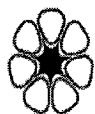


Northern Territory
Archives Service
&
Department of Community Development, Sport
and Cultural Affairs

Disposal Schedule
Construction Scheduling Records

Disposal Schedule No. 2003/3



Northern Territory Government

Disposal Schedule for Construction
Scheduling Records of the
Department of Community Development, Sport and Cultural Affairs

Disposal Schedule No 2003/3

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



30 6 2003
Dated...../...../.....

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Mike Dillon
CE Community Development, Sport and Cultural Affairs



23 6 2003
Dated...../...../.....

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Greg Coleman
Director
Northern Territory Archives Service

DISPOSAL SCHEDULE FOR CONSTRUCTION SCHEDULING RECORDS

Introduction

In accordance with Part 9 of the Information Act 2002, the NT Archives Service is responsible for ensuring the transfer of records with archival value to the Territory Archives and disposal (including by destruction) of records with no archival value. Authority to dispose of records is provided in records disposal schedules that are developed by agencies with advice and assistance from the NT Archives Service (NTAS).

Records Disposal Schedules

There are two types of records disposal schedules – disposal schedules that apply to records common to most or all NTG agencies and agency specific records disposal schedules.

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

Agency specific records disposal schedules are drawn up in consultation with the NTAS and the agency controlling the records. These schedules relate to those records which are unique to the specific agency. Authority to destroy these records is given jointly by the Chief Executive of the agency and the Director NTAS.

Disposal Schedule for Construction Scheduling Records

This disposal schedule applies to the Construction Scheduling Records created by the Department of Community Development, Sport and Cultural Affairs in accordance with that agency's functions.

Sentencing of records

Sentencing is the process of implementing a disposal schedule - identifying and classifying records according to the schedule and applying the disposal action specified in it. Because of the need to interpret disposal schedules when identifying and classifying records it is strongly recommended that this process be carried out by officers with a reasonable knowledge of agency activities or who are able to seek clarification from within the agency or from the NTAS.

Sentencing with the Disposal Schedule for Administrative Records of the Northern Territory Government can be carried out upon creation of records which are titled using the NTG Corporate Thesaurus because the schedule and thesaurus are linked by Keyword and Activity Descriptor. It can also be carried out on all records not titled using the NTG Corporate Thesaurus (virtually all records created before the thesaurus was implemented), although this is where a greater degree of expertise in interpretation (matching the terms with the content of the records) is required.

Whether sentencing happens upon creation of the record or at some time thereafter, there is still a need for post-action examination as the title of a record is not necessarily an accurate reflection of the information contained within it. Controlled titling using the thesaurus decreases the chance that valuable information is placed out of context or within an inappropriate record. This reduces the risk of inappropriate destruction of information.

Normal Administrative Practice

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

Control Records

Following sentencing, agency control records (index cards, registers, database) need to be amended to show the disposal action that has been carried out and the class number used (from the left-hand column in the schedule).

Storage and Destruction of Records

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

The NTAS does not provide storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

**DISPOSAL SCHEDULE FOR CONSTRUCTION SCHEDULING FOR THE DEPARTMENT
OF COMMUNITY DEVELOPMENT SPORT & CULTURAL AFFAIRS**

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
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1.	CONSTRUCTION SCHEDULING	
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The function of liaising with Northern Territory Government Agencies about infrastructure requirements and formulating a planned work schedule for the construction of government employee housing in remote, regional and urban areas. Includes development and review of standards and advice given to agencies on the construction scheduling process.

1.1	ADVICE	
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1.1.1	Records relating to advice and opinions given or received as to infrastructure requirements for Northern Territory government agencies	TEMPORARY Destroy 5 years after last action
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1.2	LIAISON	
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1.2.1	Records relating to communication with government agencies on the progress of the drawing up component of their capital works program, in relation to the identified housing needs of agency staff throughout the Northern Territory. Including but not limited to copies of letters, e-mails and file notes regarding briefings provided to agencies, requests received from agencies and meeting notes.	TEMPORARY Destroy 5 years after last action
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1.3	PLANNING	
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1.3.1	Records relating to a final work schedule for the construction of housing on a financial year basis as requested by government agencies. Including but not limited to identification of sites for housing, internal memos, capital works program design lists and forward works proposals, copies of house floor plans and designs, correspondence to and from clients regarding housing requirements and requests, summary of industry housing and remote area housing stock, approved programmed construction schedules, housing supply program report, capital works construction schedules, replacement and upgrading programs report, client program tally report, repair and maintenance estimates,	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
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**DISPOSAL SCHEDULE FOR CONSTRUCTION SCHEDULING FOR THE DEPARTMENT
OF COMMUNITY DEVELOPMENT SPORT & CULTURAL AFFAIRS**

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
	file notes, suggestions provided to clients and infrastructure and asset services	
1.4	STANDARDS	
1.4.1	Records relating to the development, review, amendment and application of the Government Employee Housing Core Amenity Standards. Including but not limited to surveys, comments from other government agencies, financial implication calculations, amenity level estimates, draft copy of standards, memos, copies of presentations made to stakeholders ensuring agreement on priorities and action, outcomes of presentation and final version of standard	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.4.2	Records relating to the development, review, amendment and application of Government Employee Housing Visiting Officers Quarters Standards. Including but not limited to surveys, comments from other government agencies, financial implication calculations, draft copy of standards, memos, copies of presentations made to stakeholders ensuring agreement on priorities and action, outcomes of presentation and final version of standard	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
1.4.3	Duplicate copies of standards	TEMPORARY Destroy when reference ceases