



Records disposal schedule

Records Disposal Schedule Administrative Functions of the Northern Territory Government

Disposal Schedule No. 2013/5

November 2013

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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 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 administrative functional records disposal schedules that apply to records common to most or all NT government public sector organisations, and
- Specific functional records disposal schedules that apply to records unique to an NT government public sector organisation or function.

Specific functional records disposal schedules should be used in conjunction with general administrative functional 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

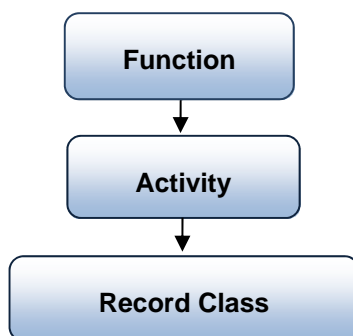
Each class of records created by an agency is described using classifications based on business analysis.

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 below:



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 status of a record class is assigned as either permanent or temporary during the sentencing process.

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.

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

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

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 Administrative Functions of all Northern Territory public sector organisations as defined in s.5 of the *Information Act* except local authorities.

Scope

Application of this Records Disposal Schedule is mandatory for Administrative Functions records of all Northern Territory public sector organisations except local authorities.

This Records Disposal Schedule applies to Administrative Functions records in all formats.

Responsibility

The Chief Executive of each public sector organisation 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 s136B of the *Information Act*.

Disposal Schedule No.2013/5 was approved by the Director of the NT Archives Service (The Archives Service), and Director ICT Policy and Strategy (The Records Service), on 13 November 2013 and is effective immediately.

Format

This Records Disposal Schedule covers the Administrative Functions which are carried out by most or all NT government public sector organisations except local authorities.

This schedule differs from previous schedules covering Administrative Functions in that many of the activity descriptors included in previous schedules under each individual Administrative Function have been extracted and are included in a section titled Common Activities which appears at the beginning of this schedule. The 17 Administrative Functions with activity descriptors more specific to each individual function appear after the Common Activities section.

Having a Common Activities section at the beginning of the schedule aggregates activity descriptors that are common to most functions and are not specific to any one Administrative Function. This will assist in sentencing of records using this schedule, and removes inconsistencies that arise when all the common activities are listed under many individual functions. This also reduces the size of the schedule.

The activity descriptors listed under the Common Activities section can be used in conjunction with any the 17 Administrative Functions listed in this schedule providing there is no exemption listed under the activity, eg under the activity 0.2 ADVICE, it is stated:

Not to be used for legal advice – see 10.1 LEGAL SERVICES – ADVICE

In this example, class number 0.2 ADVICE can be used for any Administrative Function other than LEGAL SERVICES. Other exemptions are listed where applicable and sentencing officers are to note carefully these exemptions and ensure that only those records to which the activity descriptor applies are used in the records sentencing process.

Superseded Records Disposal Schedules

This schedule supersedes the following records disposal schedules which can no longer be used to sentence records:

- *Disposal Schedule for Administrative Records of the Northern Territory Government No.2000/8 (ADMIN)*
- *Disposal Schedule for Financial Management Records of the Northern Territory Government No.2001/2 (FM)*
- *Disposal Schedule for Human Resource Management Records of the Northern Territory Government No.2001/6 (HRM)*
- *Disposal Schedule for Information Management Records No.2003/2*

Re-sentencing Records

Not all records sentenced under the above superseded schedules will need to be resented using this schedule. The exceptions are those records previously sentenced as *permanent* under the superseded schedules but now identified as *temporary* under the new schedule, or conversely, those sentenced as *temporary* under the superseded schedules but are now identified as *permanent* under the new schedule.

Permanent classes which are still permanent under this schedule will need to refer to the disposal class in this schedule and this will involve amending the class information in the records management system. Temporary records which remain temporary require **no** action.

Guidelines which map amendments to and from permanent classes where this has occurred have been issued to accompany this schedule. The *Guidelines for Resentencing Records Using the Records Disposal Schedule for Administrative Functions of the Northern Territory Government* provides specific advice on which classes of records require resentencing and which classes merely need to be changed in the records management system.

Regulatory Framework

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

- the *Information Act*
- *Records Management Standards for public sector organisations in the NT*
- NT Government Archives Management Standards
- Australian Standard AS ISO 15489:2002–*Records Management*

Related Documents

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

- NT Government Records Management Standard 5 – *Records Disposal*
- the *Disposal Schedule for Records of Short Term Value* (Disposal Schedule No. 2003/10)
- the *Disposal Schedule for Temporary Records that have been Digitised* (Disposal Schedule No. 2009/13)
- the *Disposal Schedule for Digital Source Records that have been Migrated* (Disposal Schedule 2013/6)
- policies and procedures of individual NT government agencies
- current authorised disposal schedules for individual NT government agencies.

Normal Administrative Practice and Records of Short Term Value

Organisations are permitted to dispose of short-term or transitory records (for example, background notes, office messages, meeting requests, and drafts of reports and briefs with no significant impact upon the finished product/position) as part of normal administrative practice.

Destruction in this manner usually occurs because the records are duplicated, unimportant or for short-term use only.

In addition, records that have been captured into a recordkeeping system should be destroyed using the *Disposal Schedule for Records of Short Term Value* unless the class of records has been identified in a specific disposal schedule.

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed for business or other purposes.

Notification of Destruction

Provide the Records Service, Department of Corporate and Information Services with formal notification of destruction of all records using the Notification of Destruction of Records form.

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.

The schedule was drafted principally by the NT Records Service in consultation with the NT Archives Service and all NT government agencies.

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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 and NT Records 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
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- 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 recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- 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
- 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
- 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 for retention as archives not later than 30 years after creation
- 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 Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.1 ACQUISITION

The process of gaining ownership or use of equipment, stores, services and other items required in the conduct of business where there is no tendering, quotation or contracting out process.

**Not to be used for property acquisition –
see 12.1 PROPERTY MANAGEMENT – ACQUISITION**

Use 0.8 CONTRACTING OUT for the disposal of records documenting the acquisition of equipment, stores, services and other items using quotations for Tier Two and Three Procurement activity

Use 0.16 TENDERING for the disposal of records documenting the acquisition of equipment, stores, services and other items using the tendering process (Tier Four and Five Procurement activity)

Class No.	Description of Records	Status and Disposal Action
0.1.1	<p>Records documenting the acquisition of equipment, stores, services and other items in accordance with the Procurement Process for Tier One Activity. Includes supporting documentation, eg</p> <ul style="list-style-type: none"> • evidence of a docket • receipt • invoice or similar • approved requisition. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
0.1.2	<p>Records documenting investigations into the acquisition of equipment, stores, services and other items not proceeded with.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.2 ADVICE

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

Not to be used for legal advice – see 10.1 LEGAL SERVICES – ADVICE

Class No.	Description of Records	Status and Disposal Action
0.2.1	<p>Records documenting the provision of advice to the portfolio Minister concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities where a detailed response has been provided. Includes:</p> <ul style="list-style-type: none"> • briefing notes and minutes providing advice to the Minister • correspondence. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
0.2.2	<p>Records documenting provision and receipt of advice to and from other agencies, governments, business, industry, community organisations and/or individuals regarding the functions of the organisation or other organisations, or advice to the portfolio Minister where a detailed response has not been provided.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.3 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.

Not to be used for industrial relations agreements - see 8.1 INDUSTRIAL RELATIONS – AGREEMENTS

Not to be used for personnel agreements - see 11.2 PERSONNEL – AGREEMENTS

Class No.	Description of Records	Status and Disposal Action
0.3.1	<p>Records documenting the establishment, negotiation, maintenance and review of agreements with other governments, government organisations or bodies concerning issues applying to the whole of government, changes to the performance of statutory functions, or having implications for major liabilities or obligations of the organisation. Includes:</p> <ul style="list-style-type: none"> • national or international trade agreements • memoranda of understanding • major infrastructure developments • agreements resulting from the recommendations of a Royal Commission or Commission of Inquiry. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
0.3.2	<p>Records documenting the establishment, negotiation, maintenance and review of formal agreements. Includes:</p> <ul style="list-style-type: none"> • service level agreements • inter-organisation funding agreements • confidentiality agreements • credit card contracts • sponsorship agreements • transfer of responsibilities following outsourcing/administrative rearrangements. 	<p>TEMPORARY</p> <p>Destroy 7 years after expiry or termination of agreement</p>

COMMON ACTIVITY – for use with any Administrative Function keyword (unless otherwise stated)

0.4 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
0.4.1	<p>Records documenting the planning and conduct of internal and external audits into the organisation's functions. Includes:</p> <ul style="list-style-type: none">• records of audit planning or liaison with auditing body• minutes or notes of meetings• notes taken at interviews• draft versions of audit reports containing significant changes/alterations or formally circulated for comment• final, approved versions of audit reports• responses to audit findings from relevant business areas• records of remedial action.	<p>TEMPORARY</p> <p>Destroy 7 years after audit completed</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.5 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
0.5.1	Records documenting delegations of authority <ul style="list-style-type: none"> • from the Minister to the organisation • to chief executive officers or to officers occupying statutory positions. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
0.5.2	Records documenting delegations of power or other authorisations to organisation staff to perform administrative action, including <ul style="list-style-type: none"> • financial activity, eg <ul style="list-style-type: none"> ○ approval of expenditure ○ approval of account signatories ○ authorisation to permit an overdraft from a public account ○ authorisation to collect money on behalf of another person ○ requests relating to guarantees and indemnities ○ transfer of allocations ○ the transfer of funds between financial years ○ certificates of exemption from public tender where the request is approved • requests and approvals authorising the use of vehicles • authorisations given by individuals to the organisation granting permission to take and use images of individuals in publications or online. 	TEMPORARY Destroy 7 years after authorisation expires/is withdrawn
0.5.3	Authorisations for requests and approvals for staff to engage in outside employment.	TEMPORARY Destroy 2 years after approval lapses/is withdrawn

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.6 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
0.6.1	<p>Records documenting high-level committees, eg board of management, those formed to determine and manage strategic and core functional policy or implement major organisation programs, or where the organisation is the NT Government's main representative, eg inter-governmental committees. Includes:</p> <ul style="list-style-type: none"> • agendas • members' disclosures of interests • final versions of minutes • statements of intent • advice, directions, proposals, submissions, conditions, reports, orders, consultations, recommendations and/or notifications, and • supporting documentation such as membership appointments, cessations and resignations, briefing papers, out of session exchanges and discussion papers. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
0.6.2	<p>Records documenting internal administrative committees, or inter-departmental formal committees where the organisation is not the NT Government's main representative.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
0.6.3	<p>Working papers documenting the conduct and administration of committees. Includes:</p> <ul style="list-style-type: none"> • draft agenda and minutes • notices of meetings 	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.7 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.

Not to be used for work health and safety compliance – see 17.2 WORK HEALTH & SAFETY – COMPLIANCE

Class No.	Description of Records	Status and Disposal Action
0.7.1	<p>Records documenting the organisation's compliance with mandatory or optional standards or with statutory requirements, including investigation into breaches of compliance, records of assessment and certification, or requests for exemptions from compliance.</p> <p>Compliance requirements may include those specified in:</p> <ul style="list-style-type: none"> • ISO 8000/9000 Standards • Treasurer's Directions • Freedom of Information/Privacy Principles • Quality System Guidelines • Australian Qualification Guidelines • Publishing guidelines (legal deposit, online accessibility standards) • Modifications to manufacturer's delivered plant, equipment, or fleet. 	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.8 CONTRACTING OUT

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. Sometimes referred to as outsourcing.

Use 0.1 ACQUISITION for documenting the acquisition of equipment, stores, services and other items where the cost of the acquisition is below Tier One Procurement activity

Use 0.16 TENDERING for documenting the receipt and assessment of tenders for the acquisition of equipment, stores, services and other items in accordance with Tier Four and Five Procurement activity

Class No.	Description of Records	Status and Disposal Action
0.8.1	<p>Contracts which are issued in accordance with National Public Works Council (NPWC) conditions. Includes:</p> <ul style="list-style-type: none"> • draft versions of contracts containing significant changes/alterations or formally circulated for comment • final, approved versions of contracts • public notice and gazettal • deed of agreement • performance and evaluation reports including summary reports for the Procurement Review Board (PRB) • variations to contracts • records of post offer negotiations • complaints management including those referred to the Principal's Representative. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
0.8.2	<p>Contracts which are under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation. Includes:</p> <ul style="list-style-type: none"> • draft versions of contracts containing significant changes/alterations or formally circulated for comment • final, approved versions of contracts 	<p>TEMPORARY</p> <p>Destroy 12 years after completion or other termination of contract</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

	<ul style="list-style-type: none">• public notice and gazettal• deed of agreement• performance and evaluation reports including summary reports for the Procurement Review Board (PRB)• variations to contracts• records of post offer negotiations• complaints management including those referred to the Principal's Representative.	
0.8.3	<p>Contracts which are not under seal or deed. Includes records associated with the development, negotiation and issue of contracts (see 0.8.4), but excluding tender documentation. Includes:</p> <ul style="list-style-type: none">• draft versions of contracts containing significant changes/alterations or formally circulated for comment• final, approved versions of contracts• public notice and gazettal• deed of agreement• performance and evaluation reports including summary reports for the Procurement Review Board (PRB)• variations to contracts• records of post offer negotiations• complaints management including those referred to the Principal's Representative.	<p>TEMPORARY</p> <p>Destroy 7 years after completion or other termination of contract</p>
0.8.4	<p>Records documenting the development of contracts/procurement of goods and services in accordance with Tier Two and Three procurement activity not issued under seal or deed. Includes:</p> <ul style="list-style-type: none">• determinations of the need for services (procurement planning)• consultations with NT Industry Capability Network (NTICN)• requirement for accreditation by Contractor Accreditation (CAL)• approval to invite select quotations	<p>TEMPORARY</p> <p>Destroy 7 years after completion or other termination of contract</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

- invitations and receipts of bids
 - arrangements for publishing details on the Agency Purchase Requisition Online (APRO) system
 - due diligence checks.
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COMMON ACTIVITY – for use with any Administrative Function keyword (unless otherwise stated)

0.9 LIAISON

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Class No.	Description of Records	Status and Disposal Action
0.9.1	Records documenting liaison activities undertaken with professional associations, professionals in related fields, private sector organisations, other governments and community groups that are not joint ventures. Includes: <ul style="list-style-type: none">• sharing of informal advice• informal discussions• membership of professional associations.	TEMPORARY Destroy 3 years after action completed

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.10 MEETINGS

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

Use 0.6 COMMITTEES for records of meetings of committees, task forces and any other formal group which meets on a regular basis.

Class No.	Description of Records	Status and Disposal Action
0.10.1	Records documenting ad hoc meetings within the organisation, including administrative arrangements, agenda, attendance, briefing and discussion papers, minutes, and reports.	TEMPORARY Destroy 3 years after action completed

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.11 PLANNING

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Not to be used for the development of the organisation's overarching, whole of organisation strategic and corporate plans - see 15.5 STRATEGIC MANAGEMENT – PLANNING

Not to be used for the development of the organisation's business continuity/counter disaster plan - see 15.7 STRATEGIC MANAGEMENT – RISK MANAGEMENT

Class No.	Description of Records	Status and Disposal Action
0.11.1	Final, approved versions of the organisation's individual business unit plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	TEMPORARY Destroy 7 years after plan is superseded
0.11.2	Records documenting the development and review of the organisation's plans. Includes: <ul style="list-style-type: none"> • background research • draft versions of plans containing significant changes/alterations or formally circulated for comment • notes of meetings or reports analysing issues and the outcomes of consultation with employees, other organisations, stakeholders etc. 	TEMPORARY Destroy 3 years after action completed

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.12 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.

Not to be used for the development of the organisation's overarching, whole of organisation strategic management policy - see 15.6 STRATEGIC MANAGEMENT – POLICY

Class No.	Description of Records	Status and Disposal Action
0.12.1	<p>Records documenting the development and review of the organisation's administrative functions policies and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Includes:</p> <ul style="list-style-type: none"> • policy proposals • background research • results of consultations • supporting records • major draft versions containing significant changes/alterations or formally circulated for comment • comments received on drafts from other organisations/stakeholders • final policy documents. 	<p>TEMPORARY</p> <p>Destroy 7 years after policy is superseded</p>
0.12.2	<p>Comments on policy proposals initiated by other organisations</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.13 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
0.13.1	Records of an organisation's procedures including manuals, handbooks, directives, guidelines, instructions, fact sheets, work books, etc.	TEMPORARY Destroy 5 years after procedures superseded
0.13.2	Records documenting the development of an organisation's procedures. Includes: <ul style="list-style-type: none"> • background research • draft versions of procedures containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with employees, other organisations and stakeholders, etc. 	TEMPORARY Destroy 2 years after procedures superseded

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.14 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.

Not to be used for financial statements and reports - see 5.6 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS

Class No.	Description of Records	Status and Disposal Action
0.14.1	<p>Final, approved versions of major reports, and working papers documenting the development of major reports, detailing the performance of the organisation in meeting corporate goals, objectives and performance indicators, or in response to significant events, eg:</p> <ul style="list-style-type: none"> • reports to government relating to the organisation's core functions and performance, including the annual report • reports on incidents/disasters that result in or have the potential to result in significant damage to government assets or the operating capabilities of the organisation. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
0.14.2	<p>Final versions of periodic reports on general administrative matters required either internally or by other organisations, used to monitor recurring activities.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>
0.14.3	<p>Background information and reference materials supplied for non-major reports. Includes:</p> <ul style="list-style-type: none"> • draft versions of reports containing significant changes/alterations or formally circulated for comment • summaries • statistics. 	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

COMMON ACTIVITY – for use with any Administrative Function keyword (unless otherwise stated)

0.15 REVIEWING

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc.

Class No.	Description of Records	Status and Disposal Action
0.15.1	Records documenting the review of the organisation's programs and services. Includes: <ul style="list-style-type: none">• documents establishing the review• background research, eg client surveys• draft versions of review reports containing significant changes/alterations or formally circulated for comment• final versions of approved reports• project or action plans.	TEMPORARY Destroy 5 years after action completed

**COMMON ACTIVITY –
for use with any Administrative Function keyword (unless otherwise stated)**

0.16 TENDERING

The activities involved in receiving and assessing tenders for the supply, sale or purchase of goods and services in accordance with Tier Four and Five Procurement activity. Tendering involves liaison with Contract and Procurement Services, and refers to the process of inviting parties to submit an offer by advertisement, followed by evaluation of offers and selecting a successful bidder.

Use 0.8 CONTRACTING OUT for disposal action for the actual contracts created as a result of the Tendering process

Class No.	Description of Records	Status and Disposal Action
0.16.1	Tenders which are issued in accordance with National Public Works Council (NPWC) conditions	PERMANENT Transfer to the NT Archives Service 10 years after action completed
0.16.2	Records documenting the development, review and issue of tenders other than those issued in accordance with National Public Works Council (NPWC) conditions.	TEMPORARY Destroy 7 years after tender process is completed

For both the above classes records include:

- records of planning for the tender (procurement planning)
- Statements of Requirements
- Requests for Proposals
- application for issue of a Certificate of Exemption from Public Tendering (where applicable)
- Expressions of Interest
- Requests for Tender (RFT)
- requirement for accreditation by Contractor Accreditation (CAL)
- arrangements for publishing details on the Agency Purchase Requisition Online (APRO) system
- selection criteria
- records of arrangements for carrying out the evaluation process

COMMON ACTIVITY – for use with any Administrative Function keyword (unless otherwise stated)

- performance and evaluation reports including summary reports for the Procurement Review Board (PRB)
- recommendations
- final reports
- notification of outcome to all tenderers
- public notices and gazettal
- complaints management.

0.16.3	Records documenting unsuccessful tenders, inadmissible tenders, or a tender process where there is no suitable bidder or where the tender process has been discontinued. Includes submissions, notifications of outcome and reports on debriefing sessions.	TEMPORARY Destroy 2 years after tender process completed or decision made not to continue with the tender
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1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.1 CLIENT SERVICE

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
1.1.1	Records documenting complaints or appreciation received from businesses, community bodies and members of the public and consequent action by the organisation.	TEMPORARY Destroy 5 years after action completed
1.1.2	Records documenting the management of specific client services provided to the public such as <ul style="list-style-type: none"> • help desks • websites • interpreters • services for disabled clients. Includes planning, monitoring and evaluation of services, and documenting the development of service charters and directives relating to the provision of services. Use 15.1 STRATEGIC MANAGEMENT – CLIENT SERVICE for records documenting the development of organisation-wide strategies for the delivery of client services.	TEMPORARY Destroy 3 years after action completed

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.2 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Proceedings, reports and addresses from conferences, seminars or forums attended by organisation staff. Includes inter-organisation and government conferences. Also includes post conference interaction, eg via social media forums.	TEMPORARY Destroy 5 years after conference
1.2.2	Records documenting the administrative arrangements for conferences, seminars or forums arranged by the organisation. Includes: <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • registrations • venue bookings • accommodation and transport arrangements • catering arrangements. <p>Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING and/or 5.10 FINANCIAL MANAGEMENT – PAYMENTS for financial transactions supporting conference activities.</p> <p>Use 13.8 PUBLISHING – PRODUCTION for records documenting the preparation of conference materials for publication, eg graphic design, printing, binding etc.</p>	TEMPORARY Destroy 2 years after conference

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.3 DONATIONS

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities, etc. Includes managing unsolicited donations.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting significant donations or bequests of money, items, artefacts or property that are of long term value, ongoing benefit or subject to public interest or debate.	PERMANENT Transfer to NT Archives Service 10 years after action completed.
1.3.2	Records documenting donations or bequests of money, items, artefacts or property that are not significant. Includes records relating to donations of money or goods made by the organisation to other organisations, including charities.	TEMPORARY Destroy 7 years after action completed
1.3.3	Records documenting the refusal of donations offered to the organisation.	TEMPORARY Destroy 2 years after action completed
	Use 5.5 FINANCIAL MANAGEMENT – DONATIONS for managing financial transactions associated with monetary donations. Use 9.7 INFORMATION MANAGEMENT – DONATIONS for records documenting the donation of information resources, eg books.	

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.4 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
1.4.1	<p>Records documenting requests for and the handling of enquiries regarding routine information about the organisation and its services, eg programs, products and services.</p> <p>Use 0.2 ADVICE (Common Activities) for the provision of formal advice.</p> <p>Use 9.8 INFORMATION MANAGEMENT – ENQUIRIES for records documenting formal requests made under the <i>Information Act</i>. Includes access to, and correction of, personal and government information and protection of privacy in accordance with the Information Privacy Principles.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.5 EVENTS

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting the organisation and staging of events and celebrations of significant interest to the Northern Territory, eg the official opening of major buildings or facilities or those organised to mark major anniversaries, and the conferring of special community awards promoted by the organisation. Includes:</p> <ul style="list-style-type: none"> • final version addresses given by the Chief Minister or portfolio Minister or senior organisation officers • briefing papers for ministers, dignitaries and senior organisation officials • guest lists, invitations, programs and protocol arrangements • photographs and multimedia formats of coverage of events. 	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting administrative arrangements for all other routine events either hosted or attended by the organisation such as open days, expos and field trips.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.6 EXTENSION SERVICES

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the organisation's participation in or mounting of exhibitions, displays, shows to promote or raise awareness of the organisation or of particular services or programs. Includes:</p> <ul style="list-style-type: none">• background research• briefs and designs• construction records• copies of records or information used as part of the extension display.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.7 FUNCTIONS (social)

The process of organising and managing an official or formal social occasion conducted by the organisation to enhance its internal and external relationships, or to promote its services and image.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the administration of formal or official social occasions. Includes: <ul style="list-style-type: none">• catering• guest list• invitations• venue arrangements.	TEMPORARY Destroy 2 years after action completed

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.8 GRANT ALLOCATION

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting the receipt of applications from non-government sources for grant funding by the organisation where the application was successful.	TEMPORARY Destroy 7 years after grant acquitted
1.8.2	Records documenting unsuccessful applications made by the organisation for grant funding from a non-government source.	TEMPORARY Destroy 2 years after action completed
	Use 5.7 FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with the application for grants by the organisation.	

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.9 MARKETING & 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
1.9.1	Records documenting the process of seeking sponsorship or patronage. Includes: <ul style="list-style-type: none"> reports and discussions analysing assets existing sponsorship arrangements potential sponsors and market opportunities approaches to companies for strategic alliances or sponsorship arrangements. 	TEMPORARY Destroy 7 years after action completed
1.9.2	Records documenting campaigns or advertising to raise or maintain the organisation's public profile or to advertise a particular service, product, program or event. Includes: <ul style="list-style-type: none"> marketing plans/market research publicity records regarding campaigns/advertising promotional photographs and negatives used in campaigns/advertising. 	TEMPORARY Destroy 5 years after action completed
1.9.3	Records documenting the development of promotional objects eg souvenirs and drafting content of publications designed to promote or publicise aspects of the organisation's activities eg posters, brochures, leaflets and published histories, or general promotional or explanatory information about the organisation and its services and pages on its website, including contact details. Includes:	TEMPORARY Destroy 2 years after action completed

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

- background research
- drafts and final approved versions.

Use 0.3 AGREEMENTS (Common Activities) for records documenting formal agreements entered into.

Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING for records documenting sponsorship or funding.

Use 13.8 PUBLISHING – PRODUCTION for the production of marketing publications.

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.10 MEDIA RELATIONS

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Final approved versions of media releases issued by the organisation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.10.2	Records documenting administrative arrangements concerning the organisation's dealings with the media. Includes: <ul style="list-style-type: none"> • distribution of media releases • organisation of interviews • general media releases 	TEMPORARY Destroy 2 years after action completed
1.10.3	Copies of media items relating to the organisation's operations or events, or of general interest to the organisation. Includes: <ul style="list-style-type: none"> • newspaper cuttings • transcripts • electronic media items. 	TEMPORARY Destroy when reference ceases

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.11 PRESENTATIONS

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentation or conferring of honours or prizes.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting organisation addresses and seminars for community relations purposes. Includes:</p> <ul style="list-style-type: none">• speeches• multi-media presentations <p>Use 1.5 COMMUNITY RELATIONS – EVENTS for records documenting significant events involving the Chief Minister or portfolio Minister or senior organisation officers.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.12 REPRESENTATIONS

The activities involved in representing the Northern Territory Government or an organisation by speaking or acting on behalf of the organisation. Includes political and/or community representations made to or received by the organisation. Also includes activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the preparation of responses by the organisation relating to the community relations function. Includes:</p> <ul style="list-style-type: none"> • questions raised in Parliament by Members of the Legislative Assembly on behalf of their constituents • community-based representations. 	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.13 REPRESENTATIVES

The activities associated with the nomination, appointment and duties arising from the appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers, or appointed as a result of their connection with a government entity, to act as official representatives. Includes representatives to organisations, offices, unions, workers participation committees, councils or groups. Also includes organisational legal representatives.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting the nomination, appointment and resignation from and/or termination of organisation representatives in community organisations.</p> <p>Use 7.7 GOVERNMENT RELATIONS – REPRESENTATIVES for the management of organisation representatives on government bodies.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.14 SUBMISSIONS

The preparation and submission of a formal statement (eg report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting successful submissions to support proposed community, public relations, marketing or profile raising initiatives. Includes: <ul style="list-style-type: none"> • submission of application • or nominations for awards offered by other organisations. 	TEMPORARY Destroy 5 years after action completed
1.14.2	Records documenting unsuccessful submissions.	TEMPORARY Destroy 2 years after action completed

1. COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of client services, handling reactions to those services, client consultation and feedback.

Use the organisation's functional retention and disposal authority for records relating to specific relationships with the community or professional associations that support the organisation's core functions.

1.15 VISITS

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records documenting visits to the organisation by major delegations (eg trade delegations from overseas) or foreign dignitaries. Includes: <ul style="list-style-type: none"> • invitations • itineraries and programs • visit reports • records of security arrangements additional to standard security • accommodation and transport arrangements • letters of appreciation. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting visits made to the organisation by important community representatives or officials (eg Lord Mayor).	TEMPORARY Destroy 5 years after action completed
1.15.3	Records documenting visits or tours of the organisation by members of the general public, student groups, clients of the organisation, representatives of professional associations, community groups or other organisations.	TEMPORARY Destroy 2 years after action completed
1.15.4	Summary records regarding visitor attendance etc, eg visitors books.	TEMPORARY Destroy when reference ceases

2. COMPENSATION

The function of providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

2.1 CLAIMS

The process of administering and managing claims, including: claims demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property; claims made in respect of rights and ownership; recompense sought for stolen or lost property; industrial relations claims; or, superannuation claims.

Class No.	Description of Records	Status and Disposal Action
2.1.1	<p>Records documenting claims for compensation submitted for personal injury, death, or loss or damage to personal property of the employee. Covers claims made under safety, rehabilitation and compensation legislation. Includes:</p> <ul style="list-style-type: none"> • incident/injury records • notifications to insurer, employer's reports of injury and supporting documents • records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted • claims for compensation and other related documentation, eg statements of witnesses • correspondence and advice regarding the case, eg from the insurer, employee, doctors, injury management advisor, including minutes or notes of meetings • reports, eg progress reports, assessments • medical certificates and other medical reports • claim reviews and reassessment • records of disputes, including medical disputes, and conciliation • records of the outcomes of appeals, eg orders • agreements between parties • records relating to payment by the insurer 	<p>TEMPORARY</p> <p>Destroy 71 years after employee's date of birth or 6 years after employee's retirement, whichever is later</p>

2. COMPENSATION

The function of providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

- records of acquisition of services of case managers
- injury management plans for injured employee
- rehabilitation providers' reports
- details of vocational retraining or workplace adjustment if required
- return to work plans
- records of disputes over injury management or return to work, and mediation
- records regarding fitness to continue assessment and medical retirement.

2.1.2

Records documenting compensation claims for personal injury made by members of the public, including work experience students and volunteers or other persons who are not employees. Includes:

TEMPORARY

Destroy 7 years after finalisation of the claim

- incident/injury records
- notifications to insurer, reports of injury and supporting documents
- records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted
- claims for compensation and other related documentation, eg statements of witnesses
- records of acceptance or denial of claim from insurer
- correspondence and advice regarding the case, including minutes or notes of meetings
- reports, eg progress reports, assessments
- medical certificates and other medical reports
- claim reviews
- records of disputes, including medical disputes, and conciliation
- records of the outcomes of appeals

2. COMPENSATION

The function of providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

- agreements between parties
- records relating to payment by the insurer.

Note: These types of claims are dealt with under third party insurance through the insurer.

2.1.3 Routine activity reports sent from insurers to the organisation regarding premiums and claims made under their insurance policy. TEMPORARY
Destroy when reference ceases

Use 5.10 FINANCIAL MANAGEMENT – PAYMENTS for records documenting payments made as a result of compensation claims.

Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting risk management processes using activity reports.

2. COMPENSATION

The function of providing compensation to personnel injured during working hours or on the organisation's premises, or compensation to members suffering personal injury, loss of or damage to property as a result of the organisation's actions. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisation's responsibility. Also includes insurance and claims for professional indemnity.

2.2 INSURANCE

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Class No.	Description of Records	Status and Disposal Action
2.2.1	Insurance policies taken out by the organisation to protect against risk of claims for personal injury or property damage, eg workers compensation insurance, professional indemnity insurance, including information provided for renewals. Includes records relating to obtaining a licence for the organisation to self-insure and/or manage its own compensation liabilities.	TEMPORARY Destroy 7 years after expiry of policy
2.2.2	Records documenting the administration of insurance policies. Includes: <ul style="list-style-type: none"> records regarding the application process advice on premiums payable etc. 	TEMPORARY Destroy 3 years after action completed

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.1 ALLOCATION

The process of assigning or apportioning money, items, or equipment.

Class No.	Description of Records	Status and Disposal Action
3.1.1	Records documenting the allocation of equipment and stores to organisational units and the usage of equipment, eg bookings. Use 5.3 FINANCIAL MANAGEMENT – ASSET REGISTER where allocation is also recorded on the register.	TEMPORARY Destroy 1 year after equipment returned

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.2 CLAIMS

The process of administering and managing claims, including: claims demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property; claims made in respect of rights and ownership; recompense sought for stolen or lost property; industrial relations claims; or, superannuation claims.

Class No.	Description of Records	Status and Disposal Action
3.2.1	Records documenting insurance claims for damage and loss incurred to the organisation's equipment and stores.	TEMPORARY Destroy 7 years after action completed
	Use 2.1 COMPENSATION – CLAIMS for records documenting compensation claims for damage to or loss of personal property made by employees or members of the public.	
	Use 3.7 EQUIPMENT & STORES – INSURANCE for records documenting the management of insurance policies for equipment and stores.	

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.3 DISPOSAL

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage. Add what is being disposed of as free text.

Class No.	Description of Records	Status and Disposal Action
3.3.1	<p>Records documenting the disposal of equipment and stores, including leased equipment and stores, through any means including sale, transfer, auction, exchange, return or destruction. Includes:</p> <ul style="list-style-type: none"> • written notices and related correspondence, eg to and from leasing companies • handover reports • assessments and certifications of value of goods • independent valuation certificates verifying work undertaken on assets prior to valuation • written quotes • approvals to proceed • auction, sale or transfer record • related correspondence. <p>Use 5.3 FINANCIAL MANAGEMENT – ASSET REGISTER for records documenting removal of items from the organisation’s asset register.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after disposal of asset</p>

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.4 EVALUATION

The process of determining the suitability of potential or existing personnel; programs; systems; services; or items of equipment in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
3.4.1	<p>Records documenting assessments of the organisation's requirements for equipment or stores. Includes:</p> <ul style="list-style-type: none">• assessments of whole-of-government solutions• justifications of decisions on how to proceed• records of the development and issue of specifications and/or business cases• records of the evaluation and selection of items. <p>Also includes records documenting evaluation and monitoring undertaken for existing equipment.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.5 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
3.5.1	Records documenting ad hoc, periodic or routine inspections of equipment and stores. Use 3.12 EQUIPMENT & STORES – STOCKTAKE for records documenting stocktakes of equipment and stores. Use 17.4 WORK HEALTH & SAFETY – INSPECTIONS for records documenting inspections undertaken for work health and safety reasons. Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting the assessment and control of risks arising from plant or asbestos or hazardous materials.	TEMPORARY Destroy 2 years after action completed

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.6 INSTALLATION

Activities involved in placing equipment in position and connecting and adjusting it for use.

Class No.	Description of Records	Status and Disposal Action
3.6.1	<p>Records documenting the installation and configuration of equipment and plant that does not involve structural changes to premises or sites of installation.</p> <p>Use 12.3 PROPERTY MANAGEMENT – CONSTRUCTION for records documenting installations of equipment and plant undertaken as part of construction or renovation projects that involve structural changes.</p> <p>Use 16.10 TECHNOLOGY & TELECOMMUNICATIONS – INSTALLATION for records documenting the placing of technology and telecommunications equipment in position and connecting and adjusting it for use.</p> <p>Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting the assessment and control of risks arising from the use of equipment, plant or hazardous materials.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.7 INSURANCE

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Class No.	Description of Records	Status and Disposal Action
3.7.1	Insurance policies covering equipment and stores including information provided for renewals and summary records facilitating the management of policies, eg registers of insurance policies.	TEMPORARY Destroy 7 years after expiry of the policy

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.8 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
3.8.1	Records documenting the administration and management of leased equipment. Includes: <ul style="list-style-type: none"> signed copies of lease agreements reports received from leasing companies 	TEMPORARY Destroy 7 years after lease expires or is terminated, and equipment is returned
3.8.2	Records documenting leasing which is not proceeded with.	TEMPORARY Destroy 2 years after action completed
	Use 3.3 EQUIPMENT & STORES – DISPOSAL for records documenting the disposal of leased equipment and stores.	
	Use 3.10 EQUIPMENT & STORES – MAINTENANCE for records documenting the maintenance of leased equipment and stores.	
	Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING for records documenting financial transactions supporting leasing activities.	
	Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting the assessment and control of risks arising from the use of items of equipment or plant.	

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.9 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 price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
3.9.1	Records documenting arrangements for leasing-out the organisation's equipment or stores to other organisations. Includes signed copies of lease agreements.	TEMPORARY Destroy 7 years after lease expires or is terminated, and equipment is returned
3.9.2	Records documenting leasing-out which is not proceeded with.	TEMPORARY Destroy 2 years after action completed
	Use 3.8 EQUIPMENT & STORES – LEASING for records documenting leasing from another organisation.	
	Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING for records documenting financial transactions supporting leasing-out activities.	
	Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting the assessment and control of risks arising from equipment, plant or hazardous materials.	

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.10 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
3.10.1	Records documenting tests, repairs, maintenance, inspections, commissioning or alteration of plant and equipment.	TEMPORARY Destroy 3 years after action completed

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.11 SECURITY

The activities associated with measures taken to protect people, premises, equipment, collections from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel, allocation of user identifications and passwords, and criminal record checks.

Class No.	Description of Records	Status and Disposal Action
3.11.1	Records documenting the loss of or damage to equipment and stores. Records include investigations into theft or intentional damage and referral of alleged incidents to law enforcement authorities.	TEMPORARY Destroy 7 years after action completed
3.11.2	Records documenting combinations and/or control of keys for accessing items of equipment or plant, including safes or filing cabinets. Records include registers recording details of the issue of keys etc. Use 11.7 PERSONNEL – DISCIPLINE for records documenting disciplinary action taken against personnel for security breaches. Use 16.18 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY for records documenting security protection against unauthorised access to technology and telecommunications systems.	TEMPORARY Destroy when reference ceases

3. EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.

3.12 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
3.12.1	<p>Records documenting the inventory and stocktake of equipment and stores. Includes:</p> <ul style="list-style-type: none"> • examining, counting and valuing equipment and stores • stock/stores control records • stock reconciliations • stocktake reports • stocktaking sheets/records. <p>Use 5.3 FINANCIAL MANAGEMENT – ASSET REGISTER for records documenting changes to the asset register.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

4. ESTABLISHMENT

The function of establishing and changing the organisational structure. Includes moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

4.1 EVALUATION

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
4.1.1	<p>Records documenting the evaluation of positions and assigned duties of employees against existing or planned organisational structures to support corporate requirements and resource needs. Includes copies of:</p> <ul style="list-style-type: none">• Job Analysis Questionnaires (JAQ)• Job Evaluation Scheme (JES)• supporting documentation.	<p>TEMPORARY</p> <p>Destroy 7 years after position abolished or superseded</p>

4. ESTABLISHMENT

The function of establishing and changing the organisational structure. Includes moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

4.2 POSITION HISTORY

The process of documenting the history of a single position or job within the Northern Territory Government, including job description, advertisements, records of incumbents, etc.

Class No.	Description of Records	Status and Disposal Action
4.2.1	<p>Records documenting the design and history of positions (jobs) with the NT Government where the position is approved for creation. Includes:</p> <ul style="list-style-type: none"> • business case • internal memos • job analysis questionnaire • NTPS job evaluation record • job description • new position creation form • position amendment form and/or abolishment of position form. <p>Also includes records of incumbents, such as selection reports, successful applicant's application and approvals to fill vacancy and copies of requests to and decisions from the Commissioner for Public Employment to select without advertising a person or employee for appointment, promotion or transfer to a vacant position.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after position abolished or superseded</p>
4.2.2	<p>Records documenting the design of positions (jobs) with the NT Government where the position is not approved for creation. Includes business case, internal memos, job analysis questionnaire, and job description.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

4. ESTABLISHMENT

The function of establishing and changing the organisational structure. Includes moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

4.3 RESTRUCTURING

The activities involved in the reassessment and/or reorganisation of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.

Class No.	Description of Records	Status and Disposal Action
4.3.1	Organisation-wide organisational charts produced after major restructure, eg a machinery of government change or an extensive internal restructure held by the area of the organisation responsible for the establishment function.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
4.3.2	Records documenting the establishment and development of a new organisation structure. Includes copies of instruments giving effect to the machinery of government changes and details of the administrative rearrangements relating to the transfer of functions, positions and/or employees, such as an Administrative Arrangements Order. Also includes organisational charts produced by agencies after a minor restructure.	TEMPORARY Destroy 7 years after action completed
4.3.3	Copies of organisation-wide organisation charts held in other areas of the organisation, or charts showing lower levels of the organisation.	TEMPORARY Destroy when reference ceases

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.1 ACCOUNTING

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation.

Class No.	Description of Records	Status and Disposal Action
5.1.1	Records documenting the establishment and management of the public account by the Northern Territory Treasurer. Includes: <ul style="list-style-type: none"> • Central Holding Authority, • Operating Accounts for each organisation • Accountable Officers Trust Accounts. 	TEMPORARY Destroy 7 years after account closed
5.1.2	Records documenting determinations by the Northern Territory Treasurer to alter the capital structure of an organisation or government business division, including converting debt to equity, converting equity to debt, withdrawing equity, transferring assets and altering the equity base.	TEMPORARY Destroy 7 years after action completed
5.1.3	Primary accounting records and associated supporting records managing the organisation's revenue and expenditure. Includes: <ul style="list-style-type: none"> • journals • ledgers • receipt and revenue records • sales and purchase invoices • cheque records • payment records • petty cash records • cash books 	TEMPORARY Destroy 7 years after end of financial year to which the last action relates

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

- advance registers and associated records
- creditor and debtor registers and lists
- ex gratia payments
- output costings
- reconciliations
- charts of accounts.

5.1.4	Records documenting the establishment of bank accounts and the management of banking activities. Includes: <ul style="list-style-type: none"> • deposit records • bank statements • bank reconciliation statements • investment and dividend statements • credit card receipts. 	<p>TEMPORARY</p> <p>Destroy 7 years after account has closed</p>
5.1.5	Records documenting the management of debt recovery. Includes correspondence and notices issued to debtors and records of negotiations including write-off and waiver arrangements.	<p>TEMPORARY</p> <p>Destroy 7 years after end of financial year to which the last action relates</p>
5.1.6	Records documenting the management of incidental benefits by organisation personnel in the course of their official duties, for example frequent flyer points.	<p>TEMPORARY</p> <p>Destroy 7 years after end of financial year to which the last action relates</p>
5.1.7	Records documenting taxation matters. Includes assessment and payment of: <ul style="list-style-type: none"> • Fringe Benefits Tax (FBT) • Goods and Services Tax (GST), including business activity statements and tax invoices • payroll tax • fuel tax • Pay As You Go (PAYG) withholding. 	<p>TEMPORARY</p> <p>Destroy 7 years after end of financial year to which the last action relates</p>

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.1.8	Records documenting the administrative process in handling money and financial records or records which are not the primary record of the organisation's financial transactions. Records include secondary accounting documents that support primary accounting records such as	TEMPORARY
	<ul style="list-style-type: none">• spreadsheets• requests for copies of invoices• change of electronic funds transfer details, etc	Destroy 2 years after end of financial year to which the last action relates

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.2 ALLOCATION

The process of assigning or apportioning money, items, or equipment.

Class No.	Description of Records	Status and Disposal Action
5.2.1	<p>Records documenting the allocation of funds. Includes:</p> <ul style="list-style-type: none"> • use of the Northern Territory Treasurer's, Treasurer's Advance, including transfers, increases or replenishment of the Treasurer's Advance • redistribution of allocations associated with the transfer of functions between agencies • unexpended and unclaimed allocations • internal organisation fund allocations, variations, transfers and re-distributions. 	<p>TEMPORARY</p> <p>Destroy 7 years after the financial year to which the last action relates</p>

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.3 ASSET REGISTER

The activities involved in recording in a subsidiary ledger all fixed assets owned by the organisation. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

Class No.	Description of Records	Status and Disposal Action
5.3.1	Summary record listing an organisation's assets, eg an asset register.	TEMPORARY Destroy 7 years after the financial year to which the last action relates
5.3.2	Records documenting asset valuation and asset management processes, including requests for inclusion on the asset register.	TEMPORARY Destroy 7 years after action completed

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.4 BUDGETING

The process of planning the use of expected income and expenditure over a specified period.

Class No.	Description of Records	Status and Disposal Action
5.4.1	<p>Budget estimates and associated records prepared for external approval, eg approval by the organisation portfolio Minister. Includes:</p> <ul style="list-style-type: none"> • portfolio budget statements • budget estimates produced for internal use • records relating to spending progress or revenue collection against allocations • provision of advice to the Estimates Committee. 	<p>TEMPORARY</p> <p>Destroy 7 years after the financial year to which the last action relates</p>
5.4.2	<p>Background records used for the production of whole of organisation budget estimates by the coordinating element of the organisation (eg the central office of an organisation). Includes:</p> <ul style="list-style-type: none"> • working papers • records documenting input by individual programs within an organisation • calculations and their collation. 	<p>TEMPORARY</p> <p>Destroy 4 years after action completed</p>
5.4.3	<p>Records documenting spending progress or revenue collection against allocations within the budget estimates.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.5 DONATIONS

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

Class No.	Description of Records	Status and Disposal Action
5.5.1	Records documenting the management of donations of money to and by the organisation.	TEMPORARY Destroy 7 years after action completed

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.6 FINANCIAL STATEMENTS

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

Class No.	Description of Records	Status and Disposal Action
5.6.1	Annual financial statements or formal interim financial statements and background documentation. Includes annual statements of assets and liabilities, operating statements of financial position, balance sheets and statements of cash flows.	TEMPORARY Destroy 7 years after the financial year to which the last action relates

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.7 GRANT FUNDING

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

Class No.	Description of Records	Status and Disposal Action
5.7.1	Records documenting the application for grants by the organisation to other organisations, groups or individuals where the grant is received. Includes applications, grant application notification letter, payment approvals, progress reports, financial statements and acquittal information. Also includes funding agreements.	TEMPORARY Destroy 7 years after grant acquitted
5.7.2	Records documenting the application for grants by the organisation to other organisations, groups or individuals where the grant is not received. Includes grant application notification letter.	TEMPORARY Destroy 2 years after application not approved, cancelled or withdrawn
	Use 1.8 COMMUNITY RELATIONS – GRANT ALLOCATION for the activities associated with the allocation of grants administered by the organisation.	

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.8 INVENTORY

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Class No.	Description of Records	Status and Disposal Action
5.8.1	Records documenting the activities involved in the listing of items that support the financial management function, for example stocks held. May also include request for inclusion on the asset control register. Use 5.3 FINANCIAL MANAGEMENT – ASSET REGISTER for the listing of assets owned by the organisation.	TEMPORARY Destroy 2 years after action completed

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.9 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
5.9.1	<p>Records documenting the investigation of fraudulent or corrupt activities in relation to the financial management function. Includes final reports and records documenting liaison with law enforcement authorities.</p> <p>Use 10.2 LEGAL SERVICES – CLAIMS for legal action taken following an investigation</p> <p>Use 11.7 PERSONNEL – DISCIPLINE for disciplinary action taken against staff following an investigation</p>	<p>TEMPORARY</p> <p>Destroy 7 years after investigation finalised</p>

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.10 PAYMENTS

The activities involved in the preparation and payment of money.

Class No.	Description of Records	Status and Disposal Action
5.10.1	Records documenting the preparation and payment of money. Includes documenting the checking of invoices, issuing of cheques for payment and the payment of claims.	TEMPORARY Destroy 7 years after end of financial year to which the last action relates

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.11 RISK MANAGEMENT

The process involving the identification of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
5.11.1	Records documenting the identification and assessment of financial management risks, in order to assist planning, and the implementation of strategies to minimise their impact. Includes: <ul style="list-style-type: none">• action plans• risk register• treatment schedules.	TEMPORARY Destroy 7 years after risk assessment superseded

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.12 SALARIES

The process of managing the payment of salaries to personnel.

Class No.	Description of Records	Status and Disposal Action
5.12.1	Records documenting the payment of salaries to personnel. Use 11.20 PERSONNEL – SALARIES for employee pay history records and related records such as group certificates and tax declaration forms.	TEMPORARY Destroy 7 years after action completed

5. FINANCIAL MANAGEMENT

The function of managing whole of government and individual organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls, framing budgets and budget submissions, obtaining and allocating grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes procuring items, and/or services, the management of contracts and the control of assets to assist the delivery of economic and social services to government, industry and the community.

5.13 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
5.13.1	Records documenting the implementation of industry or organisation standards to support the financial management function.	TEMPORARY Destroy 7 years after action completed

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.1 ACCIDENTS

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Class No.	Description of Records	Status and Disposal Action
6.1.1	<p>Records documenting accidents/incidents involving vehicles maintained or used by the organisation. Includes:</p> <ul style="list-style-type: none"> • vehicle accident and investigation reports • copies of documents authorising use of the vehicle • copies of driver/operator/pilot licences or certificates of competency • copies of bookings/logs and other evidence supporting use of the vehicle. <p>Note: When an accident results in a compensation claim for personal injury relevant records should be copied for the compensation file.</p> <p>Note: Consideration may need to be given to retaining these records longer in some circumstances, eg where the incident results in a compensation claim for personal injury.</p> <p>Use 2.1 COMPENSATION – CLAIMS for records documenting the handling of claims for compensation and the rehabilitation of employees.</p> <p>Use 6.3 FLEET MANAGEMENT – CLAIMS for records documenting insurance claims for damage to vehicles.</p> <p>Use 10.6 LEGAL SERVICES – LITIGATION for records documenting legal action resulting from an incident.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

Use 17.1 WORK HEALTH & SAFETY –
ACCIDENTS for records documenting notifiable incidents under the *Work Health and Safety (National Uniform Legislation) Act*, including the death of a person, a serious injury or illness of a person, or a dangerous incident, that are reported to the regulator.

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.2 ARRANGEMENTS

The activities involved in arranging for facilities for vehicles and staff travel.

Class No.	Description of Records	Status and Disposal Action
6.2.1	<p>Vehicle running sheets/log books.</p> <p>Remarks: Records relating to Fringe Benefits Tax (FBT) returns after 31 March 1995 are required to be retained for 5 years after the completion of transactions under the terms of the <i>Taxation Laws Amendment (FBT Cost of Compliance) Act 1995</i>.</p> <p>Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING for records documenting financial transactions associated with meeting Fringe Benefits Tax (FBT) obligations.</p> <p>Use 11.20 PERSONNEL – SALARIES for records documenting Fringe Benefits Tax (FBT) arrangements in employee salary packages.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after the end of the FBT year</p>
6.2.2	<p>Records documenting arrangements for using vehicles. Includes:</p> <ul style="list-style-type: none"> • booking schedules • trip instructions • travel itineraries and programs • records of checks for appropriate authorisations. 	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.3 CLAIMS

The process of administering and managing claims, including: claims demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property; claims made in respect of rights and ownership; recompense sought for stolen or lost property; industrial relations claims; or, superannuation claims.

Class No.	Description of Records	Status and Disposal Action
6.3.1	Records documenting insurance claims for damage to vehicles. Includes copies of claims, reports and related correspondence. Use 2.1 COMPENSATION – CLAIMS for records documenting the handling of claims for compensation and the rehabilitation of employees.	TEMPORARY Destroy 5 years after finalisation or withdrawal of claim

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.4 FIT OUTS

The process of refurbishing a workplace, building or vehicle internally.

Class No.	Description of Records	Status and Disposal Action
6.4.1	Records documenting requests for fit outs of vehicles for specific purposes.	TEMPORARY Destroy 2 years after action completed

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.5 INFRINGEMENTS

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No.	Description of Records	Status and Disposal Action
6.5.1	<p>Records documenting driving or traffic infringements regarding vehicles maintained or used by the organisation. Includes:</p> <ul style="list-style-type: none">• copies of infringement notices• correspondence with relevant authorities• supporting documentation, including raising statutory declarations for resolution of infringement notices. <p>Use 5.10 FINANCIAL MANAGEMENT – PAYMENTS for records documenting the payment of fines.</p> <p>Use 10.6 LEGAL SERVICES – LITIGATION for infringements that result in legal action</p> <p>Use 11.7 PERSONNEL – DISCIPLINE for records documenting disciplining employees for infringements.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.6 INSURANCE

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Class No.	Description of Records	Status and Disposal Action
6.6.1	Vehicle insurance policies including information provided for renewals and summary records facilitating the management of policies, eg registers of insurance policies.	TEMPORARY Destroy 5 years after expiry of the policy

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.7 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
6.7.1	Records documenting the administration and management of leased or hired vehicles. Includes: <ul style="list-style-type: none">• agreements• reports received from leasing companies• vehicle exemption reports.	TEMPORARY Destroy 5 years after lease expires or is terminated and vehicle is returned
6.7.2	Records documenting leasing which is not proceeded with.	TEMPORARY Destroy 1 year after action completed

6. FLEET MANAGEMENT

The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance (including water craft and aircraft) owned or used by the organisation to transport people or items.

6.8 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
6.8.1	Records documenting requests for maintenance of vehicles.	TEMPORARY Destroy 2 years after action completed

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.1 CLIENT SERVICE

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
7.1.1	<p>Records documenting the monitoring and evaluation of service provided to government clients, including service charters.</p> <p>Use 15.1 STRATEGIC MANAGEMENT – CLIENT SERVICE for records documenting the development of organisation-wide strategies for the delivery of client services.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.2 EVENTS

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
7.2.1	Records documenting celebrations, ceremonies and functions of significant interest to the Northern Territory and involving other governments or government organisations (national or international), eg centennial/bicentennial celebrations, opening of major buildings (Parliament House). Includes: <ul style="list-style-type: none"> • briefing papers for ministers, dignitaries and senior organisation officials • guest lists, invitations, programs and protocol arrangements • photographs and multimedia formats of coverage of events. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.2.2	Records documenting administrative arrangements for all other events hosted or attended by agencies. May include invitations, itineraries and programs, and photographs of the event.	TEMPORARY Destroy 2 years after action completed
7.2.3	Records documenting events not attended by the agencies. May include invitations, programs and publicity material.	TEMPORARY Destroy when reference ceases

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.3 INQUIRIES

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
7.3.1	Records documenting the organisation's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"> organisation statements and submissions responses to final reports transcripts of oral evidence given by organisation staff final reports and responses. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.3.2	Records documenting the organisation's contribution and involvement in an inquiry with no direct relation to its functions where the organisation made a substantial contribution. Includes: <ul style="list-style-type: none"> organisation statements and submissions responses to final reports transcripts of oral evidence given by organisation staff. 	TEMPORARY Destroy 7 years after final report of inquiry is released
7.3.3	Records documenting the organisation's contribution and involvement in an inquiry where the organisation made little or no contribution. Use 7.8 GOVERNMENT RELATIONS – SUBMISSIONS for records documenting submissions made not involving a formal inquiry.	TEMPORARY Destroy 2 years after final report of inquiry is released

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.4 JOINT VENTURES

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Class No.	Description of Records	Status and Disposal Action
7.4.1	<p>Records documenting the establishment and monitoring of significant strategic alliances with other government organisations regarding the core functional activities of the organisation that are of significance to the Northern Territory. Includes those with implications for the performance of statutory functions or major liabilities or obligations for the organisation. Includes:</p> <ul style="list-style-type: none"> • correspondence and records of negotiations regarding the establishment of joint venture agreements • drafts of agreements containing significant changes/alterations or formally circulated for comment • final, approved versions of agreements • correspondence and liaison concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants • records of monitoring of and reporting on arrangements. 	<p>PERMANENT</p> <p>Transfer to NT Archives 10 years after action completed</p>
7.4.2	<p>Records documenting the establishment and monitoring of joint ventures with other government organisations that are not of significance to the Northern Territory and result in the signing of a contract or deed of agreement under seal.</p>	<p>TEMPORARY</p> <p>Destroy 12 years after expiry or termination of agreement</p>

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.4.3	Records documenting the establishment and monitoring of joint ventures with other government organisations that are not of significance to the Northern Territory and result in the signing of a simple contract or agreement not under seal.	TEMPORARY Destroy 7 years after expiry or termination of agreement
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7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.5 PRESENTATIONS

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentation or conferring of honours or prizes. Add the title of the presentation as free text.

Class No.	Description of Records	Status and Disposal Action
7.5.1	Transcripts of final versions of addresses, speeches or papers delivered by the Minister, members of governing bodies, chief or senior executives of the organisation at significant government occasions.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.5.2	Transcripts of final versions of addresses, speeches or papers delivered non-executive staff members, or those given by executive staff members at government occasions not considered to be significant.	TEMPORARY Destroy 2 years after action completed
7.5.3	Records documenting the development of addresses, speeches or papers. Includes: <ul style="list-style-type: none"> • background research • draft versions of addresses • voice recordings. 	TEMPORARY Destroy when reference ceases

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.6 REPRESENTATIONS

The activities involved in representing the Northern Territory Government or an organisation by speaking or acting on behalf of the organisation. Includes political and/or community representations made to or received by the organisation. Also includes activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents.

Class No.	Description of Records	Status and Disposal Action
7.6.1	Records documenting responses to correspondence received by the Minister (ministerials) or Members of the Legislative Assembly, from peak industry organisations, leading community interest groups, influential stakeholders or individuals, and referred to the organisation, concerning issues of major significance to the organisation, government or the community. Includes: <ul style="list-style-type: none"> • copies of letters received • draft responses • minutes providing details for the Minister • requests from the Minister's office for changes • final responses. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.6.2	Records documenting responses to correspondence received by the Minister (ministerials) or Members of the Legislative Assembly, from peak industry organisations, leading community interest groups, influential stakeholders or individuals, and referred to the organisation, concerning issues which are not of major significance.	TEMPORARY Destroy 2 years after action completed
7.6.3	Records documenting communications sent to the Minister, including about the management of ministerial directives and background material, statistics and reports on representations.	TEMPORARY Destroy when reference ceases

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.7 REPRESENTATIVES

The activities associated with the nomination, appointment and duties arising from the appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers, or appointed as a result of their connection with a government entity, to act as official representatives. Includes representatives to organisations, offices, unions, workers participation committees, councils or groups. Also includes organisational legal representatives. Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
7.7.1	Records documenting the nomination, appointment and resignation and/or termination of staff members on government bodies.	TEMPORARY Destroy 3 years after end of appointment
	Use 1.13 COMMUNITY RELATIONS – REPRESENTATIVES for the management of organisation representatives on non-government community organisations.	
	Where a board is set up in accordance with a specific function use the relevant functional records disposal schedule.	

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.8 SUBMISSIONS

The preparation and submission of a formal statement (eg report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

Class No.	Description of Records	Status and Disposal Action
7.8.1	Cabinet submissions initiated by the organisation and supporting documentation, including comments from other organisations.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.8.2	Records documenting submissions to the Minister or other government organisations relating to major issues, issues with a high public profile or having significant impact on core functions. Includes: <ul style="list-style-type: none"> • background research • records of consultations • draft versions of submissions containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with other stakeholders • final, approved versions of submissions. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.8.3	Records documenting submissions to the Minister or government organisations relating to routine administrative matters.	TEMPORARY Destroy 5 years after action completed
7.8.4	Records documenting comments by the organisation on the development or review of submissions (including Cabinet submissions) of other organisations.	TEMPORARY Destroy 2 years after action completed

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

Use 7.3 GOVERNMENT RELATIONS –
INQUIRIES for records documenting
submissions regarding formal committees of
inquiry initiated by government.

7. GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participation in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments.

7.9 VISITS

The activities involved in arranging visits to and from other organisations, the public and students, with a view to inform, educate or promote services, operation and the role of the organisation.

Class No.	Description of Records	Status and Disposal Action
7.9.1	Records documenting visits to the Northern Territory by royalty and Heads of State. Includes invitations, travel and accommodation arrangements, itineraries and programs, visit reports and letters of appreciation.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
7.9.2	Records documenting visits made by the Minister both within Australia and overseas. Includes invitations, travel and accommodation arrangements, itineraries and programs, visit reports and letters of appreciation.	TEMPORARY Destroy 5 years after action completed
7.9.3	Records documenting visits by organisation staff to other government organisations both within Australia and overseas. Includes invitations, travel and accommodation arrangements, itineraries and programs, visit reports and letters of appreciation.	TEMPORARY Destroy 2 years after action completed

8. INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within an organisation.

8.1 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.

Class No.	Description of Records	Status and Disposal Action
8.1.1	Records documenting the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is the main participant in negotiations. Includes: <ul style="list-style-type: none"> • background research • records of consultations • draft versions of awards or agreements exchanged between parties • final, approved versions of awards or agreements • arbitrated variations and consent variations to awards. 	PERMANENT Transfer to the NT Archives Service 10 years after action completed
8.1.2	Records documenting the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is not the main participant in negotiations, or that are not heard or certified by the central arbitration or determining body, eg agreements between management and unions on behalf of employees, such as agreements for flexible work practices, working from home, or skill based competencies.	TEMPORARY Destroy 6 years after expiry of agreement
8.1.3	Records documenting industrial relations negotiations that have not resulted in agreements. Use 8.5 INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING for records documenting Enterprise Agreements made under the <i>Fair Work Act 2009</i> .	TEMPORARY Destroy 5 years after action completed

8. INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within an organisation.

8.2 ALLOWANCES

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, eg travelling allowances.

Class No.	Description of Records	Status and Disposal Action
8.2.1	Records documenting arrangements for and money paid to employees to attend meetings and events to support the Industrial Relations function, eg Workplace Relations Committee meetings. Use 5.12 FINANCIAL MANAGEMENT – SALARIES for the payment of allowances to employees.	TEMPORARY Destroy 6 years after action completed

8. INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within an organisation.

8.3 APPEALS (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
8.3.1	Records documenting appeals against a decision or order made to an external industrial relations body, eg the Fair Work Ombudsman, where the organisation is the major participant in negotiations.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
8.3.2	Records documenting appeals against a decision or order made to an external industrial relations body, eg the Fair Work Ombudsman, where the organisation is not the major participant in negotiations. Use 11.4 PERSONNEL – APPEALS (decisions) for records documenting an appeal made either internally (eg to the Office of the Commissioner for Public Employment) or externally, against decisions made regarding personnel activities.	TEMPORARY Destroy 3 years after action completed

8. INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within an organisation.

8.4 DISPUTES

The process of handling any disagreement. May include discussion, discovery, management, mitigation, negotiation and resolution of disputes. Includes disputes pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.

Class No.	Description of Records	Status and Disposal Action
8.4.1	<p>Records documenting the management of industrial disputes of a significant nature where the organisation is a primary party to the negotiations or resolution of the dispute. Significant disputes can include those:</p> <ul style="list-style-type: none"> • resulting in a strike, ban or lock-out • that set precedents, or • that result in innovative or contentious changes to working conditions. <p>Includes:</p> <ul style="list-style-type: none"> • notifications to the Minister • records of liaison with the Office of the Commissioner for Public Employment • records of discussions, meetings and conferences between parties • records of hearings by the arbitration or determining body (eg Fair Work Australia, the Fair Work Ombudsman and predecessor organisations) • records of hearings before the Federal Court • communications with employees. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
8.4.2	<p>Records documenting the management of industrial disputes of a minor nature, or of a significant nature where the organisation is not a primary party to the negotiations or resolution of the dispute.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

8. INDUSTRIAL RELATIONS

The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports of the state of industrial relations within an organisation.

8.5 ENTERPRISE BARGAINING

The process where employees negotiate increased pay or other benefits with their employers in exchange for the implementation of working arrangements that improve the performance of the organisation. Includes the activities associated with establishing and implementing an enterprise agreement.

Class No.	Description of Records	Status and Disposal Action
8.5.1	<p>Records documenting negotiation, establishment and implementation of Enterprise Agreements (eg made under the terms of the <i>Fair Work Act 2009</i> or predecessor legislation).</p> <p>Includes:</p> <ul style="list-style-type: none"> • negotiations with staff and union representatives • liaison with the Office of the Commissioner for Public Employment • records documenting the conduct of the staff ballot • draft agreement • Ministerial approval • records to support lodgement with Fair Work Australia and predecessor organisations • certified copy of final agreement • minutes of the Enterprise Bargaining Committee meetings considering issues relation to the development of certified agreements • records documenting negotiation where the enterprise bargaining has not resulted in an agreement. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.1 CLIENT SERVICE

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
9.1.1	<p>Records documenting the provision of information management services, including approved versions of charters, standards or guarantees relating to the provision of information management services to clients.</p> <p>Use 0.3 AGREEMENTS (Common Activities) for records documenting the establishment, negotiation, maintenance and review of service level agreements between information management providers and the rest of the organisation.</p> <p>Use 9.8 INFORMATION MANAGEMENT – ENQUIRIES for records documenting enquiries concerning the information management services or holdings of the organisation.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.2 CONSERVATION

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Class No.	Description of Records	Status and Disposal Action
9.2.1	Records documenting specialised conservation treatments, eg physical repairs, treatment of pest infestations, undertaken on particular record items.	TEMPORARY Destroy 5 years after action completed
9.2.2	Records documenting ongoing preservation measures for the protection of collections of information resources. Includes the monitoring of light, temperature and humidity and pest control in storage areas, packaging for removal or transfer purposes. Use 15.7 STRATEGIC MANAGEMENT – RISK MANAGEMENT for records documenting business continuity or counter disaster plans.	TEMPORARY Destroy 2 years after action completed

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.3 CONTROL

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

Tip: Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

Class No.	Description of Records	Status and Disposal Action
9.3.1	<p>Primary control records for recordkeeping systems (paper or electronic) which are required to facilitate access to, provide context for, and describe disposition of, records over time. Includes:</p> <ul style="list-style-type: none"> • registers of all records, including documents, files, maps, plans, technical drawings • indexes providing details of control numbers, record titles, dates of creation, disposal details • original notifications of records destroyed and destruction certificates • correspondence/file registers or registration systems. <p>Note: Control records are not required as Territory Archives and are not to be transferred to the NT Archives Service.</p>	<p>PERMANENT</p> <p>Retain in organisation</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

Following administrative change, control records should be transferred to successor organisation(s) as required.

9.3.2	Secondary control records. Includes:	TEMPORARY
	<ul style="list-style-type: none"> • file or container movement records (if secondary to the main registers and indexes) • inwards/outwards correspondence including ministerial correspondence • reference sets of control records (eg within branches/regions of organisation where master control records are retained centrally) • resubmit, barcode and location lists • superseded sets of control records where information has been fully transferred to a new system • workflow tracking systems facilitating the tracking and monitoring of cases where the systems are not acting as records management systems, eg ministerial or case management tracking systems. 	Destroy when reference ceases or when information is recorded into the primary control records
9.3.3	Records documenting the creation, maintenance and evaluation of an organisation record titling system or business classification scheme (BCS). Includes master copy of a thesaurus or BCS, and business rules and configuration settings for organisation recordkeeping metadata.	PERMANENT Transfer to NT Archives Service 10 years after action completed

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.3.4	Control records documenting the organisation's library systems. Includes: <ul style="list-style-type: none"> • catalogues • authority files of subject headings • classification schemes • thesauruses created by libraries for specialised use • loan and inter-library loan records. 	TEMPORARY Destroy when reference ceases
9.3.5	Records documenting the receipt and dispatch of the organisation's mail. Includes receipts and/or registers for registered and certified mail.	TEMPORARY Destroy 3 years after action completed
9.3.6	Records documenting the recall and return of records from offsite storage, or archives from the NT Archives Service.	TEMPORARY Destroy 2 years after return of records/archives

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.4 DATA ADMINISTRATION

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and disaster plan objectives to safeguard against data loss or corruption.

Class No.	Description of Records	Status and Disposal Action
9.4.1	<p>Records documenting the migration of data between formats, migrating records between systems or from one medium to another (eg between electronic media, microfilming), including quality assurance checks to confirm the accuracy of information transfer.</p> <p>Use 16.5 TECHNOLOGY & TELECOMMUNICATIONS – DATA ADMINISTRATION for records documenting recovery of data, eg data lost during disasters, or data corrupted by viruses.</p> <p>Use the <i>Records Disposal Schedule for Temporary Records that have been Digitised</i> (Disposal Schedule 2009/13) to destroy hard copy records that have been scanned into a records management system.</p> <p>Use the <i>Records Disposal Schedule for Digital Source Records that have been Migrated</i> (Disposal Schedule 2013/6) to destroy digital records following the migration process.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.5 DISPOSAL

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.

Class No.	Description of Records	Status and Disposal Action
9.5.1	<p>Records documenting the transfer of records to NT Archives Service as Territory Archives. Includes:</p> <ul style="list-style-type: none"> • transfer proposals • lists of series proposed for transfer • series information • consignment lists • related correspondence. <p>Note: The records documenting the transfer to NT Archives Service are not required as Territory Archives. However, they should be retained by the organisation as a record of what was transferred to archives and for the organisation's reference so it knows which records it continues to be responsible for. Following administrative change, they should be transferred to successor organisation(s) as required.</p>	<p>PERMANENT</p> <p>Retain in organisation</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.5.2	Records documenting the transfer of records to successor organisations as a consequence of changes in administrative arrangements or functions or privatisation.	TEMPORARY Destroy 7 years after action completed
9.5.3	Records documenting the development of records disposal schedules, including appraisal report forms and correspondence with NT Archives and NT Records services.	TEMPORARY Destroy when schedule superseded
9.5.4	Records documenting internal decisions to extend records retention periods beyond those stipulated in authorised schedules.	TEMPORARY Destroy when decision is rescinded and records are destroyed
9.5.5	Records documenting the transfer of records to commercial storage. Includes: <ul style="list-style-type: none"> • consignment lists • proof of receipt of records by storage provider • related correspondence. 	TEMPORARY Destroy when reference ceases
9.5.6	Records documenting the culling of library or information resource collections. Use 9.3 INFORMATION MANAGEMENT – CONTROL for primary control records which record disposal action.	TEMPORARY Destroy when reference ceases

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

Use the *Records Disposal Schedule for Temporary Records that have been Digitised* (Disposal Schedule No. 2009/13) to destroy hard copy records that have been scanned into a records management system.

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.6 DISTRIBUTION

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other client services.

Class No.	Description of Records	Status and Disposal Action
9.6.1	Records documenting the distribution of information resources, eg publications, newspaper cuttings, advertising. Includes: <ul style="list-style-type: none"> • distribution lists • advice on changes of location. 	TEMPORARY Destroy when reference ceases

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.7 DONATIONS

The activities associated with managing money, items, artefacts or property donated to the organisation, or by the organisation and or its staff to charities, etc. Includes managing unsolicited donations.

Class No.	Description of Records	Status and Disposal Action
9.7.1	Records documenting the donation of information resources of significance or long term value, eg explorers' journals/maps/diaries/images, to the organisation. Includes correspondence regarding terms and conditions of donation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
9.7.2	Records documenting the donation of information resources of minor significance, eg books, to the organisation. Includes correspondence regarding terms and conditions of donation.	TEMPORARY Destroy 3 years after donation is received and finalised, or until terms have been fulfilled, whichever is later
	Use 1.3 COMMUNITY RELATIONS – DONATIONS for records documenting donations of money, items, artefacts or property to the organisation, or refused offers of donations.	

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.8 ENQUIRIES

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. Includes requests made under the *Information Act*.

Class No.	Description of Records	Status and Disposal Action
9.8.1	<p>Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i>, and decisions made in response to such requests. Includes requests for access to and correction of personal and government information and protection of privacy in accordance with the Information Privacy Principles. Includes requests that:</p> <ul style="list-style-type: none"> • set a precedent • lead to a major change in policy • relate to issues of national significance • relate to issues of public controversy • result in appeals to the Office of the Information Commissioner. <p>Records include:</p> <ul style="list-style-type: none"> • applications • records relating to internal or external reviews or appeals of decisions 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

- records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading
- records of decisions or directions.

9.8.2	Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i> , and decisions made in response to such requests. where the request does not set a precedent or lead to a major change in policies.	TEMPORARY Destroy 5 years after action completed
9.8.3	Records documenting requests for access to or alteration of information under relevant legislation, eg the <i>Information Act</i> , where: <ul style="list-style-type: none"> • the request was withdrawn or lapsed (eg because of non payment of application fees) • the request was not relevant to the organisation • the applicant was referred to another organisation • information was not supplied because it was already readily available to the public. 	TEMPORARY Destroy 2 years after action completed
9.8.4	Records documenting the handling of requests for discretionary access to the organisation's records that does not involve the application of legislation such as the <i>Information Act</i> . Includes approvals and refusals.	TEMPORARY Destroy 2 years after action completed

Use 1.4 COMMUNITY RELATIONS – ENQUIRIES for records documenting routine

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

requests from the public, community
organisations and businesses for information on
organisation activities and questionnaires.

Use 9.12 INFORMATION MANAGEMENT –
SECURITY for records documenting breaches
or suspected breaches regarding access to
information.

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.9 EVALUATION

The process of determining the suitability of potential or existing personnel, programs, systems, services, or items of equipment, in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
9.9.1	<p>Records documenting the evaluation of potential or existing information management programs and systems, eg records and library materials, operational services for clients of libraries, archives and records management units, information and records management systems, etc.</p> <p>Use 9.3 INFORMATION MANAGEMENT – CONTROL for records documenting the analysis of functions and records to produce business classification schemes (BCS), etc.</p> <p>Use 9.10 INFORMATION MANAGEMENT – IMPLEMENTATION for records documenting the implementation and initial monitoring of information management systems and projects within the organisation.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.10 IMPLEMENTATION

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
9.10.1	<p>Records documenting the implementation and initial monitoring of information management systems and projects within the organisation, including recordkeeping, knowledge management and library management systems and projects. Includes pilots and post implementation reviews.</p> <p>Use 9.9 INFORMATION MANAGEMENT – EVALUATION for records documenting evaluation prior to implementation and ongoing monitoring.</p> <p>Use 14.5 STAFF DEVELOPMENT – TRAINING for records documenting training provided to employees as part of the implementation of information projects or new systems.</p> <p>Use 15.3 STRATEGIC MANAGEMENT – IMPLEMENTATION for records documenting the implementation of business continuity plans or counter disaster plans.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

Use 16.9 TECHNOLOGY &
TELECOMMUNICATIONS –
IMPLEMENTATION for records documenting
the technical aspects of managing systems
implementation.

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.11 INVENTORY

The activities associated with managing detailed and/or descriptive lists of items and assets in the possession of the organisation.

Class No.	Description of Records	Status and Disposal Action
9.11.1	Routine inventories of library materials or records censuses undertaken to monitor location control.	TEMPORARY Destroy when reference ceases (eg once control systems are updated)

9. INFORMATION MANAGEMENT

The function of managing the organisation's information and knowledge resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes, and the provision of services to internal and external customers, based on information resources. Knowledge management initiatives, the management of archival records and requests for access under relevant legislation, such as Information Act records and privacy legislation, are also covered under this function.

Use the organisation's functional retention and disposal authority for records relating to specific information that is created and managed as part of the performance of the organisation's functions, eg spatial information, scientific information.

Use 16. TECHNOLOGY & TELECOMMUNICATIONS for records relating to the management of technology and telecommunications resources.

9.12 SECURITY

The activities associated with measures taken to protect people, premises, equipment, collections from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel, allocation of user identifications and passwords, and criminal record checks.

Class No.	Description of Records	Status and Disposal Action
9.12.1	Records documenting security breaches affecting information resources, eg where records and information have been accessed or removed from official custody without authorisation, or records have not been appropriately secured.	TEMPORARY Destroy 7 years after action completed
9.12.2	Records documenting security arrangements for physical records storage and handling, eg use of safes and security equipment, courier and mail handling, and off site storage arrangements.	TEMPORARY Destroy 5 years after action completed
9.12.3	Records associated with establishing and assigning security levels, caveats and/or access controls within records management systems. Use 11.7 PERSONNEL – DISCIPLINE for records created as a result of disciplinary action taken following a security breach. Use 16.18 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY for records documenting security protection against unauthorised access to information systems.	TEMPORARY Destroy 2 years after action completed

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.1 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
10.1.1	Records documenting legal advice from internal or external legal service providers which relate to significant changes to the organisation's policies or set a precedent. Includes: <ul style="list-style-type: none"> • Cabinet matters • interpretations of legislation to be administered by the organisation • proposals for new or amended legislation to be administered by the organisation • industrial issues involving the organisation. 	PERMANENT Transfer to NT Archives Service 10 years after action completed
10.1.2	Records documenting legal advice received from internal or external legal providers which does not relate to significant changes to the organisation's policies or set a precedent.	TEMPORARY Destroy 7 years after action completed

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.2 CLAIMS

The process of administering and managing claims, including: claims demanded in accordance with an insurance policy as compensation for injury, death or denial of rights of a person, or damage to or destruction of property; claims made in respect of rights and ownership; recompense sought for stolen or lost property; industrial relations claims; or, superannuation claims.

Class No.	Description of Records	Status and Disposal Action
10.2.1	Records documenting claims that are settled by agreement.	PERMANENT Transfer to NT Archives Service 10 years after settlement
10.2.2	Records documenting claims that are settled other than by agreement, do not proceed to litigation or that are withdrawn.	TEMPORARY Destroy 7 years after settlement or withdrawal of action
	Use 10.6 LEGAL SERVICES – LITIGATION for the activities associated with claims that proceed to a lawsuit or other legal proceedings.	

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.3 INFRINGEMENTS

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No.	Description of Records	Status and Disposal Action
10.3.1	<p>Records documenting infringements or breaches of statutory requirements, rules or mandatory standards which do not proceed to litigation. This includes notifications of the breaches and infringements as well as any relating investigations and negotiations.</p> <p>Use 6.5 FLEET MANAGEMENT – INFRINGEMENTS for driving or traffic infringements.</p> <p>Use 10.6 LEGAL SERVICES – LITIGATION for cases that proceed to litigation.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.4 INQUIRIES

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
10.4.1	Records documenting the handling of inquiries about the organisation, or officers of the organisation, received by the Commissioner for Public Interest Disclosure under the <i>Public Interest Disclosure Act</i>	PERMANENT Transfer to NT Archives Service 10 years after action completed
10.4.2	Records documenting legal support given to an organisation that is either conducting an inquiry or participating in an inquiry.	TEMPORARY Destroy 3 years after final report of inquiry is released
	Use 7.3 GOVERNMENT RELATIONS – INQUIRIES for a consolidated record of an organisation's involvement in an inquiry, including the organisation's submissions.	

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.5 INTELLECTUAL PROPERTY

The activities involved in managing the organisation's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public.

Class No.	Description of Records	Status and Disposal Action
10.5.1	Records documenting the establishment and general management of an organisation's intellectual property. Includes patents, trademarks, designs, plant breeder's rights, circuit layouts, trade secrets and all other forms of copyright.	TEMPORARY Destroy 3 years after the lapse of the intellectual property rights
10.5.2	Records documenting unsuccessful or abandoned attempts to establish intellectual property rights. Use 10.3 LEGAL SERVICES – INFRINGEMENTS for handling infringements of an organisation's intellectual property. Use 13.5 PUBLISHING – INTELLECTUAL PROPERTY for the management of copyright arrangements.	TEMPORARY Destroy 7 years after action completed

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.6 LITIGATION

The activities involved in managing lawsuits or legal proceedings.

Class No.	Description of Records	Status and Disposal Action
10.6.1	Records (including subpoenas and discovery orders) documenting issues, claims or case matters which: <ul style="list-style-type: none"> are precedent setting in nature result in significant changes to the organisation's policies, or result in a settlement agreement after the commencement of litigation. 	PERMANENT Transfer to NT Archives Service 10 years after action completed
10.6.2	Records (including subpoenas and discovery orders) documenting issues, claims or case matters which: <ul style="list-style-type: none"> are not precedent setting in nature do not result in significant changes to the organisation's policies, or are withdrawn and do not result in a settlement agreement. 	TEMPORARY Destroy 7 years after action completed
10.6.3	Records documenting the management of subpoenas and discovery orders where the organisation is not itself a party to the relevant proceedings. Includes detailed lists and copies of records found.	TEMPORARY Destroy 2 years after action completed

10. LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Solicitor for the Northern Territory.

10.7 RESEARCH

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
10.7.1	Final, approved reports consolidating research collected for legal services purposes.	TEMPORARY Destroy 5 years after action completed
10.7.2	Research data including literature searches, questionnaires, statistics, surveys and other raw data.	TEMPORARY Destroy when reference ceases

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.1 ACCIDENTS

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Class No.	Description of Records	Status and Disposal Action
11.1.1	<p>Records documenting the activities associated with accident/incident reports where an employee is injured but no compensation claim is lodged.</p> <p>Use 2.1 COMPENSATION – CLAIMS for the activities associated with a compensation claim made by an employee.</p> <p>Use 17.1 WORK HEALTH & SAFETY – ACCIDENTS for the activities associated with accident reports retained for work health purposes.</p>	<p>TEMPORARY</p> <p>Destroy 71 years after date of birth of employee or 7 years after last action, whichever is the later</p>

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.2 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.

Class No.	Description of Records	Status and Disposal Action
11.2.1	Records documenting negotiation, establishment and implementation of agreements (including flexible working arrangements) with individual staff. Use 8.5 INDUSTRIAL RELATIONS – ENTERPRISE BARGAINING for records of agreements lodged collectively by a number of employees.	TEMPORARY Destroy 71 years after date of birth of employee or 7 years after separation, whichever is the later

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.3 ALLOWANCES

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, eg travelling allowances.

Class No.	Description of Records	Status and Disposal Action
11.3.1	Records documenting the payment of allowances to employees. Includes overtime, first aid, clothing, travelling, allowances and higher duties.	TEMPORARY Destroy 7 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.4 APPEALS (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
11.4.1	Records documenting the process involved in appeals made either internally (eg to the Commissioner for Public Employment) or externally, against decisions made regarding personnel activities.	TEMPORARY Destroy 7 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.5 ARRANGEMENTS

The activities involved in arranging for facilities for vehicles and staff travel.

Class No.	Description of Records	Status and Disposal Action
11.5.1	Records documenting arrangements for an employee to undertake a journey or trip for work related reasons. Includes arrangement for obtaining official passports and visas.	TEMPORARY Destroy 2 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.6 COUNSELLING

The activities associated with giving advice or guidance to an employee for various reasons.

Class No.	Description of Records	Status and Disposal Action
11.6.1	Records documenting general counselling of staff. Includes: <ul style="list-style-type: none">• personal counselling• induction counselling• career counselling. Use 11.7 PERSONNEL – DISCIPLINE for records documenting counselling relating to a disciplinary matter.	TEMPORARY Destroy 2 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.7 DISCIPLINE

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.

Class No.	Description of Records	Status and Disposal Action
11.7.1	Records documenting investigations of misconduct which are investigated, either by the organisation or an external authority, and where allegations are proven to be unfounded and the employee has requested the retention of the records.	TEMPORARY Destroy 71 years after date of birth of employee or 7 years after last action whichever is the later, or when requested by employee
11.7.2	Records documenting investigations of misconduct which are investigated, either by the organisation or an external authority, which result in disciplinary action being taken.	TEMPORARY Destroy 5 years after action completed
11.7.3	Records documenting allegations into misconduct which are investigated and where allegations are proven to be unfounded, or where no-follow up investigation is made (ie where allegations are proved to be frivolous or vexatious).	TEMPORARY Destroy 1 year after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.8 EMPLOYMENT CONDITIONS

The activities associated with managing the general conditions of employment for personnel.

