

**Records Disposal Schedule**  
**Firearms Control and Weapons Control**  
**NT Police, Fire and Emergency Services**

**Disposal Schedule No. 2008/1**

**January 2008**

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<b>TABLE OF CONTENTS</b>			
<b>ABOUT THIS DISPOSAL SCHEDULE</b>	<b>2</b>	<b>2. WEAPONS CONTROL</b>	<b>15</b>
Purpose	2	2.1 ADVICE	15
Scope	2	2.2 AGREEMENTS	16
Regulatory Framework	2	2.3 AUTHORISATION	17-18
Related Documents	2	2.4 COMPLIANCE	19
Responsibility	3	2.5 CONTROL	20
Authority	3	2.6 REPORTING	21
Explanation	3		
NT Government Disposal Schedules	3		
Sentencing Records	3		
Resentencing Records	4		
Normal Administrative Practice	4		
Notification of Destruction	4		
Acknowledgment	4		
<b>COMPLIANCE</b>	<b>5</b>		
Compliance Checklist	5		
<b>DISPOSAL SCHEDULE</b>	<b>6</b>		
<b>1. FIREARMS CONTROL</b>	<b>6</b>		
1.1 ADVICE	6		
1.2 AGREEMENTS	7		
1.3 AUTHORISATION	8-10		
1.4 COMMITTEES	11		
1.5 COMPLIANCE	12		
1.6 CONTROL	13		
1.7 REPORTING	14		

## ABOUT THIS DISPOSAL SCHEDULE

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Firearms Control and Weapons Control of the NT Police, Fire & Emergency Services.

### Scope

Application of this Disposal Schedule is mandatory for Firearms Control records and Weapons Control records of the NT Police, Fire and Emergency Services.

This Disposal Schedule applies to Firearms Control and Weapons Control records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

### Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Firearms Act
- ▶ Weapons Control Act
- ▶ Information Act 2002
- ▶ 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 of the NT Police, Fire and Emergency Services.
- ▶ Current authorised disposal schedules for NT Police, Fire & Emergency Services
- ▶ ^ NTPFES Records Disposal Schedule 1998/4

^ Note that this Disposal Schedule supersedes the NTPFES Records Disposal Schedule 1998/4 for Firearms Recording Section which can no longer be used to sentence Firearms Control & Weapons Control records.

- ▶ \* Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

\* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

## Responsibility

The Chief Executive of the NT Police, Fire & Emergency Services is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

## Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the NT Police, Fire & Emergency Services on 3 January 2008 and is effective immediately.

## Explanation

This schedule has been 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.

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 the 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 five 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 for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

## Sentencing Records

Sentence records with this records disposal schedule using the following five steps:

- ▶ 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.

## Re-sentencing Records

All records sentenced under superseded disposal schedule NTPFES Records Disposal Schedule 1998/4 are to be re-sentenced using this schedule.

## 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 be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be 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

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

## Acknowledgment

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

The schedule was drafted principally by the NT Police, Fire & Emergency Services in consultation with the NT Archives Service.

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

### 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.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- 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

**1. FIREARMS CONTROL**

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

**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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.1.1	Records relating to notification from the Commissioner of Police disclosing information to firearms clubs and historical firearms collector's societies, holder of firearms corporate license or permits, employers of firearms instructors about suspensions or revocations of licences, permits or registration of firearms in relation to a person, member and employee whose operations may be affected.	TEMPORARY Destroy 80 years after notification provided
1.1.2	Records relating to notifications from the Commissioner of Police declaring firearms or types of firearms to be a particular category of firearm. Details may include calibre, mechanism, manufacturer, magazine capacity, fixture attachment to a firearm and particulars of identification. Includes copies of gazette notices.	PERMANENT Transfer to NT Archives Service 4 years after notification provided
1.1.3	Records relating to notification from the Commissioner of Police declaring firearms or types of firearms to be exempt from statutory requirements. Details may include calibre, mechanism, manufacturer, magazine capacity, fixture attachment to a firearm and particulars of identification. Includes copies of gazette notices.	PERMANENT Transfer to NT Archives Service 4 years after notification provided.
1.1.4	Records relating to notification from the Commissioner of Police declaring legislative provisions do not apply or apply in accordance with specified conditions to certain persons in relation to their activities at shooting galleries, amusement parlours or similar places or to firearm amnesties generally or periods specified as amnesty periods. Includes copies of gazettes notices.	PERMANENT Transfer to NT Archives Service 4 years after notification provided.

