

Records Disposal Schedule
International Labour Organisation
(ILO) Coordination

Office of the Commissioner for
Public Employment

March 2004

Disposal Schedule No. 2004/6

DISPOSAL SCHEDULE FOR INTERNATIONAL LABOUR ORGANISATION COORDINATION (ILO) RECORDS
OF THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

MARCH 2004

For information and advice, please contact

Records Management Unit

Office of the Commissioner for Public Employment

GPO Box 4371

Darwin NT 0801

or

Records Policy Unit

NT Archives Service

GPO Box 874

Darwin NT 0801

TABLE OF CONTENTS

About This Disposal Schedule.....	1	Function:	
Purpose.....	1	1. International Labour Organisation	
Scope.....	1	(ILO) Coordination	
Regulatory Framework.....	1	Activities:	
Related Documents.....	1	1.1 Meetings.....	6
Responsibility.....	1	1.2 Reporting.....	7
Authority.....	1		
Explanation.....	2		
NT Government Disposal Schedules....	2		
Sentencing Records.....	2		
Normal Administrative Practice.....	3		
Notification of Destruction.....	3		
Acknowledgment.....	3		
Compliance.....	5		
Compliance Checklist.....	5		

DISPOSAL SCHEDULE FOR INTERNATIONAL LABOUR ORGANISATION COORDINATION (ILO) RECORDS
OF THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

MARCH 2004

MARCH 2004

ABOUT THIS DISPOSAL SCHEDULE

PURPOSE

The purpose of this Disposal Schedule, is to enable regular, planned and authorised disposal of records of the International Labour Organisation Coordination Records of the Office of the Commissioner for Public Employment.

SCOPE

Application of this Disposal Schedule is mandatory for records of Office of the Commissioner for Public Employment relating to the function of International Labour Organisation Coordination.

This Disposal Schedule applies to all International Labour Organisation Coordination records in all formats, including electronic records and records in business systems, copies of records and parts of records

REGULATORY FRAMEWORK

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Australian Standards AS ISO 15489:2002-Records Management

RELATED DOCUMENTS

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures the Office of the information Commissioner
- ▶ current authorised disposal schedules for administrative records of the NT Government
- ▶ NT Archives Guidelines on Normal Administrative Practice for Records Disposal

RESPONSIBILITY

The Commissioner for Public Employment is responsible for the content and implementation of this Disposal Schedule.

AUTHORITY

This Disposal Schedule was approved by the Director of the NT Archives Service and the Commissioner for Public Employment March 2004 and is effective immediately.

MARCH 2004

EXPLANATION

This schedule has been developed the functional structure based on the business classification scheme of the Keyword AAA: A Thesaurus of General Terms produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT GOVERNMENT DISPOSAL SCHEDULES

There are two types of records disposal schedules:

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

There are presently four disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations – the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal Schedule for Administrative Records and the General Disposal Schedule for Information Management Records. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

SENTENCING RECORDS

- ▶ Records should be sentenced with this records disposal schedule using the following five steps:

MARCH 2004

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

NORMAL ADMINISTRATIVE PRACTICE

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

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

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

Records that have been captured into a recordkeeping system should not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

NOTIFICATION OF DESTRUCTION

Formal notification of destruction of all records should be provided to NT Archives Service.

ACKNOWLEDGMENT

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authorities of New South Wales and South Australia in the development of this schedule.

This schedule was drafted principally by the Office of the Commissioner for Public Employment in consultation with the NT Archives Service.

DISPOSAL SCHEDULE FOR INTERNATIONAL LABOUR ORGANISATION COORDINATION (ILO) RECORDS
OF THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

MARCH 2004

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.)

DISPOSAL SCHEDULE FOR INTERNATIONAL LABOUR ORGANISATION COORDINATION (ILO) RECORDS
OF THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

MARCH 2004

COMPLIANCE

COMPLIANCE CHECKLIST

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Archives Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral documents that are obviously duplicate and/or unimportant

MARCH 2004

1. INTERNATIONAL LABOUR ORGANISATION (ILO) COORDINATION

The function of coordinating Northern Territory Government responses to conventions and recommendations of the International Labour Organisation in regard to labour rights and work related issues.

1.1 MEETINGS

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to national meetings of state and territory representatives responsible for coordinating responses to conventions and recommendations about labour rights and work related issues promoted by the International Labour Organisation. Includes agenda, discussion papers and responses to reports.	TEMPORARY Destroy 7 years after action completed

MARCH 2004

1. INTERNATIONAL LABOUR ORGANISATION (ILO) COORDINATION

The function of coordinating Northern Territory Government responses to conventions and recommendations of the International Labour Organisation in regard to labour rights and work related issues.

1.2 REPORTING

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to NT Government comments on agenda items for annual International Labour Conference and on issues relating to implementation of conventions and recommendations ratified at the conference. Includes surveys, questionnaires and liaison with ministers and with public sector organisations in both the Northern Territory and Commonwealth Governments.	PERMANENT Transfer to the NT Archives Service 4 years after action completed



DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES