.	TEMPORARY Destroy 20 years after action completed
1.21.61	Records relating to serious breaches of the peace. Includes riotous and unlawful assembly.	TEMPORARY Destroy 35 years after action

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action completed
1.21.62	Records relating to minor breaches of the peace. Includes offensive conduct, indecent exposure, acts of obscenity in a public place, violent disorder in a public place, and threatening violence.	TEMPORARY Destroy 10 years after action completed
1.21.63	Records relating to general disturbance complaints. Includes undue noise, disorderly conduct and fireworks complaints. May also include complaints regarding nuisance phone calls.	TEMPORARY Destroy 5 years after action completed
1.21.64	Records relating to disclosure of information regarding participants on the witness protection program.	TEMPORARY Destroy 35 years after action completed
1.21.65	Records relating to disclosure, improper access or use of information contained in the child protection register.	TEMPORARY Destroy 35 years after action completed
1.21.66	Records relating to unlawful use of an aircraft, motor vehicle, vessel, caravan or trailer where the property is valued at \$20,000 or more or major damage is caused to the property.	TEMPORARY Destroy 30 years after action completed
1.21.67	Records relating to unlawful or illegal use of a motor vehicle, vessel, caravan or trailer where the property is valued at less than \$20,000 or minor damage is caused to the property. Includes interfering with or tampering with any vehicle, vessel, caravan or trailer.	TEMPORARY Destroy 10 years after action completed
1.21.68	Records relating to the unauthorised use, possession, sale, manufacture, modification alteration or purchase of firearms or prohibited, controlled or offensive weapons.	TEMPORARY Destroy 30 years after action completed
1.21.69	Records relating to computer offences. Includes unlawful access and modification of data.	TEMPORARY Destroy 20 years after action completed
1.21.70	Records relating to breaches of the Fisheries Act and Regulations concerning commercial fishing, aquaculture and special licences.	TEMPORARY Destroy 20 years after action completed

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action
1.21.71	Records relating to breaches of the Fisheries Act and Regulations concerning amateur fishing.	TEMPORARY Destroy 10 years after action completed
1.21.72	Records relating to offences against public authority. Includes false statements in statements required to be under oath or solemn declaration; false declarations and statements; refusal by a public officer to perform duty; neglect to aid in suppressing a riot; neglect to aid in arresting offenders.	TEMPORARY Destroy 15 years after action completed
1.21.73	Records relating to the desecration of a sacred site. Includes unlawful entry to a sacred site and carrying out unlawful work on a sacred site.	PERMANENT Transfer to NT Archives Services 30 years after action completed
1.21.74	Records relating to criminal defamation. Includes threats to publish defamatory matter.	TEMPORARY Destroy 10 years after action completed
1.21.75	Records relating to interference with a persons political liberty.	TEMPORARY Destroy 10 years after action completed
1.21.76	Records relating to dangerous driving or riding. Includes driving at dangerous speed and driving while disqualified. Excludes motor vehicle crash investigation records.  Use ROAD SAFETY SERVICES – CRASH INVESTIGATION for records relating to motor vehicle crashes	TEMPORARY Destroy 15 years after action completed
1.21.77	Records relating to regulatory offences committed in breach of the Traffic Act. Includes driving under the influence of alcohol or drugs.  Use ROAD SAFETY SERVICES – CRASH INVESTIGATION for records relating to motor vehicle crashes	TEMPORARY Destroy 10 years after action completed
1.21.78	Records relating to unlawful gaming, racing, betting or casino related offences.	TEMPORARY Destroy 10 years after action

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.21 POLICE INVESTIGATIONS

The acts and processes involved in ascertaining facts by enquiry or examination. Includes records of activities related to the investigation and solving of offences / crimes against personal safety, property security, industrial accidents and public order and safety (minor and or major crimes), irrespective of whether the offenders are juveniles or adults.

Class No.	Description of Records	Status and Disposal Action completed
1.21.79	Records relating to unauthorised exploration, mining or extraction of minerals. Includes unauthorised fossicking.	TEMPORARY Destroy 10 years after action completed
1.21.80	Records relating to breaches or non-compliance by motor vehicle dealers.	TEMPORARY Destroy 10 years after action completed
1.21.81	Records relating to investigations conducted on behalf of the Commissioner of Consumer Affairs concerning breaches or non compliance by licensed travel agents. Includes report of investigation outcomes.	TEMPORARY Destroy 10 years after action completed
1.21.82	Records relating to animal cruelty or welfare.	TEMPORARY Destroy 5 years after action completed
1.21.83	Records relating to bringing, possessing, consuming, controlling or selling liquor in a restricted area.	TEMPORARY Destroy 5 years after action completed
1.21.84	Records relating to unauthorised entry onto Aboriginal land. Includes unauthorised entry onto seas adjoining Aboriginal land.	TEMPORARY Destroy 5 years after action completed
1.21.85	Records relating to unauthorised operation or breaches committed by commercial passenger vehicle operators.	TEMPORARY Destroy 5 years after action completed
1.21.86	Records relating to throwing, leaving, depositing or abandoning litter in a public place or vacant crown land.	TEMPORARY Destroy 2 years after action completed
1.21.87	Records relating to trespass. Includes records relating to prowlers and persons acting suspiciously.	TEMPORARY Destroy 2 years after action completed

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.22 POLICE REPORTING

The activities associated with the recording of incidents and occurrences in the community or environment coming to the notice of the NT Police, which may affect the safety, good order, or well being of the community, and from which some action may be required.

Class No.	Description of Records	Status and Disposal Action
1.22.1	Police journals used for reporting daily activities of police members.	PERMANENT Transfer to NT Archives Service 30 years after last entry
1.22.2	Complaint and enquiry journals used to record details of offences and incidents reported to police.  Includes comments and follow up action.	PERMANENT Transfer to NT Archives Service 30 years after last entry
1.22.3	Radio log book and radio message books used to record the receipt and issue of messages via radio to police stations.	PERMANENT Transfer to NT Archives Service 30 years after last entry
1.22.4	Running sheets, briefing notes and synopsis reports.  Includes Commissioners briefing notes and regional synopsis reports submitted to executive management.  Note: Running Sheets produced as the result of a specific investigation or target operation should be retained in accordance with the relevant investigation.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.22.5	Records relating to requests for police attendance, reports of criminal activity, non criminal activity and reported occurrences created prior to 1999.  Includes Crime reports; Complaint and Enquiry cards; Criminal Offence and Modus Operandi Reports.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.22.6	Official police diaries used for recording events, incidents and occurrences by police members.  Includes Commissioned Officer Journals.	PERMANENT Transfer to NT Archives Service 30 years after last entry
1.22.7	Police notebooks used for recording events, incidents and occurrences by police members.	TEMPORARY Destroy 30 years after last entry
1.22.8	Drug seizure database used to record the location of seizure, drug type and offender details.	TEMPORARY Destroy 20 years after action completed (manage and migrate data to new media platform/system during system

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.22 POLICE REPORTING

The activities associated with the recording of incidents and occurrences in the community or environment coming to the notice of the NT Police, which may affect the safety, good order, or well being of the community, and from which some action may be required.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b> (upgrades)
1.22.9	Message books used for the reporting of information to operational members.	TEMPORARY Destroy 10 years after action completed
1.22.10	Copies of drug seizure reports.	TEMPORARY Destroy 6 years after action completed
	Use POLICING AND CRIME DETECTION – CONTROL for records contained in PROMIS	
	Use POLICING AND CRIME DETECTION – POLICE INVESTIGATIONS for PROMIS filing	
1.22.11	Police Attendance Books – Sworn Police Officers	TEMPORARY Destroy 20 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. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.23 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.23.1	Records relating to the development and formulation of policy regarding policing and crime detection.  Includes master set of policy records endorsed by the agency Executive.	PERMANENT  Transfer to NT Archives Service 15 years after policy superseded
1.23.2	Working records relating to the development and formulation of agency policy regarding policing and crime detection function.  Includes consultation papers, drafts, policy proposals, reports, research papers, and comments.	TEMPORARY  Destroy 5 years after policy superseded
1.23.3	Duplicate copies of policy documents.	TEMPORARY  Destroy when reference ceases

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.24 PROCEDURES

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.24.1	Records relating to the development and review of general orders and instructions regarding the provision of a policing service to the Northern Territory.  Includes master set of General Orders.	PERMANENT  Transfer to NT Archives Service 15 years after procedure superseded
1.24.2	Records relating to the development and review of procedures regarding the provision of a policing service to the Northern Territory.  Includes working papers, proposals, options considered, recommendations and determinations, research and drafting documentation; and consultation with internal and external stakeholders.	TEMPORARY  Destroy 5 years after procedure superseded
1.24.3	Duplicate copies of procedure documents.	TEMPORARY  Destroy when reference ceases

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.25 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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.25.1	Consolidated statistical reports produced to support or emphasise policing and crime detection activities and resources.  Includes periodical reports supplied on a weekly, monthly, quarterly or annual basis.	PERMANENT  Transfer to NT Archives Service 10 years after action completed
1.25.2	Working papers used to support the development of consolidated statistical reports that support or emphasise policing and crime detection activities and resources. May also include requests for statistical information.	TEMPORARY  Destroy 2 years after action completed
1.25.3	Reports and statistical information received from external bodies or other law enforcement jurisdictions.  Includes publications.  Use STRATEGIC MANAGEMENT – EVALUATION for workload analysis returns  Use GOVERNMENT RELATIONS – REPORTING for reports provided to the Minister regarding surveillance device warrants and telecommunications interception  Use POLICING AND CRIME DETECTION – POLICE REPORTING for running sheets, briefing notes and synopsis reports. Includes Commissioners Briefing Notes	TEMPORARY  Destroy when reference ceases

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.26 SECURITY

The activities associated with measures taken to protect people, premises, equipment, collections or information from accidental or intentional damage or from unauthorised access. Includes processes such as security classification of personnel, allocation of user identifications and passwords.

Class No.	Description of Records	Status and Disposal Action
1.26.1	Records relating to National Security clearance checks for agency personnel.	TEMPORARY Destroy 5 years after separation or 6 years after the date of the last clearance check on file, whichever is sooner
1.26.2	Records relating to images and information captured by closed circuit television (CCTV) cameras and transferred to the data incident storage system and not used as evidence to support an investigation.	TEMPORARY Destroy 90 days after date of capture
1.26.3	Records relating to images and information captured by closed circuit television (CCTV) cameras not transferred to the incident storage system.	TEMPORARY Destroy 30 days after date of capture
1.26.4	Records relating to images and information captured by closed circuit television (CCTV) cameras and transferred to the data incident storage system and used as evidence to support an investigation.	TEMPORARY Transfer image to Master Sealed CD/DVD and retain as per relevant investigation file
1.26.5	Working copies of CCTV footage.	TEMPORARY Destroy when reference ceases

Use POLICE INFORMATION ACCESS – CRIMINAL HISTORY CHECKS for the activities associated with standard criminal history check authorisations and results

Use WORKING WITH CHILDREN SCREENING – AUTHORISATION for the activities associated with clearance notices

Use PROPERTY MANAGEMENT – SECURITY for the activities associated with security arrangements concerning agency premises

Use POLICING AND CRIME DETECTION – VIP PROTECTION for the activities associated with the protection of dignitaries, consuls and public officials

Use POLICING AND CRIME DETECTION – VIP

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## **1. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.26 SECURITY**

The activities associated with measures taken to protect people, premises, equipment, collections or information from accidental or intentional damage or from unauthorised access. Includes processes such as security classification of personnel, allocation of user identifications and passwords.

PROTECTION for the activities associated with the protection of dignitaries, consuls and public officials

Use POLICING AND CRIME DETECTION – PLANNING for activities associated with planning, management and response to high risk situations and events



## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.27 SOURCE MANAGEMENT

The activities associated with managing the NT Police's confidential sources providing information about criminal activities, including informants and community sources.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.27.1	Database records relating to the management of human and community source informants.  Includes details of registered sources both active and inactive and information supplied.	PERMANENT  Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act (manage and migrate data to new media / platform during system upgrades)
1.27.2	Records relating to the management of human and community sources.  Includes identification, registration and contact reports.	TEMPORARY  Destroy 50 years after de-activation or last contact with source

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.28 TARGET OPERATIONS

The activities associated with developing and planning targeted operations designed to identify and reduce crime in the community. Includes major crime operations, joint operations, covert operations and road safety enforcement operations.

Class No.	Description of Records	Status and Disposal Action
1.28.1	Records relating to the registration of code names.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.28.2	Records relating to the development, planning and implementation of operations targeting offenders or criminal activity involving serious violence offences or serious sexual offences.  Includes identified operational issues; staffing requirements, expected outcomes; reportable outcomes; operational briefings; running sheets; briefing notes; final reports and statistical data gathered as a result of the operation. May also include joint target operations conducted in conjunction with other law enforcement agencies.	PERMANENT Transfer to NT Archives Service 30 years after action completed
1.28.3	Records relating to the development, planning and implementation of operations targeting offenders or criminal activity that are not serious violence offences or not serious sexual offences.  Includes identified operational issues; staffing requirements, expected outcomes; reportable outcomes; operational briefings; running sheets; briefing notes; final reports and statistical data gathered as a result of the operation. May also include joint target operations conducted in conjunction with other law enforcement agencies.  Use ROAD SAFETY SERVICES – TARGET OPERATIONS for target operations aimed at enforcing road safety  Use POLICING AND CRIME DETECTION – PLANNING for the development and formulation of plans to ensure the safety and security of major events	TEMPORARY Retain as per criteria for investigation of offence type. If multiple offence types are involved, retain as per criteria for offence type with maximum retention period

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.29 TELECOMMUNICATION INTERCEPTION

The activities associated with the authorised interception of telecommunications for the purpose of tracing the location of callers in emergencies, and for authorised related purposes.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.29.1	Records relating to the application, authorisation, revocation, issue and execution of telecommunication interception warrants.  Includes notification to federal law enforcement agencies, certificate of facts, evidentiary certificate, and authorisation to receive information obtained by a warrant, particulars of warrant and particulars concerning restricted records.	TEMPORARY  Destroy 20 years after execution and audit of warrant
1.29.2	Restricted records obtained by means of interception.  Use GOVERNMENT RELATIONS – REPORTING for reports prepared for the information of the Minister or the Ombudsman	TEMPORARY  Destroy when no longer required for a permitted purpose in accordance with the Telecommunications (Interception) Act

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## **1. POLICING AND CRIME DETECTION**

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### **1.30 VIP PROTECTION**

The activities associated with providing protection for specified persons and property e.g. VIP's, dignitaries, consuls, and public officials, etc. Also includes providing security protection to persons or organisations who by reason of their political position or interest or office are considered to be under threat.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.30.1	<p>Records relating to the development of operational plans and arrangements for the protection of persons, organisations or vital installations.</p> <p>Includes movement details; threat assessments; event or ceremony details; location details, travel routes; itineraries; contingency plans; security response; risk assessments and public order management issues (where there is a risk of politically motivated violence or terrorism).</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 20 years after action completed</p>
1.30.2	<p>Records originating from federal government agencies concerning the provision of protective services to Australia's high office holders and high-level visiting dignitaries.</p> <p>Includes dignitary and consul program notification, threat assessments, forecast of significant events briefing notes and bulletins.</p> <p>Use POLICING AND CRIME DETECTION – PLANNING for activities associated with planning, management and response to high risk situations and events</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases or return to originating agency when reference ceases, in accordance with originating agency requirements</p>

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## 1. POLICING AND CRIME DETECTION

The function of maintaining law and social order in the community through operational policing. Includes the prevention, detection, and investigation of crime. Also includes the prosecution of offenders.

### 1.31 WARRANT PROCESSING

The activities associated with the provision, maintenance, and execution of warrants (including the payment of related fines).

Class No.	Description of Records	Status and Disposal Action
1.31.1	<p>Records relating to the application, authorisation, refusal or execution of surveillance device warrants, retrieval warrants or emergency authorisation.</p> <p>Includes statement setting out grounds for warrant, affidavit, committee approval and authorisation, application for variation or extension to warrant, revocation of warrant, and effectiveness reports.</p>	<p>TEMPORARY</p> <p>Destroy 20 years after execution and audit of warrant</p>
1.31.2	<p>Records relating to the application, authorisation, refusal, execution or issue of a search warrant for person, premises, vehicle, vessel or property.</p> <p>Includes statement setting out grounds for warrant, affidavit, expired search warrant, refused warrants, withdrawn warrants, duplicate warrants issued by phone, search warrant briefing note, authorisation form, seizure receipt and acknowledgement, search warrant booklet.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
1.31.3	<p>Records relating to the application, authorisation, execution or issue of a search warrant for premises or persons for investigation in the Territory of certain offences against the law of a State or the Australian Capital Territory, and for other purposes (extra-territorial offences).</p> <p>Includes unauthorised applications and expired search warrants, statement setting out grounds for warrant, affidavits.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
1.31.4	<p>Copies of records relating to the application, authorisation, issue and execution of arrest warrants.</p> <p>Includes statement setting out grounds for warrant, affidavit, refused warrants, recalled warrants, withdrawn warrants, duplicate warrants issued by phone. May include interstate warrant of apprehension for enquiry in the Northern Territory. May also include interstate warrants of apprehension.</p> <p>Use PROPERTY CONTROL – EXHIBITS for the activities associated with the seizure of property or items</p> <p>Use FINANCIAL MANAGEMENT – ACCOUNTING/PAYMENTS for records supporting payments received for warrants</p> <p>Use POLICING AND CRIME DETECTION – INTELLIGENCE for information obtained by surveillance device warrants and emergency authorisations</p>	<p>TEMPORARY</p> <p>Destroy 2 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.

