

# Records disposal schedule

Power Generation

Power Generation Corporation Trading as Territory  
Generation

Disposal Schedule No. 2022/001

March 2022

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# Contents

<b>Preamble</b> .....	<b>i</b>
Introduction.....	i
<b>Structure of a Records Disposal Schedule</b> .....	<b>i</b>
Function .....	ii
Activity .....	ii
Record class.....	ii
Status and disposal action.....	ii
<b>About this Records Disposal Schedule</b> .....	<b>iv</b>
Purpose .....	iv
Scope .....	iv
Responsibility.....	iv
Authority.....	iv
Re-sentencing records .....	iv
Regulatory framework .....	iv
Related documents .....	v
Normal administrative practice .....	v
Acknowledgement.....	v
<b>Compliance checklist</b> .....	<b>vi</b>
<b>Disposal Schedule</b> .....	<b>1</b>
1. Power Generation .....	1
1.1 Advice.....	1
1.2 Agreements .....	2
1.3 Appointments .....	3
1.4 Asset Management.....	4
1.5 Audit .....	5
1.6 Authorisation .....	6
1.7 Committees .....	9
1.8 Compliance.....	11
1.9 Contract Management.....	12
1.10 Control .....	14
1.11 Delegations .....	17
1.12 Incident Management.....	18
1.13 Investigations .....	19
1.14 Planning .....	20
1.15 Policy.....	21
1.16 Procedures .....	22
1.17 Project Management.....	23
1.18 Reporting.....	24

1.19 Tendering .....	25
1.20 Wholesale Marketing.....	26

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

Records retention decisions are based on:

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

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

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

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

- General 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.<sup>2</sup>

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

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

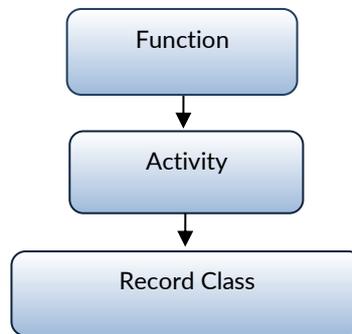
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<sup>1</sup> S.145 Information Act 2002

<sup>2</sup> S.136A(3) Information Act 2002

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 Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act 2002, 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 Power Generation of the Power Generation Corporation Trading as Territory Generation.

### Scope

Application of this Records Disposal Schedule is mandatory for Power Generation records of the Power Generation Corporation Trading as Territory Generation.

This Records Disposal Schedule applies to Power Generation records in all formats.

### Responsibility

The Chief Executive Officer of the Power Generation Corporation Trading as Territory Generation 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. 2022/001 was approved by the Senior Director of Library & Archives NT (the Archives Service), Director of Digital Policy and Data Strategy (the Records Service), and the Chief Executive of the Power Generation Corporation Trading as Territory Generation on 1 March 2022 and is effective immediately.

### Re-sentencing records

All records sentenced under a superseded records disposal schedule Power Generation 2015/17 are to be re-sentenced using this schedule.

### Regulatory framework

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

- *Australian Energy Market Commission Establishment Act 2004 (Cth)*
- *Electricity Reform Act 2000*
- *Government Owned Corporations Act 2001*
- *Government Owned Corporations (Power Corporations Restructure) Regulations 2015*
- *National Greenhouse and Energy Reporting Act 2007 (Cth)*
- *Power Generation Corporation Act 2014*
- *Security of Critical Infrastructure Act 2018 (Cth)*
- *Water Act 1992*
- *Water Supply and Sewerage Services Act 2000*

- *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 Power Generation Corporation
- current authorised disposal schedules for Power Generation Corporation
- current authorised general disposal schedules.

## 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 (e.g. 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.

## 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 Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Archives Service. The terms in the 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

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

## Disposal Schedule

<h3>1. Power Generation</h3> <p>The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the <i>Power Generation Corporation Act 2014</i> and the <i>Government Owned Corporations Act 2001</i>, including compliance requirements with other regulatory bodies.</p>		
<h4>1.1 Advice</h4> <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	Status and Disposal Action
1.1.1	Records documenting formal advice provided to and from the Minister and other government and industry bodies on matters relating to the power generation function, including directions and reports given to and received by the Shareholding Minister to the Corporation.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.2	Records documenting the declarations of dividend on shares owned by the Corporation as required under the <i>Government Owned Corporations Act 2001</i> , including payments to the Central Holding Authority.  Includes business recommendations, consultation notes and ministerials.  May include directions issued by the shareholding Minister.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.3	Records documenting the declaration of GenCorp to be a Government owned corporation for the purposes of the <i>Government Owned Corporations Act 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.4	Records documenting routine advice in relation to power generation, such as power outages.	TEMPORARY Destroy 3 years after action completed

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance, and review of major agreements, such as fuel supply, electricity supply, joint ventures and network service providers in relation to power generation made between the Corporation, other Government departments, and Industry bodies, including gas supply and transportation agreements and power purchase agreements.  Includes final agreements, service level agreements, legal opinions, drafts, and consultation notes.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements in relation to power generation, such as service level agreements.	TEMPORARY Destroy 7 years after expiry or termination of agreement

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.3 Appointments

The process of appointing persons under relevant Acts, including setting terms and conditions.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the appointment of the Chief Executive Officer of the Power Generation Corporation by the board as stated under the <i>Government Owned Corporations Act 2001</i>, including acting chief executive officers.</p> <p>Includes ministerials, briefing notes, terms and conditions and contracts.</p> <p>May include terminations and resignations.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.4 Asset Management

The activities associated with the management of assets, including records in relation to the acquisition, construction, maintenance and disposal.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records of assets of historical significance or subject to controversy or awarded; affected by toxic materials; and or subject to any feasibility studies, including assets deemed critical infrastructure assets, such as the Channel Island Power Station and the Stokes Hill Power Station.</p> <p>Includes acquisitions, design documents, asset management plans, plans, drawings, specifications, feasibility studies, technical documents, consultancy reports, warranties, inspection reports, depreciation schedules, maintenance schedules, service level agreements, manuals, insurance policies, contracts and other related information.</p> <p>May include records documenting disposal of the asset.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.4.2	<p>Records documenting the asset history of assets belonging to the Power Generation Corporation that are not deemed of historical significance, are not subject to controversy or awarded, have not been affected by toxic materials and are not assets deemed as critical infrastructure assets.</p> <p>Includes acquisitions, design documents, asset management plans, plans, drawings, specifications, technical documents, consultancy reports, warranties, inspection reports, depreciation schedules, maintenance schedules, service level agreements, manuals, insurance policies, contracts and other related information.</p> <p>May include records documenting disposal of the asset.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after the asset is decommissioned or disposed</p>

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.5 Audit

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting external audits that lead to a legal and policy precedent, including special audits as required under the <i>Government Owned Corporations Act 2001</i> that have been requested by the shareholding Minister for the Auditor-General to carry out.</p> <p>Includes written notifications, final reports and ministerials.</p> <p>May include written recommendations and relevant responses.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting audits in relation to the power generation function that are not deemed as special audits and do not set any legal or policy precedent.</p> <p>Includes written notifications and final reports.</p> <p>May include written recommendations and relevant responses.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
	<p>Use INCIDENT MANAGEMENT or INVESTIGATIONS for records documenting environmental audits where relevant.</p>	

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the establishment of Power Generation Corporation under the <i>Power Generation Corporation Act 2014</i> .  Includes documented transferred assets, transferred instruments and registers prepared by the Minister of assets, liabilities, instruments, rights and proceedings affected by the Power Corporations restructure in 2015 as required under the <i>Government Owned Corporations Regulations 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.2	Records documenting the nomination of a Shareholding Minister for the Power Generation Corporation and a Portfolio Minister nominated by the Chief Minister as required under the <i>Government Owned Corporations Act 2001</i> . Includes ministerials.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.3	Records documenting approved generation licences for the purpose of power generation issued by the Utilities Commission Northern Territory under the <i>Electricity Reform Act 2000</i> , including approved variations.  Includes terms and conditions, annual returns, compliance reports, audit reports, written notices by the Utilities Commission, receipts of prescribed fees, copies of the required safety management and mitigation plan and other supporting documentation.  May include transfer of licence and suspension of licence and directions of the System Controller.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.4	Records documenting approved licences to sell electricity (Retail Licence) granted by the Utilities Commission Northern Territory for the Corporation to trade in electricity and to	PERMANENT Transfer to the Archives Service 10 years after action completed

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	<p>retail electricity to customers under the <i>Electricity Reform Act 2000</i>, includes variations and transfers of licences.</p> <p>Includes terms and conditions, annual returns, written notices by the Utilities Commission, receipts of prescribed fees, ministerials, business recommendations, and other supporting documentation.</p> <p>May include licence surrender notifications to the Utilities Commission, suspension or cancellation of licences by the Utilities Commission under the <i>Electricity Reform Act 2000</i>. Also may include declarations of extensions to the Corporation's retail restriction period, including copies of the retail supply report, ministerials and gazette notices as required under the Act.</p>	
1.6.5	<p>Records documenting determinations of the Corporation's capital structure, including alterations as required under the <i>Government Owned Corporations Act 2001</i>.</p> <p>Includes business recommendations, consultation notes and ministerials.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.6.6	<p>Records documenting written directions that are in the public interest by the Shareholding Minister to the Corporation's Board as stated under the <i>Government Owned Corporations Act 2001</i>.</p> <p>Includes business recommendations, consultation papers and ministerials.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.6.7	<p>Records documenting community service obligations undertaken by the Corporation as required under the <i>Government Owned Corporations Act 2014</i>.</p>	<p>PERMANENT</p>

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.6 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	Includes ministerial briefings, written directions, receipts of funds granted and related correspondence.	Transfer to the Archives Service 10 years after action completed
1.6.8	Records documenting the authorisation of Trade Waste Agreements by the Power and Water Corporation. Includes trade waste application forms, copies of material safety data sheets, layout plans, receipts of trade waste fees and renewal applications.	TEMPORARY Destroy 20 years after licence expires
1.6.9	Records documenting approved permit to work applications submitted by contractors and the Corporation's employees for the purpose of conducting work on site and assets belonging to the Corporation.  Includes applications, copies of certificates and related correspondence.	TEMPORARY Destroy 7 years after permit expires

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.7 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
1.7.1	Records documenting the establishment of the Territory Generation Board as required under the <i>Government Owned Corporations Act 2001</i> , including appointments of the chairperson, directors, non-executive directors, acting directors and deputy chairpersons.  Includes terms and conditions, copies of experience and qualifications, terminations, and related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.7.2	Records documenting the meetings of the Territory Generation Board as required under the <i>Government Owned Corporations Act 2001</i> .  Includes notices of meetings, agendas, minutes, discussion papers, action registers and disclosure of interests by directors.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.7.3	Records documenting national and interdepartmental committees in relation to the power generation function where the Corporation is a member, such as the Public Utilities Group.  Includes copies of agendas, minutes and discussion papers.	TEMPORARY Destroy 10 years after action completed
1.7.4	Records documenting internal committees formed to consider matters relating to the power generation function, such as the audit committee as required under the <i>Government Owned Corporations Act 2001</i> .  Includes documents establishing the committee, agenda, minutes, business papers, recommendations, and action registers.	TEMPORARY Destroy 10 years after action completed

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.7 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
1.7.5	<p>Records documenting the management of remuneration, allowances, benefits, entitlements and fees paid to Board members.</p> <p>Includes remuneration rate increases, determinations, fee reconciliations, including salary sacrifice, salary payments, reimbursements of allowances and expenses and Director's emoluments.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after cessation of Board Member's appointment</p>

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

<h2>1. Power Generation</h2> <p>The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the <i>Power Generation Corporation Act 2014</i> and the <i>Government Owned Corporations Act 2001</i>, including compliance requirements with other regulatory bodies.</p>		
<h3>1.8 Compliance</h3> <p>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.</p>		
Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records documenting financial management and investment arrangements as required under the <i>Government Owned Corporations Act 2001</i>, including government Guarantees of the Corporation by the Treasurer, and the Corporation's borrowings and capital investments approved by the shareholding Minister.</p> <p>Includes business recommendations, consultation notes, ministerials and related correspondence.</p> <p>May include disposal of investments that have been approved by the shareholding Minister.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.8.2	<p>Records documenting waste discharge licences as required under the <i>Water Act 1992</i> issued by the Northern Territory Environment Protection Authority such as where wastewater is discharged into Darwin Harbour.</p> <p>Including terms and conditions, compliance reports, copies of submissions, water monitoring reports, plans and specifications to the Controller under the <i>Water Act 1992</i>.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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

## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.9 Contract Management

The activities involved administering contracts made with customers and service providers. Includes variations, contract performance monitoring, progress certificates, quotations and invoices.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting major contracts in relation to power generation which are issued in accordance with Design and Construct contracts (D&amp;C), Engineer Procure Construct Contracts (EPC) and the National Public Works Council (NPWC).</p> <p>Includes contract, copies of invoices, remittance advices, contract performance reports, contract variations, contract letters, superintendents' notifications, copies of insurance policies, buyers guide, expenditure reports, security certificates and other supporting information.</p> <p>May include complaints, dispute claims, copies of legal advice and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 20 years after completion or other termination of contract</p>
1.9.2	<p>Records documenting contract management with customers for the buying and selling of electricity and fuel, such as with electricity retailers and the Department of Defence.</p> <p>Includes copies of invoices, remittance advices, contract performance reports, contract variations, minutes of meetings and related correspondence.</p> <p>May include dispute claims, copies of legal advice and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 20 years after completion or other termination of contract</p>
1.9.3	<p>Records documenting contract management with service providers in relation to power generation assets and operations, period contracts for repairs and maintenance of the Corporation's assets and consultancy services.</p> <p>Includes contract, copies of invoices, remittance advices, contract performance reports, contract variations, contract</p>	<p>TEMPORARY</p> <p>Destroy 12 years after completion or other termination of contract</p>

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## 1. Power Generation

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### 1.9 Contract Management

The activities involved administering contracts made with customers and service providers. Includes variations, contract performance monitoring, progress certificates, quotations and invoices.

Class No.	Description of Records	Status and Disposal Action
	letters, superintendents' notifications, copies of insurance policies, buyers guide, expenditure reports, security certificates and other supporting information.  May include dispute claims, copies of legal advice and related correspondence.	

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Register of the Corporation's Shareholding Ministers as required by the <i>Government Owned Corporations Act 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.10.2	Register of Board Members disclosure of interest as required under the <i>Government Owned Corporations Act 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.10.3	Incident Management System, such as injury to persons, vehicle accidents, operational incidents and environmental incidents. Includes: <ul style="list-style-type: none"> <li>- Incident number</li> <li>- Location</li> <li>- Incident type</li> <li>- Date of incident</li> <li>- Incident description</li> <li>- Status</li> <li>- Due date</li> <li>- Person responsible</li> <li>- Risk assessment details</li> <li>- Investigation details</li> </ul>	PERMANENT (manage and migrate data to new media platform/system during system upgrade)  Transfer to the Archives Service 10 years after action completed
1.10.4	Tender Register Includes: <ul style="list-style-type: none"> <li>- Request for tender</li> <li>- Responses</li> <li>- Notices of unsuccessful quotations</li> <li>- Attendance at tender briefing sessions and details</li> </ul>	PERMANENT  (manage and migrate data to new media platform/system during system upgrade)

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Future tender opportunities</li> <li>- Tenderers contact details</li> <li>- Other information</li> </ul>	Transfer to the Archives Service 10 years after action completed
1.10.5	<p>Contracts Register</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Title of contract</li> <li>- Contractor details</li> <li>- Contract type and particulars</li> <li>- Contract value</li> <li>- Contract terms</li> <li>- Contract terms and conditions</li> <li>- Contract Insurance details</li> <li>- Vendor Number</li> <li>- Supplier Number</li> <li>- CAL Registration Number</li> <li>- Location of works</li> <li>- Buyers guide</li> <li>- Date contract awarded</li> <li>- Superintendent / Representative details</li> <li>- Contract manager</li> <li>- Expenditure Details</li> <li>- Defects Liability periods</li> <li>- Security Details</li> <li>- comments</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new media platform/system during system upgrade)</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.10.6	<p>Records of assets registers in relation to assets of historical significance, or subject to controversy or awarded, affected by toxic material, including assets deemed critical infrastructure assets under the <i>Security of Critical Infrastructure Act 2018</i>. Including:</p> <ul style="list-style-type: none"> <li>- acquisition dates</li> <li>- type of asset</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- disposal details</li> <li>- expenditure details</li> <li>- maintenance details</li> <li>- Warranty details</li> <li>- Inspection details</li> <li>- Audits details</li> <li>- Insurance policies and certificates</li> </ul>	
1.10.7	<p>Records documenting asset registers in relation to assets not deemed to have significant historical significance, subject to controversy, affected by toxic material and are not deemed to be a critical asset under the <i>Security of Critical Infrastructure Act 2018</i>. Including:</p> <ul style="list-style-type: none"> <li>- acquisition dates</li> <li>- type of asset</li> <li>- disposal details</li> <li>- expenditure details</li> <li>- maintenance details</li> <li>- Warranty details</li> <li>- Inspection details</li> <li>- Audits details</li> <li>- Insurance policies and certificates</li> </ul>	<p>TEMPORARY Destroy 10 years after asset is decommissioned</p>
1.10.8	<p>Environmental Risk Register. Includes:</p> <ul style="list-style-type: none"> <li>- Categories</li> <li>- Chances</li> <li>- Consequences</li> <li>- Target action</li> </ul>	<p>TEMPORARY Destroy 10 years after last entry</p>

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.11 Delegations

The process of delegating or being delegated as a requirement under relevant legislation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting delegations by the shareholding Minister of the Corporation to a Minister any of his or her powers and functions under the <i>Government Owned Corporations Act 2001</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.11.2	Records documenting delegations by the chief executive officer to an employee of the corporation any of his or her powers and functions under the <i>Government Owned Corporations Act 2001</i> .	TEMPORARY Destroy 7 years after authorisation expires/is withdrawn
1.11.3	Records documenting the delegation of powers and functions by the board to a director of the board, committee of the board or the chief executive officer or any other person within the Corporation under the <i>Government Owned Corporations Act 2001</i> .  Includes business recommendations and ministerials.	TEMPORARY Destroy 7 years after authorisation expires/is withdrawn

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.12 Incident Management

The processes associated with preparing for and responding to incidents. Includes incidents relating to or affecting supply, safety or the environment.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the management of incidents where there has been:</p> <ul style="list-style-type: none"> <li>- significant environmental impact, such as pollution, major contamination or presentation of major public health risk</li> <li>- a death or serious injury to a member of the public</li> <li>- major or prolonged disruptions to operations or services that generate significant media interest or</li> <li>- major changes to network management plans for managing safety or operational risks.</li> </ul> <p>Includes incident assessment reports, debriefing notes, ministerials, review reports, environmental audits, copies of legal advice, notices to other government authorities, photographs, witness statements, and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.12.2	<p>Records documenting incidents that may impact the power generation function, such as a natural disaster or terrorism threat where a member of the Corporation is a part of the Territory Emergency Management Committee (TEMC).</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.12.3	<p>Records documenting emergency management planning and arrangements for an emergency or natural disaster event within the Northern Territory with local government authorities.</p> <p>Includes copies of local emergency plans, provision of advice in relation to power generation, risk assessments and related correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.13 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting investigations into incidents, such as lengthy mass power outages, system and technical failures, environmental incidents, and operational incidents that have a significant impact on the community.</p> <p>Includes investigation reports, photographs, witness statements, extracts of documents, environmental audits, video footage and other supporting documentation.</p> <p>May include ministerials, briefing notes and correspondence with the Northern Territory Utilities Commission.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.14 Planning

The activities associated with formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions of those needs.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting strategic plans in relation to the power generation function such as environmental improvement plans, including written statements of corporate intent by the Board as required under the <i>Government Owned Corporations Act 2001</i> .  Includes final reports, business recommendations, consultation notes and ministerials.	PERMANENT Transfer to the Archives Service 10 years after action completed

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## 1. Power Generation

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### 1.15 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
1.15.1	Records documenting the Corporations constitution, including amendments as required under the <i>Government Owned Corporations Act 2001</i> .  Includes authorisation by the shareholding Minister, ministerials and briefing notes.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.15.2	Records documenting written notifications to the Board by the shareholding Minister of public sector policies that are applicable to the Corporation.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.15.3	Records documenting policies in relations to the Power Generation Corporation, including procurement policies approved by the shareholding Minister as required under the <i>Government Owned Corporations Act 2014</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed

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## 1. Power Generation

The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the *Power Generation Corporation Act 2014* and the *Government Owned Corporations Act 2001*, including compliance requirements with other regulatory bodies.

### 1.16 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.16.1	Master set of standard operating procedures in relation to the power generation function.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.16.2	Records documenting the development of procedures and guidelines in relation to the power generation function. Includes draft versions, working papers and consultation notes.	TEMPORARY Destroy 5 years after action completed

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## 1. Power Generation

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### 1.17 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.17.1	<p>Records documenting the development and management of major projects in relation to the power generation function, such as the Yulara Energy Transition Initiative, Pine Gap Power Supply Project and the alternative energy storage for Darwin Katherine Region. Includes projects in relation to assets deemed critical infrastructure assets and projects related to renewable energy technologies, such as solar, wind and wave power projects and battery storage.</p> <p>Includes feasibility studies, budget forecasts, project plans, key performance management plans, environmental management plans, risk management plans, inspection certificates, operation manuals, defects list, audits and other supporting documentation.</p> <p>May include disputes detected during liability period, including legal opinions, defect liability notices, copies of contract variations and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.17.2	<p>Records documenting the development and management of minor projects in relation to the power generation function.</p> <p>Includes project plans, budget forecasts, key performance plans, progress reports and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after project completed</p>

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1. Power Generation		
<p>The function of providing wholesale electricity supply to customers on commercial terms and electricity system services which support system security, including the adoption of renewable energy technology. Includes the establishment of the Territory Generation Board, statutory appointments, delegations, declarations and reports as required under the <i>Power Generation Corporation Act 2014</i> and the <i>Government Owned Corporations Act 2001</i>, including compliance requirements with other regulatory bodies.</p>		
1.18 Reporting		
<p>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.</p>		
Class No.	Description of Records	Status and Disposal Action
1.18.1	Records documenting annual reports to the Greenhouse and Energy Data Officer of the Australian Government Clean Energy Regulation, on greenhouse gas emissions, energy production and energy consumption on all facilities under the Corporations' control as required under the <i>National Greenhouse and Energy Reporting Act 2007</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.18.2	Records documenting annual reports in relation to the power generation function as required under the <i>Government Owned Corporations Act 2001</i> .  Includes formal draft versions, consultation notes, statistic reports and related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.18.3	Records documenting reports to the Australian Government Critical Infrastructure Centre as a reporting entity responsible for critical assets, as required under the <i>Security of Critical Infrastructure Act 2018</i> .  Includes registration forms, change and existing registration forms, notifiable events, and operational information.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.18.4	Records documenting system operation reports in relation to power generation created by the remote operations centre. Includes daily log reports, end of shift reports, weekly availability reports, plant outage update reports and daily status reports.	TEMPORARY Destroy 15 years after action completed
1.18.5	Records documenting operational reports in relation to the power generation function, including statistic reports, such as electricity production (kWh), power outages, greenhouse gas emissions (CO <sub>2</sub> ), annual solar photovoltaic (PV) and generation (MWh).	TEMPORARY Destroy 10 years after action completed

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## 1. Power Generation

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### 1.19 Tendering

The activities involved in receiving and assessing tenders for the supply, sale or purchase of goods and services in accordance with procurement policy. Includes the process of inviting parties to submit an offer by advertisement, followed by evaluation of offers and selecting a successful bidder.

Class No.	Description of Records	Status and Disposal Action
1.19.1	<p>Tenders in relation to the construction and maintenance of power generation assets which are issued in accordance with Design and Construct contracts (D&amp;C), Engineer Procure Construct Contracts (EPC) and the National Public Works Council (NPWC).</p> <p>Includes procurement planning documents, statement of requirements, request for proposals, application for a Certificate of Exemption from Public Tendering, expression of interests, requests for tender, selection criteria, response schedules, ministerials, copies of Board papers, evaluation reports, recommendations, final reports, notification of outcome to all tenderers, public notices, and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 20 years after completion or other termination of contract</p>
1.19.2	<p>Records documenting the development, review and issue of tenders in relation to power generation others than those issued in accordance with D&amp;C, EPC and NPWC conditions.</p> <p>Includes procurement planning documents, statement of requirements, request for proposals, application for a Certificate of Exemption from Public Tendering, expression of interests, requests for tender, selection criteria, response schedules, ministerials, copies of Board papers, evaluation reports, recommendations, final reports, notification of outcome to all tenderers, public notices, and other supporting documentation.</p>	<p>TEMPORARY</p> <p>Destroy 12 years after tender process is completed</p>
1.19.3	<p>Records documenting unsuccessful tenders, inadmissible tenders, or a tender process where there is no suitable bidder or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after tender process completed or last action completed</p>

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## 1. Power Generation

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### 1.20 Wholesale Marketing

The processes associated with wholesale marketing forecasting and bidding, including feasibility studies.

Class No.	Description of Records	Status and Disposal Action
1.20.1	<p>Records documenting wholesale electricity and services market interactions and analytics.</p> <p>Includes performance management and data analytics, market bids and interactions, correspondence with the system controller and market operator, technical and economic models, fuel, electricity and essential system services demand forecasts and wholesale pricing records.</p>	<p>TEMPORARY</p> <p>Destroy 20 years after action completed</p>

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