

Records disposal schedule

Portable Long Service Leave

NT Build, Department of Trade, Business and Innovation

Disposal Schedule No. 2020/007

March 2020

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Preamble

Introduction

The Information Act 2002 states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

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

Structure of a Records Disposal Schedule

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

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

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

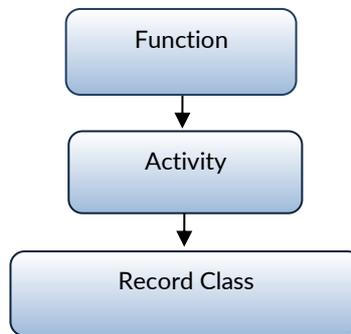
Disposal schedules are developed using the functional structure based on the classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

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

Diagram 1



Function

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

Activity

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

Record Class

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

Status and Disposal Action

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

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

The retention period for permanent records is the maximum period before the records must be transferred to the Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act 2002, 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 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 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 the Portable Long Service Leave Scheme of NT Build, Department of Trade, Business and Innovation.

Scope

Application of this Records Disposal Schedule is mandatory for Portable Long Service Leave Scheme records of the Department of Trade, Business and Innovation.

This Records Disposal Schedule applies to Portable Long Service Leave Scheme records in all formats.

Responsibility

The Chief Executive of the Department of Trade, Business and Innovation 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 2002.

Disposal Schedule No. 2020/007 was approved by the Senior Director of Library & Archives NT (the Archives Service), Senior Director of ICT Policy and Governance (the Records Service), and the Chief Executive of the Department of Trade, Business and Innovation on 18 March 2020 and is effective immediately.

Regulatory Framework

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

- Construction Industry Long Service Leave and Benefits Act 2005
- Construction Industry Long Service Leave and Benefits Determinations 2005
- Construction Industry Long Service Leave and Benefits Regulations 2005
- Information Act 2002
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Trade, Business and Innovation
- current authorised disposal schedules for Department of Trade, Business and Innovation
- current authorised general disposal schedules

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.

Acknowledgement

The Archives Service and the 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 Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, Archives Service. The terms in the 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.

Disposal Schedule

1. Portable Long Service leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the *Construction Industry Long Service Leave and Benefits Act 2005*.

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 detailed advice to the Minister, government bodies and other organisations in relation to portable long service leave. Includes legal advice.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice provided to members of the community about the scheme, legislative requirements, policies and procedures.	TEMPORARY Destroy 3 years after action completed
	Use REGISTRATIONS for records documenting individual registered workers or employer queries.	

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. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards 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, review and variation of major agreements in relation to portable long service leave with government bodies, such as the National Reciprocal Agreement between all States and Territories. Includes ministerials and briefing notes.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance, review and variation of minor agreements in relation to portable long service leave. Includes service level agreements, collective agreements and data sharing agreements.	TEMPORARY Destroy 12 years after expiry or termination of agreement
	Use CONTRACTING OUT for records documenting the development, negotiation and contract management, such as for website redesigns, advertising and graphic designs.	

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations of powers and functions of the Board to persons as required under the Act.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting delegations of powers and functions by the Registrar to persons as required under the Act.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting directions given to the Board by the Minister as required under the Act.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting approved borrowing of money by the Treasurer. Includes terms and conditions, ministerials and related correspondence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.4 Committee

The activities associated with the management of committees, boards and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the establishment of the Board known as NT Build as required under the Act, including ministerial appointments of members and Chairpersons and acting members of the Board. May include resignations and terminations.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting Board Meetings as required under the Act, including out of session business decisions. Includes agenda, minutes, discussion papers and action reports. May include members disclosure of interest notifications.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.3	Records documenting committees where a representative from NT Build represents the Northern Territory, such as the National Meeting of Chief Executive Officers of the Construction Industry Portable Long Service Leave Scheme. Includes minutes, agendas and discussion papers.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting payments to Board members, such as remuneration, allowances, entitlements and sitting fees.	TEMPORARY Destroy 7 years after the financial year ends

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.5 Compliance

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting investigations into complaints of persons contravening the Act where legal proceedings have taken place. Include written instruments, ministerials and briefing notes, inspection reports, extracts of documents, file notes, copies of legal advice and other supporting documents. May include debt notifications, court orders, transcripts and related correspondence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting compliance investigations and audits, as required under the Act, such as on workers and persons who employ or engage construction workers, where legal action has not taken place. Include inspection reports, extracts of documents, audits reports, file notes and other supporting documents.	TEMPORARY Destroy 7 years after action completed
1.5.3	Records documenting compliance activities for levy payments, including project notification forms and advices received. Includes audit reports, bi-annual returns submitted by employers and contractors, variations, receipts of refunds, tax invoices, reconciliations and related correspondence from payers. May include hardcopy returns and electronic spreadsheet returns.	TEMPORARY Destroy 7 years after employer is no longer registered

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.6 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Proceedings, reports and addresses from conferences, seminars or forums hosted by NT Build in relation to portable long service leave.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.6.2	Proceedings, reports and addresses from conferences, seminars or forums attended by NT Build staff in relation to portable long service leave, such as the National Conference of Construction Industry Long Service Leave Schemes.	TEMPORARY Destroy 5 years after conference
1.6.3	Records documenting the administrative arrangements for conferences, seminars or forums arranged by NT Build. Includes draft programs, invitations to speakers and responses, registrations, venue bookings and travel and accommodation arrangements.	TEMPORARY Destroy 2 years after conference

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

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	<p>Construction Employers Register as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> - name of each registered employer - Registration number - trading name - date of registration - information about each registered employee - other information 	<p>TEMPORARY</p> <p>Destroy 100 years after last entry in business system (Manage and migrate data to new platform during system upgrades)</p>
1.7.2	<p>Construction Workers Register as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> - name of each registered worker - Registration number - Date of registration - long service leave credits - long service leave taken - other information 	<p>TEMPORARY</p> <p>Destroy 100 years after last entry in business system (Manage and migrate data to new platform during system upgrades)</p>

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. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.8 Investments

The activities associated with the financial investment of monies, including setting up of trusts and valuations

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting the establishment of financial investments in relation to the portable long service leave fund, such as with MLC Investments Limited, TIO and other banking institutions. Includes instruments, deeds of trust and valuations. May include records documenting investment classes that have been approved by the Northern Territory Treasurer, including ministerials and related correspondence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
	Use Financial Management for records documenting the management of investment trust funds.	

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.9 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
1.9.1	Final versions of strategic plans in relation to portable long service leave. Includes capital management plans and statements of business intent.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting the development of plans in relation to portable long service leave. Includes draft versions and consultation notes.	TEMPORARY Destroy 10 years after action completed

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

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	<p>Master set of policies in relation to portable long service leave, including the Scheme, determinations and regulations.</p> <p>Includes ministerials and briefing notes.</p> <p>Includes draft versions, file notes, consultation notes and other related correspondence.</p> <p>May include extracts of documents such as the Board minutes and ABS reports.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.11 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.11.1	Master set of procedures and guidelines in relation to portable long service leave.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of procedures and guidelines in relation to portable long service leave and form templates. Includes consultation notes, draft versions, implementation plans and form templates.	TEMPORARY Destroy 10 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.

1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.12 Registration

The process of becoming registered to perform a function or activity.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting approved registrations of workers as required under the Act. Includes applications for worker registration, transitional service application, contractor registration application, application to investigate missing service and applications for benefit payments. Includes annual certificates, requests for information from the employee and transfer of credits to the Scheme and out of the Scheme. May include deregistration's and related correspondence.	TEMPORARY Destroy 75 years after date of birth of worker, or 8 years after deceased payment whichever is the later
1.12.2	Records documenting registrations received under the Act that have been refused by the Registrar. Includes applications and written notifications of decisions. May include requests for a review of the decision, Board recommendations and court orders.	TEMPORARY Destroy 5 years after action completed
1.12.3	Records documenting approved registrations of employers as required under the Act. Includes employer registration applications, notifications of service taken under the Act and transitional service application, reports, notifications of termination of an employee's employment and annual certificates. May include deregistration's and related correspondence.	TEMPORARY Destroy 7 years after ceasing to employ eligible workers or 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. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

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 versions of major reports in relation to portable long service leave, such as the annual report. Includes reports to the Minister by the Board about the administration of the Scheme and information about the Board's financial position or financial affairs. Includes formal draft versions.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting periodic reports in relation to portable long service leave, including statistic reports to the Australian Bureau of Statistics.	TEMPORARY Destroy 10 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.

1. Portable Long Service Leave

The function of providing a self-funded portable long service leave scheme for the construction industry, enabling workers to qualify for long service leave entitlements based on service in the industry. Includes the establishment of NT Build and their meetings, management of statutory registers, workers and employers' registrations, levy compliance, delegations, statutory reporting and reviews as required under the Construction Industry Long Service Leave and Benefits Act 2005.

1.14 Reviewing

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 following up enquiries relating to organisation programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records documenting formal reviews into the Scheme as required under the Act, including Triennial Review reports requested by the Minister. Includes final reports, ministerials, and written instruments with regards to appointments of an Actuary by the Minister.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the working papers of a formal review. Includes background research, client surveys, action plans and other supporting documents.	TEMPORARY Destroy 10 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.