

NORTHERN TERRITORY  
ARCHIVES SERVICE  
&  
THE OFFICE OF THE  
COMMISSIONER FOR  
PUBLIC EMPLOYMENT

Disposal Schedule  
for Organisational Capability Assessment  
Records of the  
Office of the Commissioner  
for Public Employment

**Authority No. 2001/11**

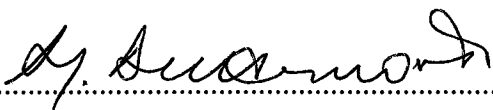


Northern Territory Government

**DISPOSAL SCHEDULE FOR ORGANISATIONAL CAPABILITY ASSESSMENT  
RECORDS OF THE  
OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

**Authority No. 2001/11**

Authority is hereby granted for disposal of records in accordance with the provisions specified in this schedule



.....  
Sarah Butterworth  
Acting Commissioner for Public Employment

Dated.....14/6/02.....



.....  
Greg Coleman  
Director  
Northern Territory Archives Service

Dated.....11/6/2002.....

**DISPOSAL SCHEDULE FOR ORGANISATIONAL CAPABILITY ASSESSMENT  
RECORDS OF THE  
OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

**Introduction**

NT Cabinet Decision No. 3035 of 1983 authorised the establishment of the Northern Territory Archives Service (NTAS) to promote the efficient and economic management of NT Government records. The Decision also directed that no NT Government agency could dispose of its records without the approval of the NTAS. This approval is given in the form of records disposal schedules.

**Records Disposal Schedules**

There are two types of records disposal schedules - general disposal schedules and agency specific records disposal schedules.

General disposal schedules are intended to provide disposal coverage for those records common to most or all NT Government agencies. There are presently three general disposal schedules – the *Disposal Schedule for Administrative Records of the Northern Territory Government*, the *Disposal Schedule for Financial Management Records of the Northern Territory Government* and the *General Disposal Schedule for Human Resource Management Records*. These can be used by all NT Government agencies for the disposal of records of this type.

Agency specific records disposal schedules are drawn up in consultation between the Northern Territory Archives Service and the agency controlling the records and relate to those records which are unique to that specific agency.

**The Organisational Capability Assessment Disposal Schedule**

This disposal schedule applies to Organisational Capability Assessment records of the Office of the Commissioner for Public Employment, created by that agency in accordance with its functions.

**Storage and Destruction of Records**

Further authorisation by the NTAS for destruction of records in accordance with the provisions of this schedule is not required. However, notification of the destruction to the NTAS is required using the form 'Notification of Destruction of Records'. Copies may be made from the form which appears at the back of this schedule.

The NTAS no longer provides storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

**Normal Administrative Practice**

The destruction of ephemeral material such as reference copies of records, external publications and circulars is covered by Normal Administrative Practice (NAP). This provides for the routine permissible destruction of non essential material in the course of day to day business without formal authorisation from the NTAS. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

**DRAFT DISPOSAL SCHEDULE FOR  
ORGANISATIONAL CAPABILITY ASSESSMENT RECORDS OF  
THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

<b><u>Class No.</u></b>	<b><u>Description of Records</u></b>	<b><u>Status and Disposal Action</u></b>
<b>1</b>	<b>ORGANISATIONAL CAPABILITY ASSESSMENT</b>	
	<p>The function of assisting an organisation to identify and address its ability to meet its business objectives. Includes identifying resources (human, technological and physical) and assisting in the planning of business unit direction and personal development which results in the organisation having an integrated plan for the future.</p>	
<b>1.1</b>	<b>CONSULTANCY SERVICES</b>	
<b>1.1.1</b>	Records relating to the provision of organisational capability services to clients including advice, analysis, strategy development, definition and planning frameworks	<b>TEMPORARY</b> Destroy 6 years after action completed

NORTHERN TERRITORY ARCHIVES SERVICE

**NOTIFICATION OF DESTRUCTION OF RECORDS**

This form is to be returned to: Northern Territory Archives Service  
GPO Box 874  
Darwin NT 0801  
Ph: (08) 8924 7677 or Fax: (08) 8924 7660  
Email: nt.archives@nt.gov.au

1. Agency Title:

2. Agency Division/Branch:

3. Address:

4. Contact Officer:

Phone No:

5. Authorised Disposal Schedule(s) used to Destroy Records:

6. Method of Destruction:

Date:

7. Description of Records Destroyed:-

Disposal Schedule(s) & Class No(s).	Records Title and/or Description	Date Range	Quantity in Shelf Metres

8. I hereby notify that the above information is an accurate description of the records destroyed and that they were destroyed under the provisions of an authorised records disposal schedule.

Agency Representative:

Date: