



Records disposal schedule

Records Disposal Schedule Vocational Education and Training Services Department of Business

Disposal Schedule No. 2015/6

June 2015

For information and advice, please contact
NT Records Service
Department of Corporate and Information Services
GPO Box 2391
Darwin NT 0801

Email: NTG.RecordsPolicy@nt.gov.au
Telephone: (08) 8924 3847
Facsimile: (08) 8924 3880
Website: http://www.nt.gov.au/dcis/info_tech/records_policy_standards/index.shtml

Table of contents

Preamble	i
Introduction.....	i
Structure of a Records Disposal Schedule	i
Function.....	ii
Activity	
Record Class	ii
Status and Disposal Action	ii
About this Records Disposal Schedule	iv
Purpose	iv
Scope	
Responsibility	iv
Authority	iv
Regulatory Framework.....	iv
Related Documents	iv
Normal Administrative Practice	iv
Notification of Destruction	v
Acknowledgement	v
Compliance Checklist	vi
Disposal Schedule	7
1. Vocational Education and Training Services	7
1.1 Advice.....	7
1.2 Agreements	8
1.3 Authorisation.....	10
1.4 Committees.....	12
1.5 Compliance.....	14
1.6 Contracting Out.....	16
1.7 Control	17
1.8 Enquiries.....	18
1.9 Events.....	19
1.10 Extension Services	20
1.11 Grant Allocation	21
1.12 Implementation	22
1.13 Inquiries	23
1.14 Planning.....	24
1.15 Policy.....	25

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

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

Structure of a Records Disposal Schedule

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

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

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

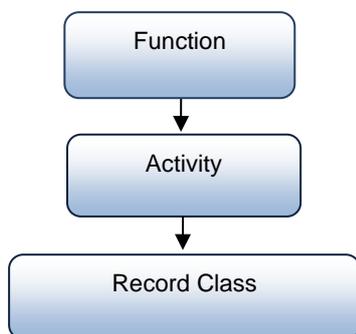
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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

Diagram 1



Function

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

Activity

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

Record Class

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

Status and Disposal Action

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

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

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

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

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

Reasons for longer retention could include,

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

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

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

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Vocational Education and Training Services of the Department of Business.

Scope

Application of this Records Disposal Schedule is mandatory for Vocational Education and Training Services records of the Department of Business.

This Records Disposal Schedule applies to Vocational Education and Training Services records in all formats.

Responsibility

The Chief Executive of the Department of Business is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

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

Disposal Schedule No. 2015/6 was approved by the Director of the NT Archives Service (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Department of Business on 05 June 2015 and is effective immediately.

Regulatory Framework

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

- *Northern Territory Employment and Training Act*
- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Information Act*
- NT Government Records Management Standards
- 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 – Records Disposal
- policies and procedures of the Department of Business
- current authorised disposal schedules for Department of Business

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

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

Notification of Destruction

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist			
<input type="checkbox"/>	Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/>	Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/>	Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/>	Retain all records in good order and condition to be available for retrieval during the retention period.
		<input type="checkbox"/>	Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/>	Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/>	Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/>	Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/>	Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/>	Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/>	Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/>	Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/>	Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/>	Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/>	Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/>	Notify the NT Records Service of destruction of all records
<input type="checkbox"/>	Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/>	Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/>	Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/>	Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.1 Advice

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting formal advice to and from the Minister, the Authority, and the Board, where a detailed response is given. Records include ministerials.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice given to members of the public and industry on matters such as training policies, funding and skills development.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance and review of formal agreements with other governments, government organisations or bodies in relation to vocational education and training services. Includes Commonwealth agreements and memoranda of understanding.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting completed contracts of training between employers and their apprentices, including refusals, cancellations, terminations and suspensions. Includes applications, copies of certificates of registrations of training agreements, training plans, terms and conditions and copies of statement of attainments, certificates of completion to the apprentice where extracts can be issued. May include written notices of cancellations, terminations, suspensions and extensions of probationary periods.	Temporary Destroy 75 years after date of statement of attainment or certificate of completion issued
1.2.3	Records documenting agreements with registered training organisations, including the	Temporary Destroy 7 years after

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
	monitoring of compliance with agreements. Includes draft agreements, inspection reports, copies of extracts and witness statements.	expiry or termination of agreement

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations of authority by the Authority under the Act. Includes records documenting directions given to the Authority and the Board by the Minister, and directions given to the Board by the Authority in relation to vocational education and training services. Includes written notices to the Chairperson.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting the granting of employers to be approved to take on an apprentice or trainee, including refusals, variations and revocations. Includes applications, receipts of prescribed fees, terms and conditions. May include written notification to employers where the approval has been revoked.	Temporary Destroy 15 years after completion of term of last apprentice or trainee
1.3.3	Records documenting the determination of apprenticeship and traineeship types by the Authority.	Temporary Destroy 10 years after action completed
1.3.4	Records documenting appointments of authorised officers by the Chief Executive Officer. Includes written appointments, terms and conditions, copies of photo	Temporary Destroy 7 years after end of appointment

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	identifications. May included returned identity cards.	
1.3.5	Records documenting persons appointed by the Authority for the purposes of inspecting places where an apprentice is employed. Includes photographic identification, returned identity cards,	Temporary Destroy 7 years after end of appointment