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. FIREARMS CONTROL**

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### **1.2 AGREEMENTS**

The processes 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	Records relating to the development, negotiation, establishment, and/or review of agreements between the NT Government and the Australian Government in relation to the control of firearms within the Northern Territory. Includes advice, copies of notifications and signed agreements.	PERMANENT Transfer to NT Archives Service 4 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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 1.3 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records relating to applications to the Commissioner of Police from persons requesting certification that a firearm is permanently incapable of use as a firearm where the application is approved.</p> <p>Includes application, supporting documentation and copies of notices. May include copies of decisions of the Firearms Appeals Tribunal.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after certification provided</p>
1.3.2	<p>Records relating to applications to the Commissioner of Police from persons requesting certification that a firearm is permanently incapable of use as a firearm where the application is not approved.</p> <p>Includes application, supporting documentation and copies of notices. May include copies of decisions of the Firearms Appeals Tribunal.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after action completed</p>
1.3.3	<p>Records relating to applications to the Commissioner of Police from persons requesting firearms licences including corporate, museum, club, club junior, sports shooter's, firearms dealers, firearms collectors, antique firearms collectors, firearms employee, firearms instructors, firearms heirloom, firearms armourer where the application is approved.</p> <p>Includes application, supporting documentation, copies of licences issued with applicable conditions, notifications of interstate residents moving to the Territory, written notification of suspensions, revocations, surrenders and seizures. May include copies of restraining orders, reports from medical practitioners, notifications of periods of disqualification, notifications to produce certain category firearms, notifications of cancellations, notifications of voluntary surrenders of certain categories, copies of court ordered forfeitures, statutory declarations, notifications of sale or disposal of firearms and copies of decisions of the Firearms Appeals Tribunal.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after licence expires or is revoked, surrendered or seized</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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 1.3 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.3.4	<p>Records relating to applications to the Commissioner of Police from persons requesting firearms licences including corporate, museum, club, club junior, sports shooter's, firearms dealers, firearms collectors, antique firearms collectors, firearms employee, firearms instructors, firearms heirloom, firearms armourer where the application is not approved.</p> <p>Includes application, supporting documentation, and written notices. May include notifications of interstate residents moving to the Territory, copies of reports from medical practitioners, notifications of periods of disqualification, copies of directions to lodge firearms with the Commissioner and copies of decisions of the Firearms Appeals Tribunal.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after action completed</p>
1.3.5	<p>Records relating to applications to the Commissioner of Police from persons requesting permits for permanent and temporary residents and clubs to purchase, hire, lease, acquire, sell or transfer, use or possess and shorten or convert firearms where the application is approved.</p> <p>Includes applications for temporary use of firearms for purposes such as film, theatrical or other artistic activities. Also includes applications, supporting documentation and copies of permits and notices, applicable conditions and revocations. May include copies of reports from medical practitioners, copies of court ordered forfeitures and copies of decisions of the Firearms Appeals Tribunal.</p>	<p>TEMPORARY</p> <p>Destroy 80 years after permit expires or is revoked.</p>
1.3.6	<p>Records relating to applications to the Commissioner of Police from persons requesting permits for permanent and temporary residents and clubs to purchase, hire, lease, acquire, sell or transfer, use or possess and shorten or convert firearms where the application is not approved. Includes applications for temporary use of firearms for purposes such as film, theatrical or other artistic activities. Also includes applications, supporting documentation and copies of notices. May include copies of reports from medical practitioners, copies of directions to lodge firearms with the Commissioner and copies of decisions of the Firearms Appeals Tribunal.</p>	<p>TEMPORARY</p> <p>Destroy 80 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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 1.3 AUTHORISATION

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.3.7	Records relating to applications to the Commissioner of Police from persons requesting premises to be used by firearm clubs and for shooting activities where the application is approved. Includes applications, supporting documentation, copies of notifications, conditions, suspensions and revocations. May include copies of decisions of the Firearms Appeals Tribunal.	TEMPORARY Destroy 80 years after approval expires or is revoked
1.3.8	Records relating to applications to the Commissioner of Police from persons requesting premises to be used by firearm clubs and for shooting activities where the application is not approved. Includes applications, supporting documentation and copies of notifications.  May include copies of decisions of the Firearms Appeals Tribunal.	TEMPORARY Destroy 80 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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 1.4 COMMITTEES

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth 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 relating to committees formed to consider matters relating to firearms control where the agency convenes, or is the NT Government's main representative for example National Firearms Managers Group.  Includes agenda, minutes recommendations and decisions.	PERMANENT  Transfer to NT Archives Service 4 years after action completed
1.4.2	Records relating to the establishment of the committees formed to consider matters relating to firearms control.  Includes appointments, resignations and dismissal of members.	PERMANENT  Transfer to NT Archives Service 4 years after action completed
1.4.3	Records relating to the administration of committees formed to consider matters relating to firearms control.  Includes travel arrangements, organisation of venue, distribution lists and invitations to attend.	TEMPORARY  Destroy 5 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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 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	Records relating to notification from the Commissioner of Police to registered firearms dealers requesting particulars regarding the purchase, receipt, sale or possession by a Dealer of firearms or firearm parts in their possession.	TEMPORARY Destroy 80 years after action completed
1.5.2	Records relating to notification from a registered firearms dealer to the Commissioner of Police regarding the sale, purchase and storage of firearms or firearm parts in their possession.  Includes notification to the Commissioner of Police of any loss, theft or destruction of firearms or firearm parts that were in the possession of the Dealer.	TEMPORARY Destroy 80 years after action completed
1.5.3	Records relating to notification from authorised armourers to the Commissioner of Police regarding all firearms that have come into the possession of the armourer or that are no longer in the possession of the armourer.	TEMPORARY Destroy 80 years after action completed
1.5.4	Records relating to the receipt of firearms surrendered to the Commissioner of Police from individuals during firearm amnesties or buybacks. Includes receipts signed by owners, firearm details such as make, model and calibre, compensation payments and destruction details of surrendered firearms.	TEMPORARY Destroy 80 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. FIREARMS CONTROL

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### 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	<p>Registers of firearms, licences and permits. Includes certification of firearms permanently incapable of use as a firearm, firearms corporate licences, firearms museum licences, firearms club licences, firearms club junior licences, sports shooter's, firearms dealers, firearms collectors, antique firearms collectors, firearms heirloom, firearms employee, firearms instructors, firearms armourer.</p> <p>Details include names and addresses of persons responsible for security of firearms, representatives of holders of licences, persons with direct access to firearms and persons who have control over issue of firearms. Also includes period of licence, applicable conditions, details of sale or disposal including destruction of firearms.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives 4 years after action completed</p>
1.6.2	<p>Registers of permits approved for permanent and temporary residents and clubs to purchase, hire, lease, acquire, sell or transfer, use or possess and shorten or convert firearms.</p> <p>Includes temporary use of firearms for purposes such as film, theatrical or other artistic activities.</p> <p>Details include names and addresses of persons issued permits, period of permit, applicable conditions.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 years after action completed</p>
1.6.3	<p>Registers of surrendered firearms including during amnesty periods. Details include names, addresses, firearms details (such as make and model), compensation paid and destruction details.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 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. FIREARMS CONTROL**

The function of licensing individuals and businesses, registration of firearms and regulation of the possession and use of firearms. Also includes approval of sports shooting clubs, shooting galleries and shooting ranges.

### **1.7 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	Records relating to the development, and provision of reports required in accordance with agreements between the Australian and NT Governments in relation to the control of firearms within the Northern Territory. Includes advice, copies of notifications and signed agreements.	PERMANENT Transfer to NT Archives Service 4 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.



## **2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

### **2.1 ADVICE**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.1.1	Records relating to notifications from the Commissioner of Police declaring an amnesty period during which statutory provisions and conditions do not apply in relation to objects or classes of objects (weapons) specified in the declaration. Includes copies of gazette notices.	PERMANENT Transfer to NT Archives Service 4 years after notification provided
2.1.2	Records relating to notices by the Administrator of the Northern Territory exempting classes of persons, prohibited weapons or body armour from the application of statutory provisions. Includes copies of notices, variations and revocations.	PERMANENT Transfer to NT Archives Service 4 years after notification provided
2.1.3	Records relating to notifications by the Commissioner of Police declaring that statutory provisions do not apply to specified objects or classes of objects for specified periods such as amnesties. Includes copies of notices, variations and revocations.	PERMANENT Transfer to NT Archives Service 4 years after notification provided

## **2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

### **2.2 AGREEMENTS**

The processes 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.2.1	Records relating to the development, negotiation, establishment, and/or review of agreements between the NT Government and the Australian Government in relation to the control of prohibited weapons within the Northern Territory. Includes advice, copies of notifications and signed agreements.	PERMANENT Transfer to NT Archives Service 4 years after action completed

**2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

**2.3 AUTHORISATION**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.3.1	Records relating to applications to the Commissioner of Police from persons requesting to bring into, cause to be brought or sent into, manufacture, sell or purchase, display or advertise for sale, possess, use or carry prohibited weapons in the Northern Territory where the application is approved. Includes applications, supporting documentation, copies of notices, conditions, revocations and variations.	TEMPORARY Destroy 80 years after date of approval
2.3.2	Records relating to applications to the Commissioner of Police from persons requesting to bring into, cause to be brought or sent into, manufacture, sell or purchase, display or advertise for sale, possess, use or carry prohibited weapons in the Northern Territory where the application is not approved. Includes applications, supporting documentation and copies of notices.	TEMPORARY Destroy 80 years after action completed
2.3.3	Records relating to applications to the Commissioner of Police from persons requesting to bring body armour into, cause body armour to be brought or sent into, manufacture, sell or purchase body armour, possess or use body armour or purchase body armour in the Northern Territory where the application is approved. Includes applications, supporting documentation, copies of notices, conditions, revocations and variations.	TEMPORARY Destroy 80 years after date of approval
2.3.4	Records relating to applications to the Commissioner of Police from persons requesting to bring body armour into, cause body armour to be brought or sent into, manufacture, sell or purchase body armour, possess or use body armour or purchase body armour in the Northern Territory where the application is not approved. Includes applications, supporting documentation and copies of notices.	TEMPORARY Destroy 80 years after action completed
2.3.5	Records relating to applications to the Commissioner of Police from persons requesting duplicate copies of approvals or specific purchase authorities where the original has been lost, damaged or destroyed where the application is approved. Includes applications, supporting documentation and copies of notices.	TEMPORARY Destroy 80 years after date of approval

## **2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

### **2.3 AUTHORISATION**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.3.6	Records relating to applications to the Commissioner of Police from persons requesting duplicate copies of approvals or specific purchase authorities where the original has been lost, damaged or destroyed where the application is not approved. Includes applications, supporting documentation and copies of notices.	TEMPORARY Destroy 80 years after action completed

## **2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

### **2.4 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.4.1	Records relating to the receipt of weapons surrendered to the Commissioner of Police from individuals during weapon amnesties or buy backs. Includes receipts signed by owners, weapon details such as weapon type, compensation payments and destruction details of surrendered weapons.	TEMPORARY Destroy 80 years after action completed

**2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

**2.5 CONTROL**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.5.1	Register of surrendered weapons. Details include names, addresses, weapon details, compensation paid and destruction details.	PERMANENT Transfer to NT Archives Service 4 years after action completed

## **2. WEAPONS CONTROL**

The function of issuing approvals to possess prohibited weapons or body armour to individuals and/or businesses. Also includes issuing approvals for specific purchase authorities.

### **2.6 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
2.6.1	Records relating to the development, and provision of reports required in accordance with agreements between the Australian and NT Governments in relation to the control of prohibited weapons within the Northern Territory. Includes advice, copies of notifications and signed agreements	PERMANENT Transfer to NT Archives Service 4 years after action completed

