



Records disposal schedule

Records Disposal Schedule Northern Territory Treasury Corporation Management Department of Treasury and Finance

Disposal Schedule No. 2017/12

August 2017

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

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

Structure of a Records Disposal Schedule

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

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

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

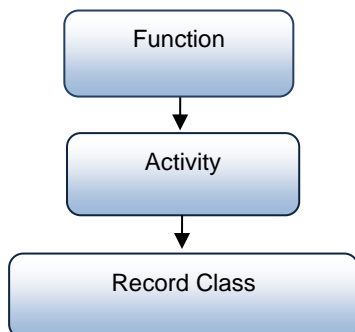
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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

Diagram 1



Function

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

Activity

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

Record Class

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

Status and Disposal Action

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

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

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Northern Territory Treasury Corporation Management of the Department of Treasury and Finance.

Scope

Application of this Records Disposal Schedule is mandatory for Northern Territory Treasury Corporation Management records of the Department of Treasury and Finance.

This Records Disposal Schedule applies to Northern Territory Treasury Corporation records in all formats.

Responsibility

The Under Treasurer of the Department of Treasury and Finance is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. 2017/12 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Under Treasurer, Department of Treasury and Finance on 31 August, 2017 and is effective immediately.

Regulatory Framework

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

- *Financial Management Act*
- *Northern Territory Treasury Corporation Act*
- *Northern Territory Treasury Corporations Inscribed Stock Regulations*
- *Treasurer's Directions*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489 Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Treasury and Finance
- current authorised disposal schedules for Department of Treasury and Finance

Normal Administrative Practice

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

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

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

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

Notification of Destruction

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

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

Acknowledgement

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

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Northern Territory Treasury Corporation Management

The function of providing specialist financial advice and services to the Territory Government to support the delivery of infrastructure and services to Territorians by undertaking borrowing and investing activities for the Territory Government and providing loans to public sector clients, government agencies, government owned corporations and local authorities. Includes the establishment and management of the Northern Territory Treasury Corporation as required under the *Northern Territory Treasury Corporation Act*.

1.1 Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting accounting records in relation to the Northern Territory Treasury Corporation. Includes but not limited to daily financial transactions, accounts payable, accounts receivable, general ledger journals, chart of accounts, financial statements, BAS and FBT returns.	Temporary Destroy 7 years after end of financial year to which the last action relates
1.1.2	Records documenting the management of bank accounts in relation to the Northern Territory Treasury Corporation, including offset accounts.	Temporary Destroy 7 years after account closes

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1.2 Advice

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting high level advice provided to and from the Minister, Department of Treasury and Finance Executive and Senior Management Group and other government bodies and industry stakeholders. Includes ministerial and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action completed

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegation of the Corporation's functions to an authorised officer of the Corporation as required under the <i>Northern Territory Treasury Corporation Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed

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1.4 Budgeting

The process of planning the use of expected income and expenditure over a specified period.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting final budget estimate papers and associated records in relation to the Northern Territory Treasury Corporation. Includes final budget statements and provision of advice to the Estimates Committee.	Temporary Destroy 10 years after the financial year to which the last action relates
1.4.2	Records documenting the development of budget papers, including variations. Includes working papers, calculations, consultation notes, draft budget statements and other related correspondence.	Temporary Destroy 7 years after action completed

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1.5 Committees

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the establishment and the management of the Northern Territory Corporation, including appointments of members. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting the establishment of Advisory Boards by the Treasurer, including appointment of members. Includes agendas, minutes and discussion papers	Temporary Destroy 5 years after action completed

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1.6 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting compliance activities in relation to the Northern Territory Treasury Corporation.</p> <p>Includes audits reports, business continuity plans, risk management frameworks, compliance self-assessments (CSA) reviews, supporting documentation and related correspondence.</p> <p>May include notification reports to the Australian Prudential Regulation Authority (APRA) in relation to suspicious transactions.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

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1.7 Contracting Out

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the contracting out of services in relation to the Northern Territory Treasury Corporation, such as registry services, treasury management business system, internal auditors, credit rating agencies and other NT Government agencies.</p> <p>Includes contracting out the appointment of the Registrar, interstate agents and other staff and other supporting documents held by external service providers.</p> <p>Also includes approved contracts, variations, service level agreements, records of negotiations, performance reports, evaluation reports and requests for information.</p>	<p>Temporary</p> <p>Destroy 7 years after completion or other termination of contract</p>

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1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Common Seal Register	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	<p>Register of inscribed stock as required under the NT Treasury Corporation Inscribed stock regulations.</p> <p>Includes:</p> <ul style="list-style-type: none"> - particulars of sales of stock to original purchasers - transmissions of stock - transfers of stock - stock redeemed - stock converted - owner's name and address - amount of stock owned <p>the interest rate applicable to the stock owned</p> <ul style="list-style-type: none"> - the maturity date applicable to the stock owned and - other details determined by the Corporation <p>May include written applications for the corrections of the register, Statutory declarations.</p>	Temporary Destroy 7 years after last entry

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1.9 Financial Borrowing

The activities associated with the Northern Territory Treasury Corporation borrowing program. Through means of wholesale, retail and Commonwealth borrowing transactions as authorised under the *Northern Territory Treasury Corporation Act*.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting financial borrowing activities of the Northern Territory Treasury Corporation, such as the issue of inscribed stock, including transmissions and transfers.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Wholesale borrowing - Retail Borrowing: Territory Bonds, Migration Bonds - Commonwealth <p>Includes market valuations, settlement diaries, holder analysis reports, credit ratings, related correspondence and other items held by the external service providers.</p>	<p>Temporary</p> <p>Destroy 7 years after end of financial year to which the last action relates</p>

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1.10 Financial Investments

The activities associated with investing surplus cash on behalf of the Central Holding Authority and activities related to the managed funds.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting financial investments into money market securities and segregated pool of investment funds held within the Central Holding Authorities.</p> <p>Includes daily forecasts into cashflows, performance reports, forecasts into other areas of government, reports on managed funds and the Central Holding Authority (CHA) investment portfolio income.</p>	<p>Temporary</p> <p>Destroy 7 years after the financial year to which the last action relates</p>

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1.11 Financial Lending

The activities associated with the Northern Territory Treasury Corporation lending money to Central Holding Authority (CHA), Government Owned Corporation (GOC), Government Business Divisions (GBD), and Local Authorities.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting loans to the Northern Territory Government, Central Holding Authority (CHA), Government Business Division and Government Owned Corporations and approved local authorities.</p> <p>Includes market valuations, settlement diary loans, quarterly loans management reports, and loans per Counter party.</p>	<p>Temporary</p> <p>Destroy 7 years after end of financial year to which the last action relates</p>

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1.12 Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Annual financial statements, including financial statements in relation to the Northern Territory Treasury Corporation.</p> <p>Includes annual statements of assets and liabilities, operating statements of financial position, balance sheets and statements of cash flows.</p>	<p>Temporary</p> <p>Destroy 7 years after the financial year to which the last action relates</p>

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1.13 Marketing and Promotion

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the marketing and promotion of publications in relation to the Northern Territory Treasury Corporation. Includes market research, advertising arrangements, investor roadshows and presentations.	Temporary Destroy 3 years after action completed

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1.14 Reporting

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Final versions of major reports in relation to the Northern Territory Treasury Corporation, such as annual reports.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development of major reports in relation to the Northern Territory Treasury Corporation. Includes draft versions, summary reports, statistics and related correspondence.	Temporary Destroy 5 years after action completed
1.14.3	Records documenting periodic reports in relation to the management of the Northern Territory Treasury Corporation, such as but not limited to: the Australian Bureau of Statistics quarterly return, performance reports and ledger verifications.	Temporary Destroy 7 years after action completed