

**Records Disposal Schedule
Property Control
NT Police, Fire and Emergency
Services**

Disposal Schedule No. 2009/7

July 2009



Northern Territory Government

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of Property Control records of the NT Police, Fire and Emergency Services.

Scope

Application of this Disposal Schedule is mandatory for Property Control records of the NT Police, Fire and Emergency Services.

This Disposal Schedule applies to Property Control records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Police Administration Act
- ▶ Misuse of Drugs Act
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the NT Police, Fire and Emergency Services.
- ▶ current authorised disposal schedules for NT Police, Fire and Emergency Services.
- ▶ ^ NTPFES Records Disposal Schedule 1998/4

^ Note that this Disposal Schedule supersedes the NTPFES Records Disposal Schedule 1998/4 for Property Control which can no longer be used to sentence Property Control records.

- ▶ * Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

Responsibility

The Chief Executive of the NT Police, Fire and Emergency Services is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule 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 NT Police, Fire and Emergency Services on 27 July 2009 and is effective immediately.

Explanation

This schedule has been 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.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The 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.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

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

- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ 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.
- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

Re-sentencing Records

All records sentenced under superseded disposal schedule NTPFES Records Disposal Schedule 1998/4 are to be re-sentenced using this schedule.

Normal Administrative Practice

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg 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. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

Notification of Destruction

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

Acknowledgment

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 and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the NT Police, Fire and Emergency Services in consultation with the NT Records Service.

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

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 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
- 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 electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- Identify records series that require re-sentencing
- 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
- Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems 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 not later than 30 years after creation for retention as archives
- 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 unless they are ephemeral documents that are obviously duplicate and/or unimportant

DISPOSAL SCHEDULE

1. PROPERTY CONTROL

The function of recording, maintaining and disposing of property items. Property includes animate or inanimate objects, which lawfully come into the possession of the NT Police as a consequence of their duty, regardless of the means by which possession is gained.

Property may be used in court cases or criminal prosecutions as evidence and/or as an exhibit. Includes found and unclaimed property, seized drugs, recovered stolen property, and property taken from prisoners whilst in custody to which they are lawfully entitled to upon release.

Property does not include: Property of the NTPFES [eg. equipment, vehicles, other assets, etc] or Blood samples taken pursuant to the Traffic Act.

1.1 DISPOSAL

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to the disposal of drugs or suspected substances held in the custody of the NT Police. Includes Report of Drug Seizure form, reports detailing destruction, images of destruction, permits and witness details.	TEMPORARY Destroy 15 years after action completed
1.1.2	Records relating to the disposal of property by public auction or destruction. Includes disposal authorisation, notification from the Commissioner of Police about pending disposal action, property lists, gazette notifications, auction details, auction invoices and checklists.	TEMPORARY Destroy 10 years after action completed
1.1.3	Records relating to the receipt and return of property to persons detained in police custody. Includes watch house log property sheets, IJIS printouts and signed receipts. Use PROFESSIONAL RESPONSIBILITY REGULATION – AUDIT for records relating to audits and checks conducted to ensure property control activities are carried out in accordance with approved procedures.	TEMPORARY Destroy 1 year after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PROPERTY CONTROL

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Property may be used in court cases or criminal prosecutions as evidence and/or as an exhibit. Includes found and unclaimed property, seized drugs, recovered stolen property, property taken from prisoners whilst in custody to which they are lawfully entitled to upon release.

Property does not include: Property of the PFES [eg. equipment, vehicles, other assets, etc] or Blood samples taken pursuant to the Traffic Act.

1.2 DONATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to requests from charitable organisations or community based groups for the donation of property held in the custody of NT Police. Includes requests for donations, approvals, authorisation and donation of property.	TEMPORARY Destroy 5 years after action completed

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Property may be used in court cases or criminal prosecutions as evidence and/or as an exhibit. Includes found and unclaimed property, seized drugs, recovered stolen property, property taken from prisoners whilst in custody to which they are lawfully entitled to upon release.

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1.3 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to the development and review of procedures regarding the property control function. Includes master set of procedures.	PERMANENT Transfer to NT Archives Service 5 years after procedure superseded
1.3.2	Records relating to the development and review of procedures regarding the property control function. Includes working papers, proposals, options considered, recommendations and determinations, research and drafting documentation, consultation with internal and external stakeholders.	TEMPORARY Destroy 2 years after procedure superseded

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. PROPERTY CONTROL

The function of recording, maintaining and disposing of property items. Property includes animate or inanimate objects, which lawfully come into the possession of the NT Police as a consequence of their duty, regardless of the means by which possession is gained.

Property may be used in court cases or criminal prosecutions as evidence and/or as an exhibit. Includes found and unclaimed property, seized drugs, recovered stolen property, property taken from prisoners whilst in custody to which they are lawfully entitled to upon release.

Property does not include: Property of the PFES [eg. equipment, vehicles, other assets, etc] or Blood samples taken pursuant to the Traffic Act.

1.4 PROPERTY REGISTRATION

The activities associated with the collection and registration of property (including exhibits) into the custody of NT Police.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records relating to the registration, movement and disposal of exhibits including drugs or suspected substances. Includes notification to interested parties of pending disposal action, consent to disposal and receipt and indemnity notices.	TEMPORARY Destroy 15 years after action completed
1.4.2	Records relating to the registration, movement and disposal of miscellaneous property. Includes lost and found property reports, notification to interested parties of pending disposal action, consent to disposal and receipt and indemnity notices.	TEMPORARY Destroy 7 years after action completed
1.4.3	Records relating to the register of motor vehicles seized or impounded by NT Police. Includes details regarding the release of motor vehicles to the registered owner or authorised representative. Use PROFESSIONAL RESPONSIBILITY REGULATION – AUDIT for records relating to audits and checks conducted to ensure property control activities are carried out in accordance with approved procedures.	TEMPORARY Destroy 7 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

