



Records disposal schedule

Records Disposal Schedule Crown Land Estate Department of Infrastructure, Planning and Logistics

Disposal Schedule No. 2020/001

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Preamble

Introduction

The *Information Act 2002* 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.

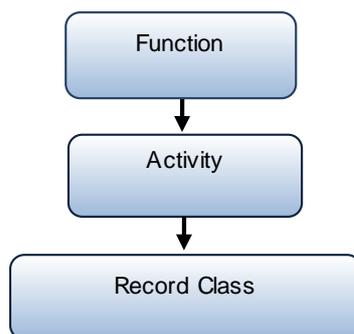
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 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 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 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 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 Crown Land Estate and activities of the Department of Infrastructure, Planning and Logistics.

Scope

Application of this Records Disposal Schedule is mandatory for Crown Land Estate records of the Department of Infrastructure, Planning and Logistics.

This Records Disposal Schedule applies to Crown Land Estate records in all formats.

Responsibility

The Chief Executive of the Department of Infrastructure, Planning and Logistics 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 2002*.

Disposal Schedule No. 2020/1 was approved by the Senior Director of Library & Archives NT (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Infrastructure, Planning and Logistics on 20 January 2020 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule for Crown Land Administration, Land Acquisition and Land Sales Records 2003/6 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Crown Land Act 1992*
- *Crown Lands (Commonage) Regulations 1946*
- *Crown Lands Freehold (Conversion from Crown Leasehold) Act 1980*
- *Crown Lands (Recreation Reserve) Regulations 1938*
- *Crown Lands Regulations 1992*
- *Lands Acquisition Act 1978*
- *Special Purposes Leases Act 1953*
- *Information Act 2002*

- 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 Infrastructure, Planning and Logistics
- current authorised disposal schedules for Department of Infrastructure, Planning and Logistics

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

Retain Notification of Destruction of all records when required.

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

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

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

Disposal Schedule

<p>1. Crown Land Estate</p> <p>The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the <i>Crown Land Act 1992</i> and the acquisition of land for Government under the <i>Lands Acquisition Act 1978</i>.</p>		
<p>1.1 Acquisition</p> <p>The process of the acquisition of land on behalf of Government under the <i>Lands Acquisition Act 1978</i>.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting the acquisition of Crown Land under the Act for purposes such as, development of easements, major oil and gas developments, roads, rails and major infrastructure developments.</p> <p>Includes preliminary investigation reports, notice of proposals, written objections, valuations and other supporting documents.</p> <p>May include receipts of compensation payments.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.1.2	<p>Records documenting notifications of proposed Crown Land acquisitions that have been withdrawn or did not proceed.</p> <p>Includes preliminary investigations, notice of proposals, written objections and other supporting documents.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

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 the provision and receipt of detailed formal advice to and from the Minister, Commonwealth, Government bodies and industry stakeholders in relation to the administration or management of Crown Land.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.2.2	Records documenting prescribed fees by the Minister as required under the Act. Includes Gazette notices.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.2.3	Records documenting notifications of the constitution of counties, hundreds and town lands by the Administrator under the Act. Includes gazette notices.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.2.4	Records documenting declarations of routes for travelling stock through Crown Land by the Minister under the Act, including reserved or dedicated lands.	PERMANENT Transfer to NT Archives Service 10 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.3 Allocation

The process of assigning or apportioning money, items, or equipment.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the allocation of Crown Land that is land dedicated for a particular public or government purpose as required under the <i>Crown Land Act 1992</i>, including the resumption and reservation of Crown Land by the Administrator for purposes such as protection or conservation of wildlife, stock routes, use of the aboriginal inhabitants, railways, roads, drainage or recreation.</p> <p>Includes ministerials, gazette notices.</p> <p>May include receipts for compensation monies paid and cancellation of leases over resumed land.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting ministerial authorisation for persons to enter onto Crown Lands, including reserved or dedicated lands as required under the <i>Crown Land Act 1992</i> .	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.2	Records documenting delegations by the Minister of the Minister's powers and functions as required under the <i>Crown Land Act 1992</i> .	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.3	Records documenting the granting of grazing licences to persons to graze stock on Crown Lands as required under the <i>Crown Land Act 1992</i> , including licence renewals and surrendered licences. Includes applications, terms and conditions, ministerials, applications to the Minister to make or erect specified improvements on the land, and receipts for prescribed application fees and notifications of decision and copy of grazing licence. May include requests for amendment to the application specified by the Minister, written notifications of failure to comply with the licence and gazette notices.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.4	Records documenting the applications for grazing licences that have been refused or withdrawn under the <i>Crown Land Act 1992</i> . Includes applications, ministerials and notices of decisions. May include receipts of refundable rent to the applicant.	TEMPORARY Destroy 10 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.5	Records documenting the granting of occupation licences to persons to occupy particular Crown Land as required under the <i>Crown Land Act 1992</i> , including cancelled licences and forfeited licences. Includes applications to the Minister, terms and conditions. Copy of the occupation licence. May include applications to the Minister to effect a building, machinery, equipment or any such improvement.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.6	Records documenting applications for occupation licences under the <i>Crown Land Act 1992</i> that have been refused or withdrawn. Includes applications and notifications of decisions.	TEMPORARY Destroy 10 years after action completed
1.4.7	Records documenting the granting of licences to persons to take from Crown Land, such as live or dead timber or wood, stone, shell, salt, seaweed, bark or any substance or property of the Territory as required under the <i>Crown Land Act 1992</i> .	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.8	Records documenting the granting of licences to persons authorising the use and occupation of reserved Crown Land. Includes applications to the Minister, terms and conditions and receipts of rent payable.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.9	Records documenting the granting of licences to persons in relation to supply of services on reserved Crown Land, such as sewerage, water supply, drainage, electricity and or energy supply by the Minister under the <i>Crown Land Act 1992</i> . Includes terms and conditions, ministerials, service reports and other supporting documentation.	PERMANENT Transfer to NT Archives Service 10 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.10	Records documenting ministerial authorisations to persons to conduct auction sales without a licence under the <i>Crown Land Act 1992</i> .	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.4.11	Records documenting permits to discharge a firearm on Crown land, including refused permits. Includes application, copy of photo identification, copy of NT Shooters licence, receipts of prescribed fees and related correspondence.	TEMPORARY Destroy 7 years after permit expires or action completed whichever is the later

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.5 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
1.5.1	<p>Records documenting investigations into persons suspected of contravening the <i>Crown Land Act 1992</i>, such as trespassing, illegal dumping, and unlawful occupation. Includes written complaints, photographs, witness statements, extracts of documents, and served notices.</p> <p>May include receipts of payment of penalties incurred.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.6 Contract Management

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
1.6.1	Records documenting the development, negotiation and issue of contracts and procurement of goods and services in relation to the maintenance of Crown Land, such as weed control, fire breaks and litter. Includes draft versions of contracts, service level agreements, variations to contracts and other related documentation.	TEMPORARY Destroy 12 years after completion or other termination of contract

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.7 Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the sale and disposal of unbranded wild cattle, wild horses and buffaloes that remain or feed on Crown Land under the Act. Includes public auctions and tenders, gazette notices, ministerials and other supporting documentation.	TEMPORARY Destroy 7 years after action completed
1.7.2	Records documenting the impoundment of cattle and buffaloes found to be trespassing on Crown Land by persons authorised by the Minister under the Act, including the destruction of pigs.	TEMPORARY Destroy 7 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.8 Enquiries

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting enquiries in relation to Crown Land, such as access issues, leasing opportunities, programmed sales options and future proposals. Includes written correspondence.	TEMPORARY Destroy 10 years after action completed

1. Crown Land Estate

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1.9 Land Sales

The process of releasing land through direct sales and granting land for a community purpose.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting Crown Land sales by direct sale, auction, expression of interest or public tender. Includes gazette notices, written instruments, ministerials, invitations for applications to apply for the land, contract of sale, terms and conditions, applications, proposal reports, locality and site plans and development agreements and ballot papers.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting the sale of land to community groups, including the granting of land. Includes applications, copies of the organisations certificate of incorporation, copies of the constitution, development proposals, plans, financial statements and receipts of prescribed fees.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.9.3	Records documenting unsuccessful tender applications and expression of interests not accepted or approved. Includes expression of interests, supporting documentation and related correspondence.	TEMPORARY Destroy 10 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.10 Leasing-Out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting leases in relation to Crown Land as required under the Act, including leases for a set term and leases in perpetuity, variations, transfers, subdivisions and consolidation of leases.</p> <p>Includes applications, receipts of prescribed costs, rental payments, grant payments, gazette notices, copies of published newspaper notices, terms and conditions, valuations, copies of easements and covenant details, purchase price determinations, valuation notices, conditions and other supporting documents.</p> <p>May include notifications to surrender the lease, reservations, restrictive covenant conditions, applications to subdivide land, variations to reservation conditions, granted moratoriums, abandonment of right to lease, applications to transfer or mortgage a lease, forfeitures of lease.</p> <p>May also include written notices of a breach from the Minister where a lessee has failed to comply with a condition of a lease, witness statements, extracts of documents and photographs.</p> <p>May include notifications of hardship, written applications for a review of decision to the Minister and Tribunal decisions.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.10.2	<p>Records documenting the leasing out of government buildings.</p> <p>Includes the lease, terms and conditions and receipts of rent payable.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.10 Leasing-Out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.10.3	Records documenting short term tenure leases, such as buildings, licences to occupy and grazing licences, including refused applications. Includes ministerials, terms and conditions, receipts of rent payable, inspection reports.	TEMPORARY Destroy 7 years after licence has expired or action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.11 Maintenance

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting the maintenance of Crown Land, such as land clearing, wastes removal, firebreaks, grass slashing, drain management and general maintenance and repairs of buildings and other facilities.	TEMPORARY Destroy 5 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.12 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Master set of policies in relation to Crown Land management, such as Leases of Crown Land Policy.</p> <p>Includes formal draft versions, consultation notes and background research.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.13 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	Final set of procedures and guidelines in relation to the administration of Crown Land such as procedures for auctions, ballots and calling for tenders, including manuals, handbooks and directives.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.13.2	Records documenting draft versions of procedures in relation to the administration of Crown Land. Includes background research and consultation notes.	TEMPORARY Destroy 10 years after action completed

1. Crown Land Estate

The function of administering Crown Land such as the sale or grant of Crown Land, the granting of occupation and other licences, the administration of Crown Leases and Special Purposes Leases, the maintenance of Crown Land and the Frances Bay Marine Facilities in accordance with the *Crown Land Act 1992* and the acquisition of land for Government under the *Lands Acquisition Act 1978*.

1.14 Register

The activities associated with creating, maintaining and managing a record on a statutory or non-statutory register or directory.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Government Land Register</p> <p>Includes:</p> <ul style="list-style-type: none"> - Responsible Government Agency - Parcel ID - Dates of issue - Land Description - North points and encumbrances affecting the land - Certificates of Titles 	<p>PERMANENT</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>