



Records disposal schedule

Records Disposal Schedule Commercial Business Services Charles Darwin University

Disposal Schedule No. 2017/15

September 2017

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Preamble

Introduction

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

Records retention decisions are based on:

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

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

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

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

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

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

Structure of a Records Disposal Schedule

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

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

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

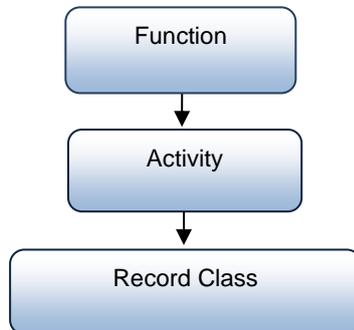
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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

Diagram 1



Function

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

Activity

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

Record Class

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

Status and Disposal Action

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

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

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

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction

should be done following consultation with relevant operational business employees responsible for the records.

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

Reasons for longer retention could include,

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

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

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 Commercial Business Services function of the Charles Darwin University.

Scope

Application of this Records Disposal Schedule is mandatory for Commercial Business Services records of the Charles Darwin University. This Records Disposal Schedule applies to Charles Darwin University records in all formats.

This Records Disposal Schedule does not apply to records of the Menzies School of Health Research or records documenting commercial research activities.

Responsibility

The Vice Chancellor of the Charles Darwin University is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. 2017/15 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of Digital Policy (The Records Service), and the Vice Chancellor of the Charles Darwin University on 25 September 2017 and is effective immediately.

Regulatory Framework

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

- *Care and Protection of Children Act*
- *Charles Darwin University Act*
- *Consumer Affairs and Fair Trading Act*
- *Education and Care Services (National Uniform Legislation) Act*
- *Food Act*
- *Notifiable Diseases Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-Records Management

Related Documents

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

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Charles Darwin University

- current authorised disposal schedules for Charles Darwin University

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 been superseded	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services, the gym and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.1 Accommodation Services

The activities associated with the provision of short and long term accommodation to guests.

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting approved applications for accommodation services on the University campus, such as short term, long term accommodation and visiting guests.</p> <p>Includes applications, signed terms and conditions, receipts of fees, letter of offers and other related correspondence.</p> <p>May include minor incidents in relation to individual students, such as property damage and noise level incidents.</p>	<p>Temporary</p> <p>Destroy 7 years after lease has expired or has been cancelled</p>
1.1.2	<p>Records documenting applications for accommodation services on the University campus that have not been approved or have been withdrawn.</p> <p>Includes applications and related correspondence.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.2 Advice

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting advice provided by or to industry stakeholders in relation to commercial business services, such as Fitness Australia and other regulatory bodies.	Temporary Destroy 5 years after action completed
1.2.2	Records documenting routine advice provided to future and current students or other members of the public in relation to commercial business services.	Temporary Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.3 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	Status and Disposal Action
1.3.2	Records documenting the establishment, negotiation, maintenance and review of formal agreements, including memoranda of understanding in relation to commercial business services, such as with the NT Government.	Temporary Destroy 7 years after expiry or termination of agreement

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.4 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
1.4.1	Records documenting the planning and conduct of internal and external audits in relation to commercial business services. Includes audit reports, file notes, draft versions, recommendations and other related correspondence.	Temporary Destroy 7 years after audit completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.5 Childcare Services

The process of providing a childcare service for parents during working hours. Includes enrolment, care plans and preparing progress assessments on individual children.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting child care services provided to individual infants.</p> <p>Includes enrolment forms, immunisation records, copies of birth certificates, incident forms, records of treatment provided to a child, file notes, health information, special needs information, parent/carer permission notes, assessments reports of child development and progress and related supporting documents.</p> <p>May include custodial circumstances, court orders and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 25 years after date of birth</p>
	<p>For records documenting the employment history of Childcare Educators use Human Resources – Employment History</p>	

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.6 Client Services

The process of seeking and granting permission to undertake requested action. The activities associated with the planning, monitoring, evaluating and delivery of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting client service files, such as membership files for the gym. Includes application forms, pre-exercise forms and individual assessments and sign in sheets. May include updated details, suspension of membership, massage form, copies of incident forms and medical clearances for existing injuries. May include casual gym health screening forms.	Temporary Destroy 7 years after membership has lapsed or terminated or action completed
1.6.2	Records documenting approved applications for accommodation services on the University campus, such as short term, long term accommodation and visiting guests. Includes applications, signed terms and conditions, receipts of fees, letter of offers and other related correspondence. May include incidents in relation to individual students.	Temporary Destroy 7 years after lease has expired or has been cancelled
1.6.3	Records documenting applications for accommodation services on the University campus that have not been approved or have been withdrawn. Includes applications and related correspondence.	Temporary Destroy 3 years after action completed
1.6.4	Records documenting feedback received in	Temporary

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.6 Client Services

The process of seeking and granting permission to undertake requested action. The activities associated with the planning, monitoring, evaluating and delivery of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
	relation to commercial business services, including appreciation letters and minor complaints. Includes letters and written responses.	Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

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 committees in relation to commercial business services, such as the Parent Committee Meeting for childcare services.	Temporary Destroy 5 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.8 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting compliance with mandatory regulatory requirements, such as <i>Public and Environmental Health Act</i> and the <i>Education and Care Services (National Uniform Legislation) Act</i> for commercial business services, such as childcare services. Includes registrations, accreditations, investigations, audits, and licence renewals.	Temporary Destroy 25 years after service is no longer registered
1.8.2	Records documenting routine compliance with mandatory regulatory requirements such as childcare and accommodation services. Includes inspections, quality improvement plans, copies of policies and procedures and other supporting paperwork.	Temporary Destroy 7 years after action completed
1.8.3	Records documenting licences required for commercial businesses to use music in a commercial environment, such as the gym from the Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA). Includes the Fitness Centre and Instructors Licence application, registration and renewals.	Temporary Destroy 7 years after licence has expired or been cancelled
1.8.4	Records documenting the registration of the gym as a fitness business with Fitness Australia, including registration renewals. Includes registration form and receipts of payments.	Temporary Destroy 7 years after registration has expired or been cancelled

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.9 Contract Management

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting contract management of services provided to commercial business services, such as cleaning and supplier of merchandise agreements. Includes contracts, terms and conditions, copies of purchase orders and invoices and other related correspondence.	Temporary Destroy 7 years after completion or other termination of contract

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

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 International Standard Book Numbers (ISBN) numbers allocated. Includes: <ul style="list-style-type: none"> - registrant - specific title - edition - format being printed - barcode 	Permanent Retain in organisation
1.10.2	Childcare Incident / Accident Registers, Includes name of child, dates, incident description, witness details and other relevant details.	Temporary Destroy 25 years after date of last entry
1.10.3	Childcare attendance records. Includes name of child, dates and timeframes.	Temporary Destroy 7 years after date of last entry
1.10.4	Notifications of Infectious Diseases Register. Includes name of child, dates, type of disease and nominated supervisor.	Temporary Destroy 25 years after date of last entry
1.10.5	Medication Registers, includes name of child, dates, name of medication, quantity, name of persons who administered the medication, frequency and other relevant details.	Temporary Destroy 25 years after date of last entry
1.10.6	Incident Register in relation to the gym that are minor.	Temporary Destroy 7 years after last entry
1.10.7	Daily sign-in sheets.	Temporary

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
		Destroy 7 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.11 Enquiries

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

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting requests for and the handling of enquiries regarding routine information in relation to commercial business services. Includes written responses.	Temporary Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.12 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the application for grants by commercial business services of the University where the grant is received. Includes applications, grant funding agreements, notification letters, remittance advices, progress reports, financial statements and acquittal reports.	Temporary Destroy 7 years after grant acquitted
1.12.2	Records documenting the application for grants by commercial business services of the University where the grant is not received. Includes applications and notifications of decisions.	Temporary Destroy 2 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.13 Inspections

The process of official examinations of facilities, equipment, vehicles and vessels, to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting routine inspections of commercial business services, such as routine accommodation inspections performed by the housekeeping supervisor. Includes inspection reports, photos and other related correspondence.	Temporary Destroy 2 years after action completed
	Use 1.8.2 COMPLIANCE for records documenting routine compliance with regulatory requirements, such as childcare.	

