

Records disposal schedule

Jabiru Town Development Authority

Disposal Schedule No. 2021/001

April 2021

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Preamble

Introduction

The *Information Act 2002* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations, 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.

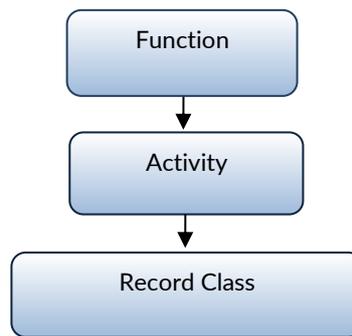
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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.

¹ S.145 Information Act 2002

² S.136A(3) Information Act 2002

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 the Jabiru Town Development Authority.

Scope

Application of this Records Disposal Schedule is mandatory for the Jabiru Town Development Authority records.

This Records Disposal Schedule applies to Jabiru Town Development Authority records in all formats.

Responsibility

The Chairperson for the Jabiru Town Development Authority 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. 2021/001 was approved by the Senior Director of Library & Archives NT (the Archives Service), Executive Director of Digital Government (the Records Service), and the Chairperson for the Jabiru Town Development Authority on 10 April 2021 and is effective immediately.

Regulatory framework

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

- *Jabiru Town Development Act 1978*
- *Jabiru Town Development Regulations 1982*
- *Jabiru Town Development (Aboriginal Camping Areas) By-Laws 1987*
- *Jabiru Town Development (Caravan Parks) By-Laws 1983*
- *Jabiru Town Development (Chemical Preparations) By-Laws 1983*
- *Jabiru Town Development (Community Hall) By-Laws 1983*
- *Jabiru Town Development (Control of Animals) By-Laws 1984*
- *Jabiru Town Development (Control of Dogs) By-Laws 1992*
- *Jabiru Town Development (Refuse) By-Laws 1983*
- *Jabiru Town Development (Roads and Public Places) By-Laws 1983*
- *Jabiru Town Development (Stallholders) By-Laws 1983*
- *Jabiru Town Development (Swimming Pool Complex) By-Laws 1982*
- *National Parks and Wildlife Conservation Act 1975 (Cth)*
- *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 Jabiru Town Development Authority
- current authorised disposal schedules for the Jabiru Town Development Authority
- 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

1. Jabiru Town Development Authority

The function of developing and maintaining the town of Jabiru under the *Jabiru Town Development Act 1978* within the World Heritage Listed Kakadu National Park. Includes the establishment and management of the town of Jabiru, the establishment of the Jabiru Town Development Authority, carrying out local government functions, statutory reporting and delegations, managing development applications and leasing-out of land and premises within the town of Jabiru.

1.1 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
1.1.1	Records documenting the provision and receipt of high-level advice with the portfolio Minister, the Director of National Parks, the Northern Land Council, industry bodies and other Government bodies in relation to the Jabiru town development. Includes ministerials, briefing notes, copies of legal advice and other related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.1.2	Records documenting routine advice provided by the Jabiru Town Development Authority regarding permits, licences and by-law matters.	TEMPORARY Destroy 5 years after action completed

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1. Jabiru Town Development Authority

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1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance, and review of major agreements between the Jabiru Town Development Authority, government bodies and private organisations in relation to the development and management of the Jabiru town, including the cost sharing agreement. Includes ministerials, performance reports, remittance advices and related correspondence.	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 between Jabiru Town Development Authority and Government bodies and private organisations in relation to Jabiru Town Development, such as shared services agreements, information data sharing agreements and memoranda of understanding.	TEMPORARY Destroy 12 years after expiry or termination of agreement
	Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government – FINANCIAL MANAGEMENT – ACCOUNTING for records documenting the establishment and management of the JTDA Trust Fund.	

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1.3 Authorisations

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations of powers and functions made by the Director under the <i>National Parks and Wildlife Conservation Act 1975</i> , including delegation of those powers to staff of the Authority under the <i>Jabiru Town Development Act 1978</i> .	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.2	Records documenting licences granted to the Authority by the Australian National Parks and Wildlife Service under the <i>National Parks and Wildlife Conservation Act 1975</i> for work related to the establishment and development of the township of Jabiru prior to 1982.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.3	Records documenting authorisations of licences and permits granted to the Authority, such as Water Supply licences from regulatory authorities. Includes applications for a liquor licence by organisations based in the Jabiru town granted by the Northern Territory Liquor Licence to the Authority as the controlling body. Includes applications, terms and conditions, receipts of fees payable and related correspondence.	PERMANENT Transfer to the Archives Service 10 years after action completed

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1.4 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
1.4.1	Records documenting the establishment of the Jabiru Town Development Authority under the Act. Includes appointments of members and Chairpersons by the Minister, agendas, minutes and discussion papers. May include terminations of appointments, resignations, and members disclosure of interests.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.2	Records documenting high level committees in relation to the Jabiru Town Development, such as the Supervising Scientist Committee and the Adelaide Rivers Region Activities Committee that report to the Commonwealth. Includes agendas, minutes and discussion papers.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.4.3	Records documenting committees that report to the Jabiru Town Development Authority, such as the Jabiru Town Advisory Council, Aboriginal Liaison Committee, Women's Interest Committee and the Jabiru Regional Sustainability Working Group.	PERMANENT Transfer to the Archives Service 10 years after action completed

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1.5 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting compliance with water quality guidelines set by both the Commonwealth and the NT Government to ensure wastewater is managed, treated and safely discharged within regulatory standards.</p> <p>Includes approvals to discharge wastewater effluent, surface water quality monitoring programs, water sample analysis reports and chemical and bacteriological testing reports.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting applications for a liquor license by organisations based in the Jabiru Town where the application has been facilitated by the Jabiru Town Development Authority.</p> <p>Includes terms and conditions, applications, copies of lease documents, building permits, public entertainment licence, eating house registrations, copy of floor plans, Liquor Licensing Authority investigation reports, purchase returns, liquor licence nominees and related correspondence.</p> <p>May include application to renew licences, applications to propose changes to licence and certificate of renewal of licence.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after licence expires</p>

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1.6 Control

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Register of Sub-leases. Includes: <ul style="list-style-type: none"> - Sub-lease number - Lessee name - Lessee postal address - Terms and conditions 	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.2	Register of drawings in relation to the design and build of the town of Jabiru. Includes: <ul style="list-style-type: none"> - Drawing number - Type of drawing (<i>architectural, structural, electrical, mechanical, civil, landscaping etc</i>) - Location - Type of infrastructure (<i>school, hospital, water/power supply, roads</i>) 	PERMANENT Transfer to the Archives Service 10 years after action completed
1.6.3	Valuation Register for the Jabiru township. Includes: <ul style="list-style-type: none"> - Unimproved Capital Valuations Amount - Allotment Numbers - Street Address for each allotment - Tenure - Title reference - Area - Survey - Map reference - Valuation code/type - Owners - Postal Address 	PERMANENT Transfer to the Archives Service 10 years after action completed

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1.7 Construction Project Management

The activities associated with managing the construction and maintenance of buildings, roads and civil works, including carrying out investigations, design works and managing disputes.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the project management of construction works on land and buildings that have cultural and heritage significance within the Kakadu National Park of the Northern Territory, including repairs and maintenance projects. Projects include construction of utility service facilities, government housing, police and fire stations, courthouse and school, sports and social clubs, caravan parks and supermarkets.</p> <p>Includes archaeological and heritage assessments, design documentation, permits, licences and clearances, budget papers, copies of plans, drawings, specifications, photographs, audits, inspection reports, certificates and permits, minutes, contractor instructions, technical reports, handover and progress reports, copies of contracts, invoices and progress claims.</p> <p>May include disputes detected during liability period, legal opinions, defect liability notices, contract variations and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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1.8 Contract Management

The activity of managing all aspects of the contract, including contract supervision and contract administration. Includes managing the performance of work or provisions of services provided by contractor, consultancy, or external services provider to ensure completion of the work is within terms and requirements of the contract and monitoring the financial performance of the contract.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records documenting the contract management of services by other organisations granted by the Authority, such as the West Arnhem Regional Council, Kakadu Community Development and Gundjeihmi Aboriginal Corporation. Types of contracted out services include administrative tasks of the Authority such as managing meetings, managing hire agreements of equipment and venues, infrastructure projects and management of sub-leases.</p> <p>Includes terms and conditions, invoices, performance reports, and related correspondence.</p>	<p>TEMPORARY Destroy 12 years after action completed</p>
1.8.2	<p>Records documenting minor contracts, such as catering services, supply of vehicles, leasing of office space, leasing of equipment, installation of telecommunication systems and furniture removal services.</p> <p>Includes terms and conditions, invoices and related correspondence.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

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1.9 Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the Head Lease of land (NT Portion 2353) by the Authority from the Director of National Parks appointed under the <i>National Parks and Wildlife Conservation Act 1975</i> (Cth).</p> <p>Includes signed lease agreements, terms and conditions, search certificates, development proposals, inspections reports and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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1.10 Leasing-Out

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the sub-leasing out of land and/or premises or part premises that form under the Head Lease, to other government bodies, private organisations, mining companies, groups or individuals.</p> <p>Includes letters of expression of interest to sub-leasing lots, applications to sub-lease, extracts of minutes, agreements, title searches, consent from the Director of National Parks and Wildlife, company extracts, memoranda of sub-lease, terms and conditions, receipts of lease payments, copies of the Records of Administrative Interests and Information from the Land Titles Office, referee letters attesting applicants good standing and financial responsibilities, legal advice and other related correspondence.</p> <p>May include development proposals, development permits, drawings, plans, variations to sub-leases, transfer of sub-lease documents and surrenders of sub-lease documents.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.10.2	<p>Records documenting short term leases of land, buildings and equipment under a hire agreement.</p> <p>Includes application forms, terms and conditions, receipts of fees and bond paid and refunded.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after lease has expired or has been terminated</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.

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1.11 Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and sub-sections of Acts, and amendments of each.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting the development and review of By-Laws under the Act in relation to Aboriginal camping areas, caravan parks, chemical preparations, community halls, control of animals, control of dogs, refuse, road and public places, stallholders and swimming pools. Includes draft instructions, legal advice and related correspondence.	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.

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1.12 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
1.12.1	<p>Records documenting strategic plans in relation to the Jabiru Town Development Authority, including contribution towards the Jabiru town plans, Jabiru Master Plans and the Jabiru Windup plan.</p> <p>Includes formal draft versions, consultation notes, background research and related correspondence.</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. Jabiru Town Development Authority

The function of developing and maintaining the town of Jabiru under the *Jabiru Town Development Act 1978* within the World Heritage Listed Kakadu National Park. Includes the establishment and management of the town of Jabiru, the establishment of the Jabiru Town Development Authority, carrying out local government functions, statutory reporting and delegations, managing development applications and leasing-out of land and premises within the town of Jabiru.

1.13 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
1.13.1	<p>Master set of polices in relation to the Jabiru Town Development Authority.</p> <p>Includes formal draft versions, policy proposals, consultation notes, copies of legal advice and related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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1.14 Reporting

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Final, approved versions of major reports in relation to the Jabiru Town Development Authority, including annual reports.	PERMANENT Transfer to the Archives Service 10 years after action completed
	Use Records Disposal Schedule for Administrative Functions of the Northern Territory Government - FINANCIAL MANAGEMENT for records documenting the management of the Authority's financial resources, including establishment of accounting systems, budgeting, and obtaining and allocating grants.	

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