



Records disposal schedule

Records Disposal Schedule Mediation Services Community Justice Centre Department of the Attorney-General and Justice

Disposal Schedule No. 2016/4

June 2016

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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, 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.

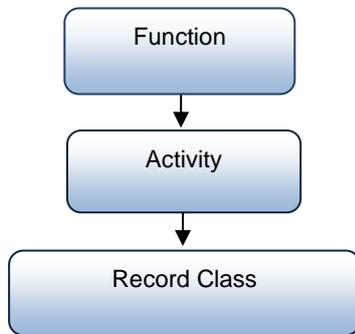
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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.

Sequence 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 Mediation Services of the Department of the Attorney-General and Justice.

Scope

Application of this Records Disposal Schedule is mandatory for Mediation Services records of the Department of the Attorney-General and Justice.

This Records Disposal Schedule applies to Mediation Services records in all formats.

Responsibility

The Chief Executive of the Department of the Attorney-General and Justice is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. 2016/4 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of the Attorney-General and Justice on 14 June 2016 and is effective immediately.

Regulatory Framework

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

- *Community Justice Centre Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

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

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of the Attorney-General and Justice
- current authorised disposal schedules for Department of the Attorney-General and Justice.

Normal Administrative Practice

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

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

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

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

Notification of Destruction

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

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

Acknowledgement

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

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

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

Compliance Checklist	
been superseded	from the NT Archives Service

Disposal Schedule

<p>1. Mediation Services</p> <p>The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the <i>Community Justice Centre Act</i>. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services.</p>			
<p>1.1 Advice</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>			
Class No.	Description of Records	Examples	Status and Disposal Action
1.1.1	Records documenting the establishment of the Northern Territory Community Justice Centre under the Act.	<ul style="list-style-type: none"> Ministerial 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting the provision of formal advice to the Minister, other government bodies and Industry in relation to mediation services such as the impact of national practice standards, emerging issues in relation to conflict and professional development of mediators and practitioners.	<ul style="list-style-type: none"> Evaluation Reports 	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Examples	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation and review of high level agreements with the Community Justice Centre.	<ul style="list-style-type: none"> High Level Agreements 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation and review of minor agreements with the Community Justice Centre such as with other government departments.	<ul style="list-style-type: none"> Memorandum of Agreements Service Level Agreements 	Temporary Destroy 7 years after expiry or termination of agreement

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*, that includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services.

1.3 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	Records documenting appointment of mediators for the Community Justice Centre under the Act.	<ul style="list-style-type: none"> • Contract for services • Current NMAS accreditation documents • Application for Sessional Mediator forms 	Temporary Destroy 6 years after end of appointment

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.4 Case Management

The activities associated with the process of assessment, planning, facilitation for options and services to meet individual needs.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.1	Records documenting the provision of mediation services that have been accepted by the Director under the Act, that are deemed significant. Includes risk assessments, reports as required by relevant legislation confidentiality agreements signed by both parties and other supporting documents.	<ul style="list-style-type: none"> Significant mediation cases that have attracted public wide interest such as the Yuendumu Community long running dispute between family and clans in the Alice Springs Region. 	Permanent Transfer to NT Archives Service 10 years after action completed
1.4.2	Records documenting the provision of mediation services that have been accepted by the Director under the Act, including where a dispute has been referred to the Community Justice Centre for mediation by a Court	<ul style="list-style-type: none"> Non-significant mediation cases 	Temporary Destroy 7 years after case is closed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.4 Case Management

The activities associated with the process of assessment, planning, facilitation for options and services to meet individual needs.

Class No.	Description of Records	Examples	Status and Disposal Action
	referral, or Police, Council, Government Agency or Community Legal Service. Includes dispute and risk assessments, reports as required by relevant legislation confidentiality agreements signed by both parties and other supporting documents. May include where a Director has terminated the mediation session.		
1.4.3	Records documenting disputes that have not been accepted by the Director for mediation or have been withdrawn. Includes risk assessments and other supporting documents.	<ul style="list-style-type: none"> • Mediation cases not accepted • Withdrawn 	Temporary Destroy 3 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

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, appointments of members, terms of reference, proceedings, minutes, reports, agenda etc.

Class No.	Description of Records	Examples	Status and Disposal Action
1.5.1	Records documenting the establishment of the Community Justice Consultative Council, including appointments of members by the Minister, terms and conditions and directions given by the Minister. Includes agendas, minutes and decision registers.	- Community Justice Consultative Council	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting high level national committees, where the Director of the Community Justice Centre is representing the NT Government such as National Dispute Resolution Network.	- National Dispute Resolution Network	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

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, appointments of members, terms of reference, proceedings, minutes, reports, agenda etc.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes copies of agendas, minutes and discussion papers.		
1.5.3	Records documenting internal administrative committees, or inter-departmental formal committees such as the Elders Visiting Forum, Youth Justice Coalition, and the Palmerston City Council Community Safety Working Group. Includes copies of agendas, minutes and discussion papers.	<ul style="list-style-type: none"> - Elders Visiting Forum - Youth Justice Coalition - Palmerston City Council Community Safety Working Group - National Mediator Standards Board 	Temporary Destroy 5 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.6 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.1	Records documenting major investigations into complaints made to the Council with regards to the provision of mediation services under the Act, such as bias behaviour or breach of confidentiality, where a legal or procedural precedent is set. Includes file notes, witness statements, extracts of documents and other supporting documents.	<ul style="list-style-type: none"> Major Complaints against the Community Justice Centre 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting minor investigations into complaints made to the Council with regards to the provision of community justice services under the Act. Includes file notes, witness statements, extracts of documents and other supporting documents.	<ul style="list-style-type: none"> Minor Complaints against the Community Justice Centre 	Temporary Destroy 5 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.7 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.7.1	Register of Case Management Files. Includes: <ul style="list-style-type: none"> - Party details - Mediator details - Dates - Venues - Referral agent - Evaluation 	<ul style="list-style-type: none"> • Resolve database 	Permanent Retain in organisation (manage and migrate data to new platform during system upgrades)
1.7.2	Register of Practitioners Registrations. Includes:	<ul style="list-style-type: none"> • NMAS Certificate of Currency 	Permanent Retain in organisation

1. Mediation Services

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1.7 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> - Personal details - NMAS Accreditation details - Terms and conditions 		(manage and migrate data to new platform during system upgrades)

1. Mediation Services

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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	Examples	Status and Disposal Action
1.8.1	Records documenting the handling of requests for information in relation to mediation services	<ul style="list-style-type: none"> • Enquiries • Advice • Includes file notes, email messages and other related correspondence. 	Temporary Destroy 3 years after action completed

1. Mediation Services

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1.9 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.9.1	Records documenting the promotion of awareness of the role of community justice services in the Northern Territory, including information sessions, interactive workshops, forums and presentations. Includes background research, briefs and designs, copies of handouts and brochures.	<ul style="list-style-type: none"> • Information sessions • Workshops • Presentations • Feedback / Evaluations 	Temporary Destroy 5 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.10 Planning

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.10.1	Final versions of the Community Justice Centre strategic plans.	<ul style="list-style-type: none"> Final plans 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of strategic plans in relation to community justice services.	<ul style="list-style-type: none"> Draft plans 	Temporary Destroy 5 years after action completed

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1.11 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	Examples	Status and Disposal Action
1.11.1	Master set of Community Justice Centre Policy Guidelines. Includes notifications to the Minister, CEO and the Director and copies of gazette notices as required under the Act.	<ul style="list-style-type: none"> Final Community Justice Centre Policy Guidelines 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of policy guidelines in relation to Community Justice Services.	<ul style="list-style-type: none"> Draft guidelines and procedures 	Temporary Destroy 5 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.12 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	Examples	Status and Disposal Action
1.12.1	Final versions of reports in relation to the function of community justice services.	<ul style="list-style-type: none"> Annual reports 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of reports in relation to the function of community justice services. Includes file notes, statistic reports, consultation notes and draft versions.	<ul style="list-style-type: none"> Draft versions of annual reports Draft versions of additional reports 	Temporary Destroy 5 years after action completed
1.12.3	Records documenting additional reports such as mandatory reporting as required under the Act where there have been reasonable grounds to	<ul style="list-style-type: none"> Additional reports Mandatory reporting 	Permanent Transfer to the NT Archives Service

1. Mediation Services

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1.12 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	Examples	Status and Disposal Action
	suspect that a child is at risk of significant harm with regards to the <i>Care and Protection of Children Act</i> .		10 years after action completed
1.12.4	Final versions of reports documenting the Chief Executive Officer evaluation reports of Community Justice Centre operations and activities requested by the Minister under the Act.	<ul style="list-style-type: none"> Operational Reports to the Minister 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.5	Records documenting the development of evaluation reports in relation to the operation and activities of the Community Justice Centre. Includes statistics, internal reports, file notes,	<ul style="list-style-type: none"> Draft operational reports 	Temporary Destroy 5 years after action completed

1. Mediation Services

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1.12 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	Examples	Status and Disposal Action
	statistics and related correspondence.		

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.13 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
1.13.1	Master set of course material in relation to National Accredited Mediation Training and Conflict Management Training developed by the Community Justice Centre.	<ul style="list-style-type: none"> National Accredited Mediation Training Conflict Management Training 	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of nationally accredited mediation training courses and conflict management training. Includes copies of the NMAS Approval Standards, draft versions of course material, feedback received from industry stakeholders and other supporting documents.	<ul style="list-style-type: none"> Draft guidelines and procedures 	Temporary Destroy 5 years after action completed
1.13.3	Records documenting the delivery of mediation training by a Community Justice Centre, including conflict management training.	<ul style="list-style-type: none"> Delivery of Training courses 	Temporary Destroy 5 years after action completed

1. Mediation Services

The function of providing a dispute resolution service that is effective, flexible, useful, accountable and respectful of diversity to the Northern Territory community under the *Community Justice Centre Act*. Includes the establishment of the Community Justice Consultative Council, that addresses complaints, and develops Guidelines for the provision of mediation services .

1.13 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
	Includes delivery action plans, lesson plans, handout resources, attendance sheets, and assessment results.		