Class No.	Description of Records	Status and Disposal Action
11.8.1	Records documenting the management of conditions of employment for organisation personnel. Use 11.9 PERSONNEL – EMPLOYMENT HISTORY for records documenting the history of the employee.	TEMPORARY Destroy 6 years after condition ceases/is superseded

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.9 EMPLOYMENT HISTORY

The process of documenting the employment history of an individual employee with the Northern Territory Government, including personal records such as dates and conditions of employment specifically relevant to the individual; individual salary, leave and other entitlements; transfer of the employee to different jobs and agencies within the Northern Territory Government, etc.

Class No.	Description of Records	Status and Disposal Action
11.9.1	<p>Records documenting the employment history of on-going and fixed period employees (including executive contract officers). Employment history records include:</p> <ul style="list-style-type: none"> • date of appointment • designation and any previous designations assigned to the employee • remuneration, including increment, overtime, time off in lieu of payment of overtime, entitlements • full name and any previous names • residential and postal address • next of kin and/or emergency contact • entitlements and use of those entitlements • qualifications • details of citizenship • any medical reports • Australian Government Staff (AGS) number or other employment number; • date of birth • details of dependents • disabilities relevant to the employee's employment in the public sector • with the consent of the employee, details of ethnicity or aboriginality • NT Public Sector run employment schemes, 	<p>TEMPORARY</p> <p>Destroy 71 years after date of birth or 7 years after separation, whichever is the later</p>

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

such as apprenticeships, scholarships,
graduates and traineeships

- Ministerial instrument of appointment
- record of a judgement debt for deductions from salary, such as child support payments
- probationary reports and letter of confirmation
- prior service details
- criminal history checks
- confidentiality agreements
- secondment and redeployment details
- superannuation records
- final version of performance agreements with individual employees
- transfers, resignation and reappointments
- redeployment or reassignment (both at level and to a lower classification)
- suspensions and dismissals
- notices of abandonment of employment.

11.9.2	Records supporting higher duties arrangements.	TEMPORARY Destroy 7 years after action completed
11.9.3	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes: <ul style="list-style-type: none"> • personal details • agreed undertakings relating to conditions of engagement and details of work performed. 	TEMPORARY Destroy 2 years after engagement ceases
11.9.4	Records documenting attendance records, including attendance books, flextime sheets, overtime timesheets and duty rosters.	TEMPORARY Destroy 2 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.10 EVENTS

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
11.10.1	Records documenting events accompanying the awarding of organisation supported certificates of achievement, merit and recognition to employees (eg Office of the Commissioner for Public Employment supported certificates of achievement and recognition).	TEMPORARY Destroy 3 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.11 GRIEVANCES

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

Class No.	Description of Records	Status and Disposal Action
11.11.1	<p>Records documenting formal grievances lodged by an individual employee and considered either internally within the organisation and/or by an external body. Includes notes of meetings, reports and recommendations.</p> <p>Use 11.4 PERSONNEL – APPEALS (decisions) for appeals against decisions, eg promotion.</p> <p>Use 11.7 PERSONNEL – DISCIPLINE for disciplinary action resulting from a grievance.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.12 INABILITY

The activities and actions associated with the inability process for employees who are unable to perform duties due to factors that are outside the control of the employee. Includes investigation, formal inquiries and appeals.

Class No.	Description of Records	Status and Disposal Action
11.12.1	Records documenting the inability of employees to perform duties due to factors that are outside the control of the employee, including investigation, formal inquiries and appeals.	TEMPORARY Destroy 71 years after date of birth or 7 years after separation, whichever is the later

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.13 LEAVE

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff. Add the type of leave as free text if required.

Class No.	Description of Records	Status and Disposal Action
11.13.1	Consolidated leave history of organisation employees. Includes <ul style="list-style-type: none">• long service leave entitlements, including cash-ups• approvals to re-credit leave.	TEMPORARY Destroy 71 years after date of birth or 7 years after separation, whichever is the later

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.14 MARKETING & 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
11.14.1	Records documenting recruitment campaigns run by an organisation (eg apprenticeships, graduate employment schemes).	TEMPORARY Destroy 3 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.15 MEDIATION

The activities involved in mediating between parties, aiming to effect an agreement or reconciliation.

Class No.	Description of Records	Status and Disposal Action
11.15.1	Records documenting mediation within the personnel function which does not lead to disciplinary issues.	TEMPORARY Destroy 5 years after action completed
	Use 11.7 PERSONNEL – DISCIPLINE for mediation involved in disciplinary issues.	

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.16 PERFORMANCE MANAGEMENT

The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

Class No.	Description of Records	Status and Disposal Action
11.16.1	Records documenting the management of organisation performance management schemes. Use 0.12 POLICY (Common Activities) for the development of organisation performance management schemes. Use 11.9 PERSONNEL – EMPLOYMENT HISTORY for records documenting performance agreements with individual employees.	TEMPORARY Destroy 5 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.17 PRESENTATIONS

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentation or conferring of honours or prizes.

Class No.	Description of Records	Status and Disposal Action
11.17.1	Records documenting the giving of addresses or presentations by the organisation for personnel purposes.	TEMPORARY Destroy 3 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.18 RECRUITMENT

The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions in the Public Service Notices, and the handling of applications, interviews, selection, culling and appointment. Includes recruitment to temporary and permanent positions. Also includes recruiting volunteers.

Class No.	Description of Records	Status and Disposal Action
11.18.1	Records documenting the recruitment process for on-going and fixed period employees (including executive contract officers) within the NT public sector. Includes: <ul style="list-style-type: none"> • advertisements • applications • referee reports • interview reports • schedule of applicants for interview • criminal history checks • notifications to unsuccessful applicants. 	TEMPORARY Destroy 1 year after recruitment process finalised
11.18.2	Records documenting the management of unsolicited applications for employment. Use 11.9 PERSONNEL – EMPLOYMENT HISTORY for the letter of appointment to the successful applicant and supporting documentation.	TEMPORARY Destroy 1 year after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.19 REPRESENTATIVES

The activities associated with the nomination, appointment and duties arising from the appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers, or appointed as a result of their connection with a government entity, to act as official representatives. Includes representatives to organisations, offices, unions, workers participation committees, councils or groups. Also includes organisational legal representatives.

Class No.	Description of Records	Status and Disposal Action
11.19.1	<p>Records documenting the nomination, appointment, resignation from and/or termination of organisation representatives on bodies considering matters relating to the personnel function.</p> <p>Use 1.13 COMMUNITY RELATIONS – REPRESENTATIVES for appointments on community organisations.</p> <p>Use 7.7 GOVERNMENT RELATIONS – REPRESENTATIVES for appointments on government bodies.</p> <p>Use 17.6 WORK HEALTH & SAFETY – REPRESENTATIVES for appointments as health and safety representatives.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after end of appointment</p>

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.20 SALARIES

The process of managing the payment of salaries to personnel.

Class No.	Description of Records	Status and Disposal Action
11.20.1	Records documenting the payment of employees' salaries. Includes: <ul style="list-style-type: none"> • taxation declaration records • payroll deduction authorities • records relating to the recovery of overpayments • deductions to satisfy a judgement debt • employee pay history records. 	TEMPORARY Destroy 71 years after date of birth of employee or 7 years after separation, whichever is the later
11.20.2	Records documenting superannuation deductions.	TEMPORARY Destroy 7 years after termination of employment
11.20.3	Records documenting the management of special salary packaging arrangements. Includes salary sacrificing and Fringe Benefit Tax (FBT) arrangements.	TEMPORARY Destroy 7 years after action completed

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.21 SECURITY

The activities associated with measures taken to protect people, premises, equipment, and collections from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel, allocation of user identifications and passwords, and criminal record checks.

Class No.	Description of Records	Status and Disposal Action
11.21.1	Records documenting security checks (vetting) carried out as part of pre-engagement and pre-employment checks, or periodic reviews.	TEMPORARY Destroy 5 years after separation from employment

11. PERSONNEL

The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations.

11.22 SEPARATIONS

The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.

Class No.	Description of Records	Status and Disposal Action
11.22.1	Records documenting the separation of on-going and fixed period employees (including executive contract officers) from the Northern Territory Government. Includes: <ul style="list-style-type: none"> • retirements (including retirement with incentive) • resignations • voluntary redundancies • dismissal • death • retrenchment. 	TEMPORARY Destroy 71 years after date of birth of employee or 7 years after separation, whichever is the later
11.22.2	Records documenting the termination of a casual employee before the completion of a specified term of employment. Use 11.9 PERSONNEL – EMPLOYMENT HISTORY for the temporary or permanent transfer of employees.	TEMPORARY Destroy 7 years after termination

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.1 ACQUISITION

The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisitions or collection.

Class No.	Description of Records	Status and Disposal Action
12.1.1	<p>Records documenting acquisition, including compulsory acquisitions, of land, buildings and properties that are</p> <ul style="list-style-type: none"> • of significance in the evolution and pattern of the Territory's natural or cultural history • possessing rare, endangered or uncommon aspects of the Territory's natural or cultural history • demonstrating the prime characteristics of a class of the Territory's heritage places or objects • of significance for their strong association with the life or works of a notable person or persons associated with the Territory • possessing technical, design or aesthetic qualities of significance • of significance because of special association with a Territory community for social, cultural or spiritual reasons • of significance for their potential to yield information which will contribute to a better understanding of Territory heritage, and/or listed by the National Trust of Australia. <p>Includes investigations into and reports on the property, environmental impact assessments, legal advice, budgetary estimates, cost benefit analyses, conservation orders and approvals.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.1.2	Records documenting acquisition, including compulsory acquisitions, of land, buildings and properties that are not of cultural or heritage significance to the Territory. Includes investigations into and reports on the property, environmental impact assessments, budgetary estimates, cost benefit analyses and approvals.	TEMPORARY Destroy 7 years after disposal of property
12.1.3	Deeds and certificates of title relating to NT government owned land and buildings.	TEMPORARY Transfer to new owner when property is disposed of
12.1.4	Records documenting the negotiations for land and properties where the acquisition was not proceeded with. Includes legal advice, investigations into and reports on the property, environmental impact assessments, budgetary estimates, cost benefit analyses notifications.	TEMPORARY Destroy 7 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.2 CONSERVATION

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Class No.	Description of Records	Status and Disposal Action
12.2.1	Records documenting preservation, protection, maintenance, restoration and enhancement of land, properties and infrastructure which are considered to be of cultural or heritage significance to the Northern Territory. Includes applications, supporting documentation, technical reports, assessments, advice from other jurisdictions or professional organisations, consultations, approvals and notifications.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.2.2	Records documenting restoration of contaminated land. Includes environmental assessments, conservation and technical reports, advice received from other jurisdictions or professional organisations.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.2.3	Records documenting preservation, protection, maintenance, restoration and enhancement of land, properties and infrastructure which are not considered to be of cultural or heritage significance to the Northern Territory. Includes technical reports, assessments, advice received from other jurisdictions or professional organisations. Use 17.4 WORK HEALTH & SAFETY – INSPECTIONS for records documenting inspections of property where workers may be exposed to a hazardous substance.	TEMPORARY Destroy 3 years after building or infrastructure is demolished or transferred to new owner

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.3 CONSTRUCTION

The process of making or building something.

Class No.	Description of Records	Status and Disposal Action
12.3.1	Records documenting design and construction of infrastructure and buildings which are considered to be of cultural or heritage significance to the Northern Territory for example The Waterfront, the Alice Springs to Darwin rail link and Parliament House. Includes feasibility studies, design briefs, specifications, building plans, project plans, consultations, sketches, investigations, environmental impact assessments, technical briefs, submissions, legal advice, court orders and appeal decisions.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.3.2	Records documenting design and construction of infrastructure and buildings which are not considered to be of cultural or heritage significance to the Northern Territory. Includes feasibility studies, design briefs, specifications, building plans, project plans, consultations, sketches, investigations, environmental impact assessments, technical briefs, submissions, legal advice, court orders and appeal decisions.	TEMPORARY Destroy 3 years after building or infrastructure is demolished or transferred to new owner
12.3.3	Records documenting design and construction activities not proceeded with. Includes feasibility studies, design briefs, specifications, building plans, project plans, consultations, sketches, investigations, environmental impact assessments, technical briefs, submissions, legal advice, court orders and appeal decisions. Use 17.4 WORK HEALTH & SAFETY – INSPECTIONS for records documenting inspections of property where workers may be exposed to a hazardous substance.	TEMPORARY Destroy 7 years after decision not to proceed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.4 DISPOSAL

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage.

Class No.	Description of Records	Status and Disposal Action
12.4.1	Records documenting the disposal by sale, transfer, termination of lease, auction or demolition of land, infrastructure, properties and buildings which are considered to be of cultural or heritage significance to the Northern Territory. Includes assessments and investigations, evaluation certificates and details of preparation undertaken before disposal.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.4.2	Records documenting the disposal by sale, transfer, termination of lease, auction or demolition of land, infrastructure, properties and buildings which are not considered to be of cultural or heritage significance to the Northern Territory. Includes assessments and investigations, evaluation certificates and details of preparation undertaken before disposal.	TEMPORARY Destroy 7 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.5 FIT OUTS

The process of refurbishing a workplace, building or vehicle or vessel internally. Includes painting, floor coverings, furnishings, furniture, fittings and equipment.

Class No.	Description of Records	Status and Disposal Action
12.5.1	Records documenting fit out or refurbishment of properties and buildings which are considered to be of cultural or heritage significance to the Northern Territory. Includes design briefs, notifications, approvals, assessments, certifications, plans and consultations.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.5.2	Records documenting fit out or refurbishment of properties and buildings which are not considered to be of cultural or heritage significance to the Northern Territory. Includes design briefs, notifications, approvals, assessments, certifications, plans and consultations.	TEMPORARY Destroy 3 years after vacation of premises

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.6 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
12.6.1	Records documenting inspections of land, buildings and properties considered to be of cultural or heritage significance to the Northern Territory, where major faults or problems are identified. Includes technical reports, inspection reports and actions taken to remedy problems.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.6.2	Records documenting inspections of land, buildings and properties not considered to be of cultural or heritage significance to the Northern Territory, where major problems or faults are identified. Includes technical reports, inspection reports and actions taken to remedy problems.	TEMPORARY Destroy 3 years after vacation of premises
12.6.3	Records documenting inspections of land, buildings and properties where minor, or no faults or problems are identified. Includes inspection reports. May include actions taken to remedy minor problems.	TEMPORARY Destroy 7 years after action completed
	Use 17.4 WORK HEALTH & SAFETY – INSPECTIONS for inspections carried out as a result of work health and safety issues.	

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.7 INSTALLATION

Activities involved in placing equipment in position and connecting and adjusting it for use.

Class No.	Description of Records	Status and Disposal Action
12.7.1	Records documenting installation of equipment such as plumbing, air conditioning, security equipment, gates and grills, fire alarms and panels, cabling, disability ramps and chair lifts in properties and buildings considered of cultural or heritage significance to the Northern Territory. Includes arranging installations, equipment location details and maps.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.7.2	Records documenting installation of equipment such as plumbing, air conditioning, security equipment, fire alarms and panels, cabling, disability ramps and chair lifts in properties and buildings not considered of cultural or heritage significance to the Northern Territory. Includes arranging installations, equipment location details and maps.	TEMPORARY Destroy 3 years after building vacated

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.8 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
12.8.1	Records documenting the leasing of premises by NT government agencies on their own behalf or on behalf of another party or parties. Includes applications and supporting documentation, signed leases, notifications, organisation head leasing, or private head leasing, sub leases, inspection reports.	TEMPORARY Destroy 3 years after vacation of premises or lease expires whichever is the later
12.8.2	Records documenting short term, casual or periodic use of land, venues, buildings or facilities owned by external organisations or individuals, to NT government agencies, for purposes such as meetings and events where no fee is charged.	TEMPORARY Destroy 2 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.9 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 price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
12.9.1	Records documenting the leasing out of land, venues, buildings or facilities owned or managed by NT government agencies to individuals, groups or organisations. Includes applications and supporting documentation, signed leases, notifications, organisation head leasing, or private head leasing, sub leases inspection reports.	TEMPORARY Destroy 7 years after cessation of tenancy
12.9.2	Records documenting short term, casual or periodic hire of land, venues, buildings or facilities owned by NT government agencies, to external organisations or individuals, for purposes such as meetings and events where no fee is charged.	TEMPORARY Destroy 2 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.10 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
12.10.1	Records documenting repairs made to infrastructure, properties, buildings and facilities considered of cultural or heritage significance to the Northern Territory. Includes applications, supporting documentation, plans, technical reports, consultations, approvals and notifications.	PERMANENT Transfer to NT Archives Service 10 years after action completed
12.10.2	Records documenting repairs made to infrastructure, properties, buildings and facilities not considered of cultural or heritage significance to the Northern Territory, or involving important changes to the premises such as electrical rewiring or repairs to the roof. Includes plans, technical reports, approvals and notifications.	TEMPORARY Destroy 3 years after vacation of premises or decommissioning of infrastructure
12.10.3	Records documenting routine upkeep, repair and maintenance activities such as cleaning, painting, pest control, grounds maintenance, carpets/floor coverings, air conditioning servicing, rubbish removal, plumbing, electrical, lighting, smoke/fire/security detection equipment/alarms and lift operation maintenance of NT government owned or leased land, infrastructure, properties, buildings or facilities. Includes maintenance requests, service orders and inspection reports.	TEMPORARY Destroy 2 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.11 RELOCATION

The process of moving furniture, fittings and equipment to new locations or premises.

Class No.	Description of Records	Status and Disposal Action
12.11.1	Records documenting the relocation of business operations of NT government agencies to new locations and/or premises. Includes inventories, quotes, removalist arrangements, consultations and approvals.	TEMPORARY Destroy 2 years after action completed

12. PROPERTY MANAGEMENT

The function of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of land, property, infrastructure, buildings and facilities such as office blocks, repositories, workshops, car parks, farms, stations, airstrips, wharves, jetties, bridges, railways, roads, laboratories, museums, libraries, schools, sporting facilities, houses, stadiums, hospitals, power stations, water and sewage treatment plants, dams and warehouses for whole of government and/or individual agencies in the Northern Territory, interstate and/or overseas. Includes NT Government owned or leased land, property, infrastructure, buildings and facilities.

12.12 SECURITY

The activities associated with measures taken to protect people, premises, equipment, collections from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel, allocation of user identifications and passwords, and criminal record checks.

Class No.	Description of Records	Status and Disposal Action
12.12.1	Records documenting security breaches (eg break-ins, thefts and vandalism).	TEMPORARY Destroy 7 years after action completed
12.12.2	Register of security clearances and passes held by organisation staff.	TEMPORARY Destroy 7 years after last entry
12.12.3	Records documenting security arrangements for organisation premises, including granting of access to premises, issue of security passes, key registers, authorisations for after hours access and surveillance arrangements.	TEMPORARY Destroy 2 years after vacation of premises
12.12.4	Surveillance camera recordings used for property security that are used in criminal investigations.	TEMPORARY Destroy following completion of investigation and finalisation of any legal proceedings
12.12.5	Surveillance camera recordings used for property security not required for criminal investigations. Use 11.21 PERSONNEL – SECURITY for records of security checks (vetting) of staff prior to engagement.	TEMPORARY Destroy when reference ceases

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.1 CORPORATE STYLE

The activity of compiling and administering guidelines on the consistency of written style, graphic design etc. within the organisation's documents. Includes designing logos, letterhead, stationery, publications, etc. that incorporate the corporate image of the organisation.

Class No.	Description of Records	Status and Disposal Action
13.1.1	Records documenting the development of the organisation's corporate style. Includes guidelines relating to corporate style, such as style manuals compiled by the organisation and records relating to the development and approval of designs for letterheads, logos, online resources, stationery, templates and publications incorporating the corporate style of the organisation.	TEMPORARY Destroy when style superseded
13.1.2	Records documenting rejected designs for letterheads, logos, stationery, templates and publications incorporating the corporate style of the organisation.	TEMPORARY Destroy when reference ceases

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.2 DISTRIBUTION

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other client services.

Class No.	Description of Records	Status and Disposal Action
13.2.1	Records documenting the distribution and dissemination of the organisation's publications. Includes: <ul style="list-style-type: none">• records of the receipt and management of orders other than purchase orders• records of to whom publications were distributed or supplied.	TEMPORARY Destroy when reference ceases

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.3 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
13.3.1	<p>Records documenting routine enquiries regarding the purchase, availability of or access to the organisation's publications.</p> <p>Use 9.8 INFORMATION MANAGEMENT – ENQUIRIES for records documenting enquiries concerning library services provided by the organisation.</p> <p>Use 13.5 PUBLISHING – INTELLECTUAL PROPERTY for records documenting enquiries/requests for permission for use of copyright materials.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.4 EVALUATION

The process of determining the suitability of potential or existing personnel, programs, systems, services, or items of equipment in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
13.4.1	Records documenting the evaluation or monitoring of potential or existing publication programs and services, or systems for the production of published materials, including online publishing.	TEMPORARY Destroy 5 years after action completed

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.5 INTELLECTUAL PROPERTY

The activities involved in managing the organisation's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public.

Class No.	Description of Records	Status and Disposal Action
13.5.1	Records documenting the management of applications: <ul style="list-style-type: none"> received by the organisation for permission to reproduce published or unpublished material in which the organisation retains copyright, or made by the organisation to reproduce material in which another party holds the copyright, where permission has been granted. 	TEMPORARY Destroy 7 years after action completed, or permission expires, whichever is later
13.5.2	Records documenting failed applications made or received by the organisation to use intellectual property. Use 5.10 FINANCIAL MANAGEMENT – PAYMENTS for records documenting the payment of money. Use 10.5 LEGAL SERVICES – INTELLECTUAL PROPERTY for records documenting the establishment, registration and documentation of the organisation's intellectual property.	TEMPORARY Destroy 3 years after action completed

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.6 JOINT VENTURES

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Class No.	Description of Records	Status and Disposal Action
13.6.1	<p>Records documenting the establishment and monitoring of joint ventures undertaken with other organisations (government or non-government) for the purposes of researching, drafting or producing publications. Records include:</p> <ul style="list-style-type: none"> • correspondence concerning arrangements, including minutes or notes of meetings with main stakeholders or joint venture participants; • monitoring of arrangements • reporting on arrangements. 	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.7 MARKETING & 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
13.7.1	<p>Records documenting the marketing and promotion of organisational publications. Records include:</p> <ul style="list-style-type: none"> • records of marketing plans • records of market research and assessment of products against market trends • records of sales forecasting • pricing records • records of liaison with retailers • records of arrangements for and placement of advertising • copies of advertisements. 	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.8 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
13.8.1	Publications and material published by the organisation to the general public required for Legal Deposit. Includes organisation annual reports, newsletters, pamphlets, magazines, journals, maps, plans, charts; also non-print material such as audio tapes, video recordings and online resources (web pages).	One copy to be deposited with the Northern Territory Library in accordance with the <i>Publications (Legal Deposit) Act 2004</i> ; and one copy to be deposited with the National Library of Australia in accordance with the <i>Copyright Act 1968</i> .
13.8.2	Records documenting the preparation of materials and drafts for publication, including technical specifications. Includes <ul style="list-style-type: none"> • graphic design • indexing • printing/binding • preparation of source files • quality assurance and testing of online pages • production of electronic media. 	TEMPORARY Destroy 3 years after action completed
13.8.3	Records documenting changes to content on an organisation's website, including snapshots of Internet and intranet pages, requests for changes and records of the approval process.	TEMPORARY Destroy 3 years after action completed
13.8.4	Final, approved versions of forms, eg forms for business transacted either manually or on websites, and records relating to the development and review of forms.	TEMPORARY Destroy when forms superseded

13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.8.5	Final, approved versions of internally directed publications for staff information purposes, eg CEO newsletters.	TEMPORARY Destroy when reference ceases
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13. PUBLISHING

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting of internal publications, manual or electronic production (design, layout, typesetting, printing, web publishing etc) and the marketing and supply of internal and external publications and promotional materials by the organisation. Publications include multi-media publications, CD ROM and online information services.

13.9 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
13.9.1	Records documenting stocktakes of the organisation's publications. Includes examining, counting and valuing publications.	TEMPORARY Destroy when reference ceases

14. STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external available to employees).

14.1 CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
14.1.1	Proceedings, reports and addresses from conferences, seminars or forums attended by organisation staff for staff development, skills or professional development purposes. Includes inter-organisation and government conferences. Also includes post conference interaction, eg via social media forums.	TEMPORARY Destroy 5 years after conference (1 copy of program to be deposited in agency library)
14.1.2	Records documenting the administrative arrangements for conferences, seminars or forums arranged by the organisation. Includes: <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • registrations • venue bookings • accommodation and transport arrangements • catering arrangements • feedback forms • debrief/lessons learned. <p>Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING and/or 5.10 FINANCIAL MANAGEMENT – PAYMENTS for financial transactions supporting conference activities.</p>	TEMPORARY Destroy 2 years after conference

14. STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external available to employees).

14.2 EVALUATION

The process of determining the suitability of potential or existing personnel; programs; systems; services; or items of equipment in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
14.2.1	Records documenting the evaluation of staff development activities, programs and events to determine whether they will bridge skill and knowledge gaps or meet the training needs of the organisation. Use 14.5 STAFF DEVELOPMENT – TRAINING for records documenting the evaluation of courses by participants.	TEMPORARY Destroy 5 years after action completed

14. STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external available to employees).

14.3 MARKETING & PROMOTION

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

Class No.	Description of Records	Status and Disposal Action
14.3.1	Records documenting the advertising of staff development programs and facilities.	TEMPORARY Destroy 3 years after action completed

14. STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external available to employees).

14.4 PRESENTATIONS

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches, multi-media presentations, and presentation or conferring of honours, prizes or condolences. Add the title of the presentation as free text.

Class No.	Description of Records	Status and Disposal Action
14.4.1	<p>Records documenting addresses, speeches or papers presented in the organisation for staff development purposes, including those delivered by internal employees and external service providers.</p> <p>Use 14.1 STAFF DEVELOPMENT – CONFERENCES for records documenting addresses presented at staff conferences</p> <p>Use 14.5 STAFF DEVELOPMENT – TRAINING for records documenting specific training arranged for staff development.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

14. STAFF DEVELOPMENT

The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external available to employees).

14.5 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
14.5.1	Records documenting the content of training that forms part of specific study schemes, eg scholarships, apprenticeships, cadetships, etc.	TEMPORARY Destroy 7 years after scheme ceases
14.5.2	Notices of assessment or examination results of internally conducted training or sent to the organisation by external training providers. Note: Registered Training Organisations (RTO) are required to keep sufficient records to enable the reissue of a statement of attainment or qualification for 30 years. (Australian Quality Training Framework, 2005, standard 4). Registered Training Organisations should cover these records in their functional disposal schedules.	TEMPORARY Destroy 7 years after action completed
14.5.3	Records documenting arrangements for employee attendance on training courses. Includes: <ul style="list-style-type: none"> • application forms • records of confirmation of course attendance • accommodation and travel arrangements. 	TEMPORARY Destroy 2 years after action completed
14.5.4	Participant evaluations of internally and externally conducted courses.	TEMPORARY Destroy 3 years after action completed
14.5.5	Final, approved versions of training material for courses run internally by the organisation for employees, eg induction training, graduate training, volunteer training. Use 17.9 WORK HEALTH & SAFETY – TRAINING for specialised work health & safety training, eg working with asbestos or working in a confined space.	TEMPORARY Destroy when material is superseded

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.1 CLIENT SERVICE

The activities associated with the planning, monitoring and evaluating of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
15.1.1	Records documenting the development of organisation-wide strategies for the delivery of client services. Includes surveys, analysis of results and final reports.	TEMPORARY Destroy 5 years after action completed
	Use 1.1 COMMUNITY RELATIONS – CLIENT SERVICE or 7.1 GOVERNMENT RELATIONS – CLIENT SERVICE for records documenting the actual delivery of services.	

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.2 EVALUATION

The process of determining the suitability of potential or existing personnel, programs, systems, services, or items of equipment, in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
15.2.1	Records documenting the evaluation of potential and existing programs, services and systems that cross functions or relate to the strategic management of the organisation, eg evaluations and modelling for quality management, business cases for new programs, or major/significant new initiatives.	TEMPORARY Destroy 5 years after action completed

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.3 IMPLEMENTATION

The activities associated carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
15.3.1	Records documenting the implementation of government-wide policies and plans, including <ul style="list-style-type: none"> key direction statements initiatives concerning important or innovative programs (eg Territory2030). 	PERMANENT Transfer to NT Archives Service 10 years after action completed
15.3.2	Records documenting the implementation of the business continuity/counter disaster plan, following a major disaster, eg Cyclone Tracy or the Katherine floods.	PERMANENT Transfer to NT Archives Service 10 years after action completed
15.3.3	Records documenting the implementation of the business continuity/counter disaster plan, following other disasters, eg minor fire, burst water pipe. Use 15.7 STRATEGIC MANAGEMENT – RISK MANAGEMENT for records documenting the development of the organisation's business continuity/counter disaster plan.	TEMPORARY Destroy 3 years after action completed

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.4 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
15.4.1	<p>Records documenting the development, implementation and review of legislation and regulations administered by the organisation. Records include:</p> <ul style="list-style-type: none"> • preliminary drafting instructions from Parliamentary Counsel • draft legislation or regulations • amendments • submissions to the organisation's executive or governing body • submissions received • records documenting the outcomes of consultation with relevant organisations and stakeholders • gazettal notices. 	<p>PERMANENT</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
15.4.2	<p>Records documenting comments made by the organisation on the development of legislation concerning the operations and functional responsibilities of other organisations.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.5 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
15.5.1	Final, approved versions of the organisation's overarching, whole of organisation strategic and corporate, plans, and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	PERMANENT Transfer to NT Archives Service 10 years after action completed
	Use 0.11 PLANNING (Common Activities) for records documenting the development of the organisation's minor administrative functions policies, eg those of specific business units or discreet areas.	

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.6 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.

15.6.1	Records documenting the development and review of the organisation's overarching, whole of organisation strategic management policies, or whole of government strategic policies, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	PERMANENT
	Records include:	Transfer to NT Archives Service 10 years after action completed
	<ul style="list-style-type: none">• policy proposals• background research• results of consultations• supporting records• major draft versions containing significant changes/alterations or formally circulated for comment• comments received on drafts from other organisations/stakeholders• final policy documents.	
	Use 0.12 POLICY (Common Activities) for records documenting the development of the organisation's minor administrative functions policies, eg those of specific business units or discreet areas.	

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.7 RISK MANAGEMENT

The activities involving the identification of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
15.7.1	Records documenting the identification and assessment of organisational risks, in order to assist planning, and the implementation of strategies to minimise their impact. Records include <ul style="list-style-type: none"> • action plans • risk registers • treatment schedules. 	TEMPORARY Destroy 7 years after next risk assessment
15.7.2	Records documenting the development of the organisation's business continuity/counter disaster plan. Use 15.3 STRATEGIC MANAGEMENT – IMPLEMENTATION for records documenting implementing the business continuity/counter disaster plan following a disaster. Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting work health and safety risk management processes.	TEMPORARY Destroy 7 years after plan is superseded

15. STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, Equal Employment Opportunity (EEO) plans, Ethnic Affairs Policy Statements (EAPS) and agreements, and other long-term organisational strategies, such as frameworks for the management of intellectual property. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation. Includes any regular forums such as executive management board meetings and monthly reports.

15.8 STANDARDS

The activities associated with developing and reviewing industry and/or whole of government rules or principles established by authority, custom or general consent and used as a basis for comparison or judgment to improve and enhance an organisations processes and/or services.

Class No.	Description of Records	Status and Disposal Action
15.8.1	<p>Records documenting the development and/or implementation of standards or benchmarks that provide a framework for the conduct of the organisation's operations or assessment of its performance. Records include:</p> <ul style="list-style-type: none"> • background research • records of consultations • draft versions of proposed standards or benchmarks containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with employees, other organisations, stakeholders, etc. 	<p>TEMPORARY</p> <p>Destroy 7 years after standards superseded</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.1 ALLOCATION

The process of assigning or apportioning money, items or equipment.

Class No.	Description of Records	Status and Disposal Action
16.1.1	<p>Records documenting the routine allocation and distribution of technology and telecommunications equipment, services, facilities, mobile devices, hardware or software to business units or individuals within the organisation.</p> <p>Use 16.9 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION for records documenting the allocation of equipment, services, facilities, hardware or software to individuals or organisational units as part of the implementation of new or upgraded systems. Includes the allocation of telephones, mobile and smart phones, and tablet technology.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after end of contract period</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.2 APPLICATION DEVELOPMENT

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Class No.	Description of Records	Status and Disposal Action
16.2.1	<p>Records documenting the design and development of systems which are proceeded with. Records include:</p> <ul style="list-style-type: none"> • background research • project proposals • project management records • notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders, etc • systems documentation • information regarding the source code and the source code itself • information regarding the interrelationship between systems • system specific data dictionaries • records of establishment of system logs • records of application of metadata • records of business rules • records of user requirements • system specifications and configurations • rectification of developmental problems • requests for system changes during development • final signoff by parties. 	<p>TEMPORARY</p> <p>Destroy 5 years after system is superseded, either through upgrade or major modification, and any data supported is migrated or destroyed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.2.2	Records documenting proposals for the development and modification of systems which are not proceeded with.	TEMPORARY Destroy 2 years after action completed
16.2.3	Records documenting the configuration, customisation, enhancements and upgrades of off-the-shelf packages and systems to meet the needs of the organisation.	TEMPORARY Destroy 5 years after system is superseded
16.2.4	<p>Records documenting the testing of applications. Records include:</p> <ul style="list-style-type: none"> • records of testing strategies, eg user acceptance testing (UAT) • result forms • test reports. <p>Use 16.8 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION for records documenting the establishment of user requirements, development of specifications and feasibility studies and evaluation of potential solutions prior to purchase.</p> <p>Use 16.9 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION for records documenting the implementation and roll-out of technology and telecommunications strategies, projects and systems.</p> <p>Use 16.14 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE for records documenting the maintenance of technology and telecommunications equipment.</p>	TEMPORARY Destroy 3 years after system goes live

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.3 CLIENT SERVICE

The activities associated with planning, delivering, monitoring and evaluating services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
16.3.1	Final, approved versions of charters, standards or guarantees relating to the provision of technology and telecommunications services to clients.	TEMPORARY Destroy 2 years after superseded
16.3.2	Records documenting the administration of specialised client services relating to technology and telecommunications, eg help desks, and advice and assistance regarding technology and telecommunications systems, operations and services, eg advice to internal business units. Use 0.3 AGREEMENTS (Common Activities) for records documenting the establishment, negotiation, maintenance and review of service level agreements.	TEMPORARY Destroy 2 years after action completed

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.4 CONTROL

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

	Description of Records	Status and Disposal Action
16.4.1	Records documenting the development of control mechanisms (eg authenticity and version control).	TEMPORARY Destroy 5 years after mechanism is superseded
16.4.2	System logs which are used to show a history of access or change to data, including <ul style="list-style-type: none"> • system access logs • Internet access logs • system change logs • audit trails. 	TEMPORARY Destroy 5 years after action completed
16.4.3	Records documenting the control of software licences in the organisation	TEMPORARY Destroy when licence expires/is superseded
	Use 9.3 INFORMATION MANAGEMENT – CONTROL for development of business rules, etc, for recordkeeping metadata mechanisms.	

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.5 DATA ADMINISTRATION

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and disaster plan objectives to safeguard against data loss or corruption.

Class No.	Description of Records	Status and Disposal Action
16.5.1	Records documenting the recovery of data, eg data lost during disasters, data corrupted by viruses etc. Records include records of testing for data recovery and post-incident reviews.	TEMPORARY Destroy 5 years after system is superseded
16.5.2	Records documenting the maintenance of organisation-wide data dictionaries. Use 15.3 STRATEGIC MANAGEMENT – IMPLEMENTATION for records documenting the implementation of business continuity or counter disaster plans. Use 15.7 STRATEGIC MANAGEMENT – RISK MANAGEMENT for records documenting the identification and assessment of technology and telecommunications risks as part of broader strategic risk management processes, eg the analysis of insurance policies and legal liabilities across the organisation. Use 16.14 TECHNOLOGY & TELECOMMUNICATIONS – MAINTENANCE for records documenting data clean-up. For records documenting migration strategies and quality assurance checks for migration, use the <i>Records Disposal Schedule for Digital Source Records that have been Migrated</i> (Disposal Schedule 2013/6).	TEMPORARY Destroy when reference ceases

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.6 DATABASE MANAGEMENT

The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, regular programs of backups and journals and monitoring usage and response times.

Class No.	Description of Records	Status and Disposal Action
16.6.1	Records documenting requests for changes to schemas, views, configuration management and other database management issues.	TEMPORARY Destroy 5 years after action completed

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.7 DISPOSAL

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi active and inactive records from current office space into secondary or archival storage.

Class No.	Description of Records	Status and Disposal Action
16.7.1	<p>Records documenting the disposal of technology and telecommunications equipment through any means including sale, transfer, auction, exchange, return or destruction.</p> <p>Records include for leased equipment, including</p> <ul style="list-style-type: none"> • written notices and related correspondence, eg to and from leasing companies • handover reports. <p>Records include for purchased equipment, including</p> <ul style="list-style-type: none"> • independent valuation certificates verifying work undertaken on assets prior to valuation • written quotes • auction records • related correspondence. <p>Use 16.18 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY for records documenting the sanitisation of technology equipment prior to disposal.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after disposal of asset</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.8 EVALUATION

The process determining the suitability of potential or existing personnel; programs; systems; services; or items of equipment in relation to meeting the needs of the given situation. May include detailed analysis and/or ongoing monitoring.

Class No.	Description of Records	Status and Disposal Action
16.8.1	<p>Records documenting the evaluation of potential or existing technology and telecommunications programs, equipment, services and systems that do not proceed to purchase.</p> <p>Use 0.8 CONTRACTING OUT or 0.16 TENDERING (Common Activities) for records documenting evaluation of programs, equipment, services or systems that do proceed to purchase.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.9 IMPLEMENTATION

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
16.9.1	<p>Records documenting the implementation of technology and telecommunications strategies, projects, equipment and systems. Systems can include off-the-shelf products or internally developed applications. Includes:</p> <ul style="list-style-type: none"> • notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders, etc • project management documentation • records of implementation strategies and pilots • records of implementation testing • records of allocation of technology and telecommunications equipment to individuals or organisational units as part of implementation roll-outs • records of monitoring of implementation. <p>Use 15.3 STRATEGIC MANAGEMENT – IMPLEMENTATION for records documenting the implementation of business continuity or counter disaster plans.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.10 INSTALLATION

Activities involved in placing equipment in position and connecting and adjusting it for use.

Class No.	Description of Records	Status and Disposal Action
16.10.1	<p>Records documenting arrangements for the routine installation or relocation of technology and telecommunications equipment including software and hardware when they are not part of stand-alone projects, eg installation of a small number of telephones, computers or printers.</p> <p>Use 16.9 TECHNOLOGY & TELECOMMUNICATIONS – IMPLEMENTATION for records documenting the installation of stand-alone projects, eg those involving capital expenditure.</p> <p>Use 16.18 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY for records documenting permissions for use of systems.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.11 INTELLECTUAL PROPERTY

The activities involved in managing the organisation's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public.

Class No.	Description of Records	Status and Disposal Action
16.11.1	<p>Records documenting the management of requests</p> <ul style="list-style-type: none"> made by the organisation to use portions of software developed by another organisation or individual, or from the public or other organisations for permission to reproduce portions of software developed by the organisation. <p>where permission has been granted.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed or permission expires, whichever is later</p>
16.11.2	<p>Records documenting the management of requests</p> <ul style="list-style-type: none"> made by the organisation to use portions of software developed by another organisation or individual, or from the public or other organisations for permission to reproduce portions of software developed by the organisation. <p>where permission has not been granted.</p> <p>Use 10.5 LEGAL SERVICES – INTELLECTUAL PROPERTY for records documenting the establishment and general management of an organisation's intellectual property.</p> <p>Use 13.5 PUBLISHING – INTELLECTUAL PROPERTY for the management of copyright arrangements.</p>	<p>TEMPORARY</p> <p>Destroy when reference ceases</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.12 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
16.12.1	Records documenting the administration and management of leased technology and telecommunications equipment. Includes reports received from leasing companies. Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING or 5.10 FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with leasing arrangements. Use 16.7 TECHNOLOGY & TELECOMMUNICATIONS – DISPOSAL for records documenting disposal of leased equipment.	TEMPORARY Destroy 7 years after lease expires or is terminated

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.13 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 price. Includes the formal documentation setting out conditions, rights, responsibilities, etc, of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
16.13.1	Records documenting the leasing out of organisation owned technology and telecommunications equipment to other parties. Use 5.1 FINANCIAL MANAGEMENT – ACCOUNTING or 5.10 FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with leasing out arrangements.	TEMPORARY Destroy 7 years after lease expires or is terminated

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.14 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external condition of premises, equipment, vehicles etc.

Class No.	Description of Records	Status and Disposal Action
16.14.1	<p>Records documenting the maintenance of technology and telecommunications equipment. Includes:</p> <ul style="list-style-type: none"> • correspondence and records of advice from vendors, suppliers, consultants, service providers, etc • records of maintenance inspections • records of requests for maintenance • documentation of minor maintenance action. 	<p>TEMPORARY Destroy 3 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.15 MODELLING

The processes involved in designing, testing, evaluating sample model profiles of systems under analysis.

Class No.	Description of Records	Status and Disposal Action
16.15.1	<p>Records documenting the development of business or technical models or prototypes used to support the technology and telecommunications function.</p> <p>Use 16.2 TECHNOLOGY & TELECOMMUNICATIONS – APPLICATION DEVELOPMENT for models which support the application development.</p> <p>Use 16.8 TECHNOLOGY & TELECOMMUNICATIONS – EVALUATION for systems analysis.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.16 PRIVACY

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) secure from unauthorised disclosure or access to such information.

Class No.	Description of Records	Status and Disposal Action
16.16.1	<p>Records documenting the application of Information Privacy Principles and guidelines to organisation technology and telecommunication applications and systems.</p> <p>Use 11.7 PERSONNEL – DISCIPLINE for disciplinary action against staff for privacy related breaches.</p> <p>Use 16.4 TECHNOLOGY & TELECOMMUNICATIONS – CONTROL for audit and access logs.</p> <p>Use 16.18 TECHNOLOGY & TELECOMMUNICATIONS – SECURITY for the mechanisms to protect privacy and investigations into alleged privacy breaches.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.17 RESEARCH

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc. and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
16.17.1	Final report of research results relating to the development or projects, standards and guidelines for technology and telecommunications purposes.	TEMPORARY Destroy 5 years after action completed
16.17.2	Research data, including enquiries relating to technology and telecommunications, literature searches, questionnaires, statistics, surveys, working papers and other raw data.	TEMPORARY Destroy when reference ceases

16. TECHNOLOGY & TELECOMMUNICATIONS

The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, intranet and websites.

16.18 SECURITY

The activities associated with measures taken to protect people, premises, equipment, collections or information from accidental or intentional damage or from unauthorised access. Includes processes such as the security classification of personnel; allocation of user identifications and passwords; and criminal record checks.

Class No.	Description of Records	Status and Disposal Action
16.18.1	Records documenting the implementation of security arrangements for technology and telecommunications systems. Includes authentication, encryption, reports on security leaks, investigation into alleged security or privacy breaches and referral of those breaches to law enforcement authorities and/or the Office of the Information Commissioner.	TEMPORARY Destroy 5 years after action completed
16.18.2	Records documenting requests and permissions for employees to access or connect to technology and telecommunications systems, eg local area networks, Internet, specific business systems, etc. Includes employee requests to access organisation networks and systems from home.	TEMPORARY Destroy 5 years after action completed
16.18.3	Records documenting arrangements for the sanitisation of technology equipment prior to disposal. Use 16.16 TECHNOLOGY & TELECOMMUNICATIONS – PRIVACY for records documenting the application of Information Privacy Principles to technology and telecommunications applications and systems.	TEMPORARY Destroy 2 years after action completed

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.1 ACCIDENTS

The activities involved in dealing with incidents causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Class No.	Description of Records	Status and Disposal Action
17.1.1	Records documenting notifiable incidents under the <i>Work Health and Safety (National Uniform Legislation) Act</i> , including the death of a person, a serious injury or illness of a person, or a dangerous incident, that are reported to the regulator.	TEMPORARY Destroy 5 years after action completed
17.1.2	Records documenting the reporting of minor accidents involving visitors, work experience students, volunteers or other persons who are not employees and do not proceed to a claim for compensation, including the provision of any first aid treatment. Includes: <ul style="list-style-type: none"> • accident reports • first aid registers • forms/records detailing treatment given. <p>Use 2.1 COMPENSATION – CLAIMS for records documenting the handling of claims for compensation and the rehabilitation of employees, or claims for the damage or destruction of personal property caused by an incident.</p> <p>Use 17.8 WORK HEALTH & SAFETY – RISK MANAGEMENT for records documenting the assessment and control of work health and safety hazards (which may or may not have resulted in accidents or incidents).</p>	TEMPORARY Destroy 3 years after action completed

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.2 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
17.2.1	Records documenting the monitoring of a workers exposure to asbestos in the workplace.	TEMPORARY Destroy 40 years after the date of the last monitoring
17.2.2	Records documenting the monitoring of a workers exposure to hazardous chemicals in the workplace.	TEMPORARY Destroy 30 years after the date of the last monitoring
17.2.3	Records documenting the monitoring of a workers exposure to noise in the workplace (audiometric testing)	TEMPORARY Destroy 2 years after action completed
17.2.4	Records documenting the management of work health and safety related requests from employees, eg requests for screen based equipment eye examinations or ergonomical assessments.	TEMPORARY Destroy 2 years after action completed
17.2.5	Records documenting evidence of a person's authorisation to carry out or supervise high risk work for which a high risk work licence is required, eg <ul style="list-style-type: none"> • scaffolding • rigging • crane and hoist operation • fork lift truck operation 	TEMPORARY Destroy 1 year after work is carried out

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

- boiler operation
- turbine operation.

17.2.6	Records documenting compliance with regulatory requirements for the testing, inspection, maintenance, commissioning, decommissioning, dismantling and alterations of all registered plant.	TEMPORARY Destroy when plant leaves the control of the organisation
17.2.7	Records documenting the compliance of fire control equipment located within the workplace.	TEMPORARY Destroy when test result superseded

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.3 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
17.3.1	Register of hazardous chemicals used or produced at a workplace. Recorded information may include: <ul style="list-style-type: none">• chemical/product name• quantity kept• manufacturer/supplier/name• location where chemical/product is stored• location where chemical/product is used• dangerous goods class number if applicable• copy of material safety data sheet located with register• date material safety data sheet issued• comments.	TEMPORARY Destroy 30 years after last entry

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.4 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
17.4.1	Records documenting inspections of a workplace conducted by the regulatory authority where the inspection relates to: <ul style="list-style-type: none"> the monitoring of workers exposure to a hazard and/or a hazardous substance; or the monitoring of air quality under the <i>Work Health and Safety (National Uniform Legislation) Regulations</i>. 	TEMPORARY Destroy 30 years after date of last monitoring
17.4.2	Records documenting routine work health and safety inspections, such as ergonomic assessments. Includes final report and/or recommendations and actions taken.	TEMPORARY Destroy 2 years after date of last monitoring

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.5 MARKETING & 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
17.5.1	Records documenting the promotion of safe work practices in the workplace, such as the development and distribution of notices, instructions, posters and other promotional material.	TEMPORARY Destroy 2 years after action completed

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.6 REPRESENTATIVES

The activities associated with the nomination, appointment and duties arising from the appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers, or appointed as a result of their connection with a government entity, to act as official representatives. Includes representatives to organisations, offices, unions, workers participation committees, councils or groups. Also includes organisational legal representatives.

Class No.	Description of Records	Status and Disposal Action
17.6.1	Records documenting the appointment of workplace health and safety representatives (HSR), eg first aid officers, fire wardens. Includes letter of appointment and details of roles and responsibilities.	TEMPORARY Destroy 1 year after end of appointment

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.7 RESEARCH

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
17.7.1	Records documenting detailed research carried out in relation to work health and safety issues, eg research on the properties of a hazardous substance.	TEMPORARY Destroy 5 years after action completed

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.8 RISK MANAGEMENT

The process involving the identification of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
17.8.1	Records documenting the identification and assessment of hazards which may affect the health and safety of an employee or any other person who could be affected by the work where the assessment relates to exposure of a employee to a hazardous substance and the assessment indicates a requirement for health surveillance or for monitoring of a worker's exposure to the substance.	TEMPORARY Destroy 30 years after date of the last assessment
17.8.2	Records documenting the identification and assessment of hazards which may affect the health and safety of an employee or any other person who could be affected by the work where the assessment does not relate to exposure of an employee to a hazardous substance.	TEMPORARY Destroy 5 years after date of last assessment

17. WORK HEALTH & SAFETY

The function of implementing and coordinating work health and safety and associated legislation throughout the organisation. Includes developing safety policies and monitoring safe work practices, procedures and preventative measures. Also includes the establishment of committees to investigate and advise on health and safety issues in the workplace.

17.9 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
17.9.1	Records documenting the training provided to staff in the identification and safe handling of, and suitable control measures for, asbestos.	TEMPORARY Destroy 5 years after person ceases employment with the organisation
17.9.2	Records documenting the training and instruction in working in hazardous work situations and the control measures necessary to control risks to health and safety associated with those hazards, eg working with chemicals and airborne substances, the hazards of working in a confined space.	TEMPORARY Destroy 2 years after action completed

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