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.14 Investigations

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Records documenting significant investigations into commercial business services, such as where a serious injury has occurred, death of a child or other significant matter.</p> <p>Includes investigation reports, witness statements, photos, audio footage, statutory declarations, medical reports and assessments and other supporting documents.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.15 Marketing and Promotion

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

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting the marketing and promotion of commercial business services. Includes market plans, research and assessment, sales forecasting, advertising and related correspondence.	Temporary Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.16 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	Status and Disposal Action
1.16.1	Records documenting business plans in relation to commercial business services. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 10 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.17 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
1.17.1	Master set of policies in relation to commercial business services.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.17.2	Records documenting the development and review of policies in relation to commercial business services. Includes draft versions, consultation notes and other related correspondence.	Temporary Destroy 5 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.18 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.18.1	Master set of standard operating guidelines in relation to commercial business services.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.18.2	Records documenting the development and review of high level procedures and guidelines in relation to commercial business services. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 3 years after action completed
1.18.3	Records documenting internal day to day procedures that have been developed for staff in relation to commercial business services, such as work instructions.	Temporary Destroy 2 years after procedure has been superseded

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.19 Production

The process involved in producing material into an end result or output, eg a product or publication. Includes design, layout typesetting, desktop publishing, printing, binding etc.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Records documenting the production of significant publications, such as Historical Society Books. Includes drafts and technical specifications.	Permanent Retain in organisation
1.19.2	Records documenting requests for production works that have been proceeded with, including the preparation of materials and drafts for publication, including technical specifications, final versions and backups, such as business cards, examinations, pamphlets, graduation papers, thesis papers and historical society books. Includes: <ul style="list-style-type: none"> - graphic design - indexing - Offset printing - Digital printing - printing / binding - preparation of source files - quality assurance - gold blocking - binding - craft bookbinding Includes quotations, invoices and related correspondence. May include requests for reprints.	Temporary Destroy 10 years after action completed
1.19.3	Records documenting requests for production works that have not been	Temporary

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.19 Production

The process involved in producing material into an end result or output, eg a product or publication. Includes design, layout typesetting, desktop publishing, printing, binding etc.

Class No.	Description of Records	Status and Disposal Action
	proceeded with. Included quotations and related correspondence.	Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.20 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.20.1	Records documenting the development and delivery of childcare programs and curriculum plans. Includes action plans, excursion plans, risk assessments, safety measures, emergency plans and other supporting documentation.	Temporary Destroy 7 years after program ceases
1.20.2	Records documenting the development and delivery of programs, such as fitness programs. Includes action plans, statistic reports, risk assessments, safety measures and other related correspondence.	Temporary Destroy 5 years program ceases

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.21 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.		Status and Disposal Action
1.21.1	Records documenting statutory reporting in relation to commercial business services, including mandatory reporting required under the <i>Care and Protection of Children Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.21.2	Records documenting routine management reports on operational matters in relation to commercial business services.	Temporary Destroy 5 years after action completed
1.21.3	Records documenting statistic reports in relation to commercial business services, such as membership sales, membership demographics and membership terms. Includes final reports and raw data.	Temporary Destroy 3 years after action completed

1. Commercial Business Services

The function of managing the University's commercial business services, including the enterprises, such as accommodation services, UniPrint, childcare services and the bookshop. Includes records relating to client services, compliance, policy and procedures.

1.22 Stocktake

The activities associated with the examination, counting, listing and valuing of goods, records or information held by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.22.1	Records documenting the inventory and stocktake of goods, such as books and other merchandise sold at the Bookshop. Includes control records, reconciliations, stock adjustments, stocktake reports, sheets and other supporting records.	Temporary Destroy 2 years after action completed