



## Records disposal schedule

# **Records Disposal Schedule Transport Infrastructure Management Department of Infrastructure, Planning and Logistics**

**Disposal Schedule No. 2019/5**

**May 2019**

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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.

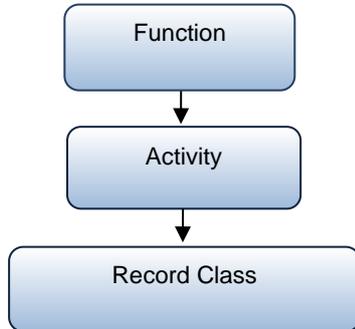
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<sup>1</sup> S.145 *Information Act*

<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 Transport Infrastructure Management of the Department of Infrastructure, Planning and Logistics.

### Scope

Application of this Records Disposal Schedule is mandatory for Transport Infrastructure Management records of the Department of Infrastructure, Planning and Logistics.

This Records Disposal Schedule applies to Transport Infrastructure Management records in all formats.

### Responsibility

The Chief Executive of the Department of Infrastructure, Planning and Logistics 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. 2019/5 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Infrastructure, Planning and Logistics on 31 May 2019 and is effective immediately.

### Regulatory Framework

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

- *Control of Roads Act 1953*
- *Control of Roads (Infringements) Regulations 2011*
- *Information Act 2002*
- 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 Department of Infrastructure, Planning and Logistics.

- current authorised disposal schedules for Department of Infrastructure, Planning and Logistics.

## **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.

<b>Compliance Checklist</b>	
<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. Transport Infrastructure Management

The function of developing, maintaining and providing the strategic direction of the Northern Territory road network and other transport infrastructure, including the delivery of road network work programs, and regulating approvals for all infrastructure works under the *Control of Roads 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 major advice given to, and received from the Minister, other Government bodies and industry stakeholders such as Austroads, in relation to transport infrastructure management.  Includes ministerials and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting responses by the Department where recommendation is sought as the owner of the asset, such as development applications and private developers.  Includes correspondence, photographs, reports, surveillance notes and other supporting documentation.	Temporary  Destroy 10 years after action completed
1.1.3	Records documenting routine advice in relation to transport infrastructure management such as clarification on policies and procedures, including advice to the portfolio Minister where a detailed response has not been provided.	Temporary  Destroy 3 years after action completed

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### 1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Include 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 and review of major agreements in relation to transport infrastructure management entered into with the Commonwealth Government, the private sector, Land Councils or other bodies, such as agreements dealing with gas pipelines, roads and mineral extraction.  Includes memoranda of understanding, ministerials and deeds of indemnity.	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 in relation to transport infrastructure management such as service level agreements and road reserve agreements.  Includes draft agreements, memorandum of understanding, contracts, and other related correspondence.	Temporary  Destroy 7 years after expiry or termination of agreement

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The function of developing, maintaining and providing the strategic direction of the Northern Territory road network and other transport infrastructure, including the delivery of road network work programs, and regulating approvals for all infrastructure works under the *Control of Roads Act*.

### 1.3 Asset History

The activities associated with managing civil assets belonging to the Northern Territory Government, including roads, barge landings, remote aerodromes, bridges, drains, bus shelters, kerbing, fencing, landscaping, traffic control devices and road furniture.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting the asset history of civil assets owned by the Northern Territory Government that have been identified as major components of the transport infrastructure, include those having heritage or cultural significance such as the Adelaide River Railway Siding and Railway Bridge.</p> <p>Includes the drafting, planning, design, construction, technical design reports, ongoing maintenance, decommissioning and disposal of assets that are owned by the agency.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.2	<p>Records documenting the asset history of civil assets owned by the Northern Territory Government, such as roads, bridges, wharves, jetties and aerodromes that have not been declared as having heritage or cultural value.</p> <p>Includes the drafting, planning, design, construction, technical design reports, ongoing maintenance, decommissioning and disposal of assets that are owned by the agency.</p> <p>Also includes copies of instruments with regards to the opening and closures of roads under the Act, approved works by the Minister, alterations of roads and applications from persons wishing to conduct a road event such as parades, processions or other events where a permit has been issued.</p>	<p>Permanent</p> <p>Retain in organisation</p>

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Class No.	Description of Records	Status and Disposal Action
	<p>Includes authorisations by the Minister to conduct works affecting the road network, ministerial briefs, gazette notices, certified plans by the Surveyor-General, copies of published newspaper notifications, compliance audits, fault reports and other supporting documentation.</p> <p>May include advice given on development applications where the application has a direct impact on the existing and proposed road network and objections from land or property owners.</p>	
	<p><b>Use</b> Construction Project Management – Project Management for records documenting road projects, installation of speed and red-light cameras, traffic infrastructure projects and marine infrastructure projects.</p>	
	<p><b>Use</b> Construction Project Management – Control – for records documenting plan and drawing registers, master specifications for infrastructure projects, master set of drawings for roadworks and civil works, and the management of surveillance images.</p>	

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### 1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting delegations given to authorised officers by the Minister under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed

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### 1.5 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
1.5.1	Records documenting high level committees where the agency is representing the NT in relation to transport infrastructure management, such as the Austroads Board and the AustralAsia Railway Environmental Advisory Group.  Includes agendas, minutes, discussion papers and action items.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting internal administrative committees, or inter-departmental formal committees, such as the Weeds Advisory Committee, Development Assessment forums, Environmental Assessment Forums, Parks and Wildlife Advisory Council and other task forces.  Includes agendas, minutes, discussion papers and action items.	Temporary  Destroy 5 years after action completed

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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
1.6.1	<p>Records documenting major incidents where substantial damage has occurred to the natural environment, sacred sites and other culturally significant sites around the worksite, death, serious injury or substantial damage to property and a major investigation taken place.</p> <p>Includes ministerials, investigation reports, file notes, receipts for payments received, photographs, witness statements and other supporting documents.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.6.2	<p>Records documenting minor incidents where there has been minimal damage to the natural environment around the worksite and has not resulted in death or serious injury.</p> <p>Includes ministerial briefs, file notes, receipts of payments received, photographs, witness statements and other supporting documents.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

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### 1.7 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
1.7.1	<p>Records documenting contracts in relation to transport infrastructure management, such as consultants.</p> <p>Includes records associated with the development, negotiation and issue of contracts excluding tender documentation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• draft versions</li> <li>• final versions</li> <li>• gazettal notices</li> <li>• deed of agreements</li> <li>• performance reports</li> <li>• variations to contracts and other supporting documents.</li> </ul>	<p>Temporary</p> <p>Destroy 7 years after completion or other termination of contract</p>

## 1. Transport Infrastructure Management

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### 1.8 Control

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Summary records of transport infrastructure assets, such as:</p> <ul style="list-style-type: none"> <li>- Roads Information Management System</li> <li>- Northern Territory Road Networks</li> <li>- Marine Transport Assets</li> </ul> <p>Includes information such as:</p> <ul style="list-style-type: none"> <li>- Category</li> <li>- Road Name</li> <li>- Location Details</li> <li>- Boat Ramps</li> <li>- Barge Landings</li> <li>- Bridges</li> <li>- Remote Aerodromes</li> <li>- RIMS ID</li> <li>- Number of Lanes</li> <li>- Road Status</li> <li>- Condition ratings</li> <li>- Surface types</li> <li>- Network classifications</li> </ul>	<p>Permanent</p> <p>Retain in organisation (Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>

## 1. Transport Infrastructure Management

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### 1.9 Grant Allocation

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the receipt of applications for grant funding by the organisation where the application was successful. Programs include where funding has come via the Commonwealth: <ul style="list-style-type: none"> <li>- Improving Strategic Local Roads Infrastructure Program</li> <li>- Regional Economic Infrastructure Fund</li> <li>- Blackspot Programs</li> </ul>	Temporary Destroy 7 years after grant acquitted
1.9.2	Records documenting unsuccessful applications made by the organisation for grant funding from a non-government source.	Temporary Destroy 2 years after action completed
	Use NT Government Administrative Functions - Financial Management – Grant Funding for records documenting the receipt of grants from the Commonwealth Government, including agreements, financial statements, progress reports and acquittal information.	

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### 1.10 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
1.10.1	Master set of agency policies, standards and guidelines in relation to transport infrastructure management, such as Street Lightening, Stormwater and Drainage, and Fences on Rural road Reserves.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of policies and guidelines relating to transport infrastructure management.  Includes consultation papers, drafts, policy proposals, research papers and comments.	Temporary Destroy 10 years after action is completed

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### 1.11 Program Management

The activities of managing several related projects.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the overall program in relation to transport infrastructure management, including projects undertaken under the National Disaster Relief and Recovery Arrangements (NDRRA).</p> <p>Includes ministerial, budget submissions, national partnership agreements, status reporting, risk management reports and cabinet submissions.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.12 Project Development

The activities of developing projects. Includes feasibility studies, budget forecasts and project plans.

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting the development of major transport infrastructure projects that are significant to the Northern Territory, have public wide interest, have a technical interest, environmental and land management impacts, have heritage significance or legal interest, including projects undertaken under the National Disaster Relief and Recovery Arrangements (NDRRA).</p> <p>Includes ministerials, designs, plans, drawings, plans, approvals, inspections, project meeting agendas and minutes, costings and feasibility studies and project budgeting, risk and hazard assessments and other supporting documentation.</p> <p>May include environmental impact assessments.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.12.2	<p>Records documenting the development of minor transport and infrastructure projects that are not deemed significant to the Northern Territory such as construction, maintenance of bus stops and aerodromes.</p> <p>Includes designs, plans, drawings, photos, approvals, and inspections.</p>	<p>Temporary</p> <p>Destroy 10 years after the demolition, removal, decommissioning or transfer of ownership of the asset</p>

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### 1.13 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
1.13.1	Final major reports in relation to transport infrastructure management prepared for the Minister, including statistic reports and media forecasting.  Includes ministerial and working briefs.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting draft versions of reports in relation to transport infrastructure management that have been prepared for the Minister.  Includes drafts, correspondence and feedback.	Temporary  Destroy 5 years after action completed

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### 1.14 Road Network Planning

The activities associated with improving the strategic road network. Includes corridor planning.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Final version of plans in relation to transport infrastructure management, such as the Darwin Regional Transport Plan and major transport projects.</p> <p>Includes key communication with community stakeholders such as local authorities, impacted residents, business owners and transport users, minutes of meetings with community representatives, high level reports, ministerial briefs, copies of legal advice and formal draft versions.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.14.2	<p>Records documenting the working documents of strategic transport infrastructure management plans such as informal drafts, surveys, fact sheets, file notes and presentation notes.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>