



## **Records disposal schedule**

# **Records Disposal Schedule School Regulatory Services Department of Education**

**Disposal Schedule No. 2017/No. 9**

**July 2017**

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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 so<sup>1</sup>. 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](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.<sup>2</sup>

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.

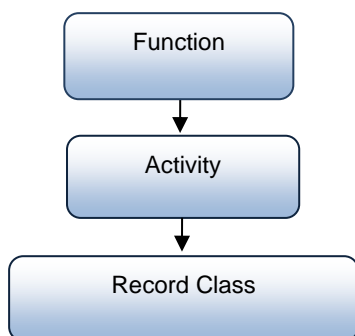
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> 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 School Regulatory Services of the Department of Education.

### Scope

Application of this Records Disposal Schedule is mandatory for School Regulatory Services records of the Department of Education.

This Records Disposal Schedule applies to School Regulatory Services records in all formats.

### Responsibility

The Chief Executive of the Department of Education 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. 2017/9 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of Digital Policy (The Records Service), and the Chief Executive of the Department of Education on 14 July 2017 and is effective immediately.

### Regulatory Framework

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

- *Australian Education Act (Cth)*
- *Education Act*
- *Education Regulations*
- *Education Services for Overseas Students Act*
- *Higher Education Act*
- *Higher Education Regulations*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489: 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 [name of public sector organisation]
- current authorised disposal schedules for Department of Education

## 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.

## Glossary

**Independent Public Schools** - are part of the public education system and follow the Australian curriculum, but the principal, teachers and the school community have a greater say in the way the school is run and can provide an alternative approved curriculum framework. The local governance varies to that of a normal public school. Independent Public Schools are still part of the public education system and receive public funding from the Government.

**Private Schools** – Private schools are non-government schools. These can be further broken down to religion based schools and independent non-denominational schools, such as Catholic Schools, Lutheran Schools and the Milkwood Steiner School.

**Public Schools** – Australian Schools fully supported by public funds. They are operated by the Northern Territory Government.



## 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

## Disposal Schedule

### 1. School Regulatory Services

The function of ensuring all government and non-government schools provide approved education programs for enrolled students across the Northern Territory. Includes statutory appointments, advisory councils, committees and boards, registration for non-government schools, declarations of government schools, including independent public schools, and policy, guidelines and investigations as required under the *Education 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 the provision of formal advice to and from the Minister, other government bodies, non-government bodies and the NT Board of Studies in relation to school education operations and regulations where a detailed response has been provided.  Includes ministerials and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting advice and instruction from the Department in relation to school regulatory services to both government and non-government schools, such as policies and procedural requirements.  Includes circulars and memoranda.	Temporary  Destroy 5 years after action completed

## 1. School Regulatory Services

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### 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 major agreements with other government bodies or organisations in relation to school regulatory services, such as the Smarter Schools National Partnership, Literacy and Numeracy National Partnership, the Low Socio-Economic National Partnership and partnerships with other education and training providers, such as the Charles Darwin University.  Includes national and international partnerships and memoranda of understandings.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements with other government bodies or organisations in relation to school regulatory services, such as international education agents for students and sister school relationships in the Asian region.	Temporary  Destroy 7 years after expiry or termination of agreement

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### 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 declaration of schools to be a Government school by the Minister. Includes gazette notices and recommendations.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting designations of independent public schools by the CEO. Includes gazette notices, receipts of grant funding, business plans, performance agreements and other supporting documents.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting the registration of a Non-Government School, includes variations, suspensions and cancellations. Includes application for registration, preliminary assessments, receipts of prescribed fees, copies of published notification, decisions made by the Registration Assessment Panel and all supporting documentation as required by the Act. May include written submissions and requests for a review of decision.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting written authorisation given to the CEO from the Minister of any powers and functions as required under the Act, including delegations given by the CEO of any powers and functions to a public sector employee.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.5	Records documenting appointments of registrars of non-government schools by the Minister. Includes gazette notices and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action

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### 1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
		completed
1.3.6	Records documenting forms of education or training programs approved by the CEO as required by the Act.  Includes gazette notices.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.7	Records documenting amalgamations and closures of Government schools by the Minister, including temporary closures.  Includes gazettes and consultation notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.8	Records documenting the approval of inspection programs for home education by the CEO as required under the Act.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.9	Records documenting the registration of government and non-government schools within the Northern Territory to be registered providers of courses for overseas students with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), including additional courses added, amendments to the registration, changes to registration conditions and renewals.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.10	Records documenting exemptions given by the CEO to a parent of a child for a child to be exempt from participating in an approved educational or training program because of special circumstances, such as infectious disease.  Includes written notices and other related correspondence.	Temporary  Destroy 25 years after action completed

## 1. School Regulatory Services

The function of ensuring all government and non-government schools provide approved education programs for enrolled students across the Northern Territory. Includes statutory appointments, advisory councils, committees and boards, registration for non-government schools, declarations of government schools, including independent public schools, and policy, guidelines and investigations as required under the *Education Act*.

### 1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.11	Records documenting applications that have been approved for home education by the CEO.  Includes applications and notices of approval and terms and conditions and routine inspections carried out by departmental officers.  May include written notices of cessation of home education, including where the CEO has cancelled the approval of home education.	Temporary  Destroy 25 years after action completed
1.3.12	Records documenting applications for home education that have been refused by the CEO.  Includes applications and notices of decision.	Temporary  Destroy 5 years after action completed

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The function of ensuring all government and non-government schools provide approved education programs for enrolled students across the Northern Territory. Includes statutory appointments, advisory councils, committees and boards, registration for non-government schools, declarations of government schools, including independent public schools, and policy, guidelines and investigations as required under the *Education 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, appointments of members, terms of reference, proceedings, minutes, reports, agenda etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting high level committees where the Department of Education is the NT Government's main representative in relation to school regulatory services, such as the Australian Governments (COAG) Education Council and the Australian Education Senior Officials Committee (AESOC).  Includes agendas, minutes and discussion papers.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the establishment and management of advisory councils as required under the Act, such as the Non-Government Schools Ministerial Advisory Council and the Northern Territory Indigenous Education Council.  Includes Ministerial appointments, separations, agendas, minutes and discussion papers.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting the establishment of school representative bodies, including independent public school boards and the appointments of chairpersons and members. Includes suspension notices and abolition by the Minister.  May includes gazette notices, terms and conditions and terms of reference.	Permanent  Transfer to the NT Archives Service 10 years after action completed

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### 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, appointments of members, terms of reference, proceedings, minutes, reports, agenda etc.

Class No.	Description of Records	Status and Disposal Action
1.4.4	Records documenting the management of the Research Advisory Committee. Includes agendas, minutes and submissions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.5	Records documenting internal committees in relation to school regulatory services, such as the Principal Reference Committee and the School Education Committee. Includes agendas, minutes and discussion papers.	Temporary Destroy 5 years after action completed



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### 1.5 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records documenting significant complaints handled by the Department that have come via the Minister, CEO, Ombudsman, Principal of a school or other agency that have set a legal or policy precedent. Includes complaints from parents, carers, community members or business, such as bullying allegations, assaults and violent incidents.</p> <p>Includes complaint, acknowledgement of receipt of complaint, file notes, witness statements, extracts of documents and other supporting documents.</p> <p>May include ministerial and briefing notes and review complaints.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.5.2	<p>Records documenting complaints handled by the Department that have come via the Minister, CEO, Ombudsman, Principal of a school or other agency that have not set a legal or policy precedent. Includes complaints from parents, carers, community members or business, such as bullying allegations, funding requirements.</p> <p>Includes complaint, acknowledgement of receipt of complaint, file notes, witness statements, extracts of documents and other supporting documents.</p> <p>May include ministerial and briefing notes and review complaints.</p>	<p>Temporary</p> <p>Destroy 15 years after action completed</p>
1.5.3	<p>Records documenting the handling of complaints that have been referred to the Principal of a school, non-government school, the Australian Skills Quality Authority, Tertiary Education Quality Standards Agency or other relevant agency, by the Department including withdrawn complaints and</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

## 1. School Regulatory Services

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### 1.5 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
	complainants that have been deemed vexatious. Includes complaint letter and related correspondence.	
	Use LEGAL SERVICES – LITIGATION for records documenting legal proceedings.	

## 1. School Regulatory Services

The function of ensuring all government and non-government schools provide approved education programs for enrolled students across the Northern Territory. Includes statutory appointments, advisory councils, committees and boards, registration for non-government schools, declarations of government schools, including independent public schools, and policy, guidelines and investigations as required under the *Education Act*.

### 1.6 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
1.6.1	Records documenting major offences where a person or persons are seen to be contravening the school regulatory functions of the Act, such as a non-government school operating while not registered.  Includes investigation reports, witness statements, file notes, photos, and other supporting documentation.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting minor offences where a person is seen to be contravening the school regulatory functions of the Act, such as where an enrolled child of compulsory school age is not attending school.	Temporary  Destroy 15 years after action completed
1.6.3	Records documenting matters of non-compliance of a school representative body with a legal, financial or governance obligation under the Act.  Includes directions given to the school representative body by the CEO, extracts of documents, interview notes and related correspondence.  May include show cause notices and responses.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.6.4	Records documenting compliance records of schools, including independent public schools and non-Government Schools as required under the Act.  Includes copies of financial records, annual reports and annual self-assessments, routine assessments	Temporary  Destroy 30 years after action completed

## 1. School Regulatory Services

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### 1.6 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
	and special investigations.	
1.6.5	Records documenting the compliance activities required as a registered provider of courses for overseas students with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).  Includes final audit reports by the Australian Skills Quality Authority (ASQA), quality assurance reports and findings.  May include internal audit reports.	Temporary  Destroy 7 years after action completed
1.6.6	Records documenting the management of international students that are studying in a government or non-government school that are subject to a student visa, including renewal of visas.  Includes copy of visa, terms and conditions, identification documents and related correspondence.	Temporary  Destroy 7 years after student leaves school
	Use LEGAL SERVICES – LITIGATION for records documenting legal proceedings.	

## 1. School Regulatory Services

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### 1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Register of non-Government schools. Includes dates of registrations and variations, educational programs, school year levels and terms and conditions.	Permanent (manage and migrate data to new platform during system upgrades) Transfer to NT Archives Service 10 years after date of last entry.
1.7.2	Records documenting the panel of nominees for appointment of assessors. Includes invitations for nominations.	Permanent (manage and migrate data to new platform during system upgrades) Transfer to NT Archives Service 10 years after date of last entry.

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The function of ensuring all government and non-government schools provide approved education programs for enrolled students across the Northern Territory. Includes statutory appointments, advisory councils, committees and boards, registration for non-government schools, declarations of government schools, including independent public schools, and policy, guidelines and investigations as required under the *Education Act*.

### 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 successful applications from schools for grants in relation to school regulatory services such as the National Schools Chaplaincy Program, international education, infrastructure grants and community-based programs and events.  Includes applications, notifications of decisions, receipts, acquittals and related correspondence.	Temporary  Destroy 7 years after grant acquitted
1.8.2	Records documenting unsuccessful applications made by schools for grant funding.  Includes applications and notifications of decisions.	Temporary  Destroy 2 years after action completed
1.8.3	Records documenting the advertising and assessment of grant funding opportunities in relation to school regulatory services.  Includes copies of advertisement publications, assessment notes and related correspondence.	Temporary  Destroy 7 years after action completed
	Use 5.7 FINANCIAL MANAGEMENT – GRANT FUNDING for activities associated with the application for grants by the agency.	

## 1. School Regulatory Services

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### 1.9 Investigations

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting investigations into incidents at the request of the CE or the Minister, such as a serious injury sustained in a school, sexual assault against a teacher, self-harm, and suicide, including incidents that result in school closure or lockdown.  Includes investigation reports, extracts of documents, witness statements, photos, file notes and other supporting documents.	Permanent  Transfer to the NT Archives Service 10 years after action completed
	Use COMPLAINTS MANAGEMENT for records documenting the handling of complaints.	

## 1. School Regulatory Services

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### 1.10 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
1.10.1	Records documenting final versions of plans in relation to school regulatory services, such as school governance plans and school enrolment management plans as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of plans in relation to school regulatory services. Includes drafts, consultation notes and related correspondence.	Temporary Destroy 5 years after action completed



## 1. School Regulatory Services

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### 1.11 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
1.11.1	Master set of policies in relation to school regulatory services, such as the Enrolment and Attendance Policy.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of policies, procedures and guidelines in relation to school regulatory services.  Includes draft versions, file notes, consultation notes and other related correspondence.	Temporary Destroy 5 years after action completed

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### 1.12 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Master set of high level guidelines and procedures as required under the Act, such as the Critical Incident Response Teams Procedures, International Student Exchange Guidelines and Playground Safety Inspection Procedures.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of procedures and guidelines in relation to school regulatory services.	Temporary Destroy 5 years after action completed

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### 1.13 Program Management

The activities associated with the development and delivery of programs.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting the management and delivery of programs in relation to school regulatory services, such as the Youth Disengagement Program and the Mathematic Enrichment Program.</p> <p>Includes final versions of program documentation, management briefing reports, progress reports, training records, implementation plans, resources and materials, final budget and ministerials.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.13.2	<p>Records documenting the development of program documentation in relation to school regulatory services.</p> <p>Includes concept proposals, draft versions, research reports, consultation with other agencies, stakeholders and the community.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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### 1.14 Project Management

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting the development and management of projects in relation to school regulatory services, such as the Schools Autonomy Project.  Includes project planning, final budget and file notes. May include ministerials and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the implementation of projects in relation to school regulatory services.  Includes action plans, resource material, budget papers, minutes, file notes and routine reports.	Temporary  Destroy 5 years after action completed

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### 1.15 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.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Final versions of major reports, including annual operation reports prepared by the CEO for the Minister as required under the Act, includes annual reports by the Department.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting the development of major reports. Includes draft versions, consultation notes, statistic reports and other related correspondence.	Temporary Destroy 5 years after action completed
1.15.3	Records documenting reports required under the <i>Youth Justice Act</i> where the Court has requested a report in relation to youths who have been found guilty of offences. Includes copies of attendance records, academic achievements, medical assessments, individual behaviour plans, education adjustment plans, school strategies, and reports from outside agencies such as Anglicare, and related correspondence. May include court orders.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.15.4	Records documenting written notices to the CEO by principals of schools of where a child has completed year 10 of secondary education and is under the age of 17 years old and ceases to be enrolled in the school.	Temporary Destroy 10 years after action completed

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### 1.15 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.

Class No.	Description of Records	Status and Disposal Action
1.15.5	Records received from the Principal of a government school notifying the Chief Executive about student non-attendance, as required under the Act.	Temporary Destroy 10 years after action completed
	Use 0.14 REPORTING for records documenting periodic reports on general administrative matters internal to the Department.	

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### 1.16 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 the following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Original education research reports authorised to the Research Advisory Committee in relation to Northern Territory Schools.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.16.2	Records documenting approved education research applications submitted to the Department, such as literature reviews, quasi-experimental randomised trials and case studies by internal staff and external researchers, such as Universities and students.  Includes applications to conduct research, copy of Human Research Ethics Committee approval, letters of support and research instruments, school consent forms, working with children clearances, copies of public liability and professional insurance policies and other supporting documentation. May include requests for project extensions.	Temporary Destroy 45 years after project completed
1.16.3	Records documenting education research applications submitted to the Department that have not been approved, including withdrawn and incomplete applications.  Includes applications to conduct research, supporting documentation and other related correspondence.	Temporary Destroy 5 years after action completed