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums, working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the establishment of the advisory board under the Act, including appointments of members, Chairpersons and terminations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of the advisory board for vocational education and training services Includes agendas, minutes, discussion papers and notices of meetings.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting committees established by the Board in relation to vocational education and training services.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting the establishment of the Appeals and Review Tribunal, including appointments by the Minister, and terminations. Includes terms and conditions, legal instruments.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.5	Records documenting meetings of the Appeals and Review Tribunal. Includes agendas, minutes, discussion papers and notices of	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums, working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

	meetings.	
1.4.6	Records documenting committee meetings in relation to vocational education and training services. Includes minutes, agendas and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.5 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the management of apprentices and trainees in relation to vocational education and training services. Includes correspondence with apprentices and trainees, funding allocations, incentive agreements and other supporting documentation.	Temporary Destroy 15 years after apprenticeship or traineeship completed
1.5.2	Records documenting where there has been an investigation resulting from a complaint or where persons such as the apprentice or trainee, employers or registered training organisations are suspected of breaching the Act. Includes file notes, witness statements, photos, investigation reports, extracts of documents. May include tribunal inquiries and court orders.	Temporary Destroy 15 years after action completed
1.5.3	Records documenting the management of scholarship recipients. Includes copies of applications, enrolments, results, scholarship payments and other related correspondence.	Temporary Destroy 7 years after scholarship has been completed
1.5.4	Records documenting reports to registered training organisations, including contract performance	Temporary Destroy 7 years after action

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.5 Compliance

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

Class No.	Description of Records	Status and Disposal Action
	reports. Includes data submitted to the agency on students and their enrolments and completions, and the units delivered.	completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.6 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.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the contracting out of vocational education and training services, such as the Australian Apprenticeship Centre (AAC). Includes signed contracts, memorandum of understanding and written correspondence.	Temporary Destroy 7 years after contract completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Register of apprenticeships and traineeships. Includes names of apprentices, type of apprentice, particulars of registered training agreements, personal details, a record of assignments, suspensions, cancellations and completions of contracts of training.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy registers to the NT Archives Service 10 years after last entry
1.7.2	Register of scholarships. Includes personal details, scholarship particulars and relevant dates.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy registers to the NT Archives Service 10 years after last entry
1.7.3	Register of data submitted to the agency on students and their enrolment details, completion details and units delivered as part of their enrolments.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy registers to the NT Archives Service 10 years after last entry

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.8 Enquiries

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting disclosure of information to registering bodies and other state training bodies by the Authority. Includes written correspondence and responses.	Temporary Destroy 7 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.9 Events

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting events in relation to vocational education and training services such as the NT Training Awards, World Skills Regional Competitions, and Skills Employment and Careers Expo.</p> <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. - Records documenting winners such as for competitions 	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.9.2	<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 5 years after action completed</p>

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.10 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
1.10.1	<p>Records documenting the planning and development of promotional activities and material for the purpose of raising awareness in relation to vocational education and training services, including media campaigns and other promotion activities.</p> <p>Includes approval memoranda, estimates, plans, photographs, fact sheets and copies of promotional material.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.11 Grant Allocation

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

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting applications for grant funding to the organisation where the grant is successful. Includes applications, funding agreements, notification letters, progress reports, terms, conditions, financial statements, progress reports and acquittal reports.	Temporary Destroy 7 years after the grant is acquitted
1.11.2	Records documenting the application for grants to the organisation where the grant is unsuccessful. Includes grant application notification.	Temporary Destroy 5 years after application not approved, cancelled or withdrawn
1.11.3	Records documenting the granting of scholarships to successful applicants. Includes applications, supporting documents and written applications.	Temporary Destroy 7 years after action completed
1.11.4	Records documenting unsuccessful applications for scholarships Includes applications, supporting documentation and written notices.	Temporary Destroy 3 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.12 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
1.12.1	<p>Records documenting the implementation of vocational education and training services projects, including actions under national reforms that meet the needs of both the industry and students.</p> <p>Includes project implementation plans, status reports, file notes and related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.13 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
1.13.1	<p>Records documenting tribunal inquiries in relation to a decision of the Authority, or where an employer, apprentice or registered training organisation has contravened the Act, regulations, or the training agreement.</p> <p>Includes applications, inquiry reports, and written notices of the inquiry to relevant stakeholders, court orders, receipts of refunds to summoned persons, final decisions and supporting documents.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.14 Planning

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Final versions of strategic plans in relation to vocational education and training services, including internal plans for responses to industry reforms such as national harmonisation.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Draft version of strategic plans in relation to vocational education and training services. Includes consultation notes, draft versions.	Temporary Destroy 5 years after action completed

1. Vocational Education and Training Services

The function of administering the provision of vocational education and training services in the Northern Territory, including granting registered training organisation registrations, course accreditation, employers of apprentices' approval, and managing registered training agreements. Includes grant funding to organisations, and managing the statutory committees under the *Northern Territory Employment and Training Act*.

1.15 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Final approved versions of vocational education and training policies such as <i>Apprenticeships – Travel and Accommodation, User Choice</i> and general training policies.	Permanent Transfer to the NT Archives Services 10 years after action completed
1.15.2	Records documenting the development and review of the organisations' policies. Includes draft policies, consultation notes, legal opinions and supporting records.	Temporary Destroy 7 years after policy is superseded