



## **Records disposal schedule**

# **Records Disposal Schedule Alcohol and Other Drugs Services Department of Health**

**Disposal Schedule No. 2017/7**

**June 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, 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.

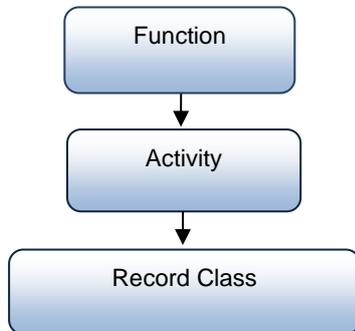
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<sup>1</sup> S.145 *Information Act*

<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 Alcohol and Other Drugs Services of the Department of Health.

### Scope

Application of this Records Disposal Schedule is mandatory for Alcohol and Other Drugs Services records of the Department of Health.

This Records Disposal Schedule applies to Alcohol and Other Drugs Services records in all formats.

### Responsibility

The Chief Executive of the Department of Health 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. 2017/7 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director, Digital Policy (The Records Service), and the Chief Executive of the Department of Health on 2 June 2017 and is effective immediately.

### Regulatory Framework

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

- *Alcohol Mandatory Treatment Act*
- *Alcohol Mandatory Treatment Regulations*
- *Tobacco Control Act*
- *Tobacco Control 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 Department of Health
- current authorised disposal schedules for Department of Health

## **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. Alcohol and Other Drugs Services

The function of minimising the harms associated with alcohol, tobacco and other drugs for individuals, families and the community of the Northern Territory through prevention, education, treatment and community action initiatives. Includes declarations of assessment and treatment facilities and the assessment and treatment of adults under the relevant legislation.

#### 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	Examples	Status and Disposal Action
1.1.1	Records documenting the provision of advice to and from the Minister, government and non-government bodies in relation to alcohol and other drugs services, where a detailed response has been provided, such as legislative and policy amendments.	<ul style="list-style-type: none"> <li>• Major advice</li> <li>• Ministerial</li> <li>• Briefing notes</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
	Use 0.2.2 ADVICE for records documenting routine advice to and from other agencies, governments, business, industry, non-government organisations or individuals in relation to alcohol and other drugs services.		

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### 1.2 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.2.1	Records documenting authorisations as required in legislation, for premises to be an assessment facility, a residential treatment centre or a community treatment provider.  Includes gazette notices and recommendations.	<ul style="list-style-type: none"> <li>• Declarations of Assessment Facilities</li> <li>• Declarations of Residential Treatment Centres</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the delegations of powers and functions by the CEO to authorised persons under the relevant legislation in relation to alcohol and drugs treatment.	<ul style="list-style-type: none"> <li>• Delegations and Powers</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.2.3	Records documenting appointment of authorised persons, including senior treatment clinicians, senior assessment clinicians and clinical directors by the CEO, Chief Health Officer or their delegate, under the relevant legislation.  Includes written instruments of appointments, recommendations and other supporting documents.  May include returned identity cards.	<ul style="list-style-type: none"> <li>• Authorised persons</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed

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### 1.3 Clinical Services

The activities associated with providing medical observation and medical treatment of patients, including the use of materials and equipment for the purpose of caring for a sick person.

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	<p>Records documenting the assessment and / or treatment of persons admitted to a treatment facility as required under the relevant legislation, including variations and revocations or tribunal orders.</p> <p>Includes assessment reports, nomination of primary persons, notice of hearings, Tribunal orders, income management orders, treatment plans and aftercare treatment plans.</p> <p>May include requests for services, including requests to see a community visitor and related correspondence.</p>	<ul style="list-style-type: none"> <li>Clinical Files</li> </ul>	<p>Temporary</p> <p>Destroy 50 years after last visit</p>

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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, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Examples	Status and Disposal Action
1.4.1	Records documenting high level committees where the Agency is representing the Northern Territory, such as the Intergovernmental Committee on Drugs and the Ministerial Drug and Alcohol Forum.	<ul style="list-style-type: none"> <li>• Ministerial Drug and Alcohol Reform</li> <li>• Intergovernmental Committee on Drugs</li> <li>• National Ice Taskforce</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting inter-departmental committees hosted by other agencies in relation to alcohol and other drugs services, such as the Banned Drinker Register Steering Committee.	<ul style="list-style-type: none"> <li>• Interdepartmental Committees</li> <li>• Banned Drinking Register Steering Committee</li> </ul>	Temporary Destroy 5 years after action completed

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### 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	Examples	Status and Disposal Action
1.5.1	Records documenting statutory reporting by tobacco wholesalers to the Chief Health Officer regarding the quantity of tobacco products they have sold or supplied in the NT as required under the <i>Tobacco Control Act</i> .	<ul style="list-style-type: none"> <li>Reporting on Tobacco Products</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting investigations into persons who have been suspected of contravening the Act, such as smoking in a common area, identifies an affected person or non-compliance with conditions.  Includes reports, witness statements, file notes and related correspondence.  May include infringement notices, receipts of prescribed fines and referrals to the Fines Recovery Unit.	<ul style="list-style-type: none"> <li>Compliance investigations</li> </ul>	Temporary  Destroy 10 years after action completed

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### 1.6 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.1	Registers of Authorised persons. Includes: <ul style="list-style-type: none"> <li>- Person's name</li> <li>- Position</li> <li>- Date commenced</li> <li>- Date appointment ceases</li> <li>- Terms and conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Authorised persons register under the Alcohol Mandatory Treatment Act.</li> </ul>	Temporary Destroy 7 years after last entry

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### 1.7 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.7.1	Records documenting requests for and the handling of enquiries regarding alcohol and other drugs services from members of the public, Coroner, Ombudsman, Community Visitor Program and the Health and Community Services Complaints Commission.  Includes extracts of documents, formal responses and related correspondence.	Requests for information from the: <ul style="list-style-type: none"> <li>- Coroner</li> <li>- Ombudsman</li> <li>- Community Visitor Program</li> <li>- Health and Community Services Complaints Commission</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting requests for the handling of enquiries from members of the public in relation to alcohol and other drugs services.  Includes responses and related correspondence.	Requests for information from the: <ul style="list-style-type: none"> <li>- Members of the public</li> </ul>	Temporary  Destroy 3 years after action completed

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### 1.8 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.1	Records documenting education and activities for prevention and early intervention relating to alcohol and other drugs, such as information sessions, brochures and fact sheets.  Includes final versions and draft versions.	<ul style="list-style-type: none"> <li>Awareness campaigns</li> </ul>	Temporary  Destroy 7 years after action completed

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### 1.9 Grant Allocation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.9.1	Records documenting the receipt of applications from non-government organisations for grant funding where the application was successful, such as for the operation of NT Quit line and Alcohol Action Initiatives.  Includes applications, supporting documents, notices of decisions, receipts of payments and acquittal reports.	<ul style="list-style-type: none"> <li>Alcohol Action Initiatives</li> <li>NT Quit line</li> <li>Youth AOD Grants</li> </ul>	Temporary  Destroy 7 years after grant is acquitted
1.9.2	Records documenting the receipt of applications from non-government organisations for grant funding where the application was unsuccessful.  Includes applications and notices of decisions.	<ul style="list-style-type: none"> <li>Unsuccessful grant applications</li> </ul>	Temporary  Destroy 2 years after action completed
1.9.3	Records documenting the advertising and assessment of grant funding opportunities to non-government organisations in relation to alcohol and other drugs services.  Includes copies of advertisement publications, list of panel assessors, assessment notes and related correspondence.	<ul style="list-style-type: none"> <li>Advertising</li> <li>Assessment of applications</li> </ul>	Temporary  Destroy 3 years after action completed

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### 1.10 Inspections

The process of official examinations of facilities, equipment, vehicles and vessels to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Examples	Status and Disposal Action
1.10.1	Records documenting routine inspections by Authorised officers under the legislation relevant to alcohol and other drugs services.  Includes inspection reports, file notes, witness statements and extracts of documents.	<ul style="list-style-type: none"> <li>Tobacco inspections</li> </ul>	Temporary  Destroy 7 years after action completed

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### 1.11 Investigations

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.11.1	<p>Records documenting major investigations into clinical matters, adverse incidents and other matters of public wide interest, such as if a person dies that is being treated within an alcohol or other drugs service.</p> <p>Includes final reports, extracts of documents, witness statements, photos and other supporting documents and materials.</p> <p>May include independent review reports.</p>	<ul style="list-style-type: none"> <li>Major investigations or referral to another agency such as police</li> </ul>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.11.2	<p>Records documenting minor investigations into complaints received from members of the public, relating to Northern Territory Government funded alcohol and other drug services.</p> <p>Includes complaints, reports, witness statements and findings.</p>	<ul style="list-style-type: none"> <li>Minor investigations</li> </ul>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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### 1.12 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	Examples	Status and Disposal Action
1.12.1	Final versions of plans in relation to the alcohol and other drugs.	<ul style="list-style-type: none"> <li>• Business plans</li> <li>• Alcohol Action Plans</li> <li>• Tobacco Action Plans</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.12.2	Records documenting the development of plans in relation to alcohol and other drugs services. Includes draft versions and consultation notes.	<ul style="list-style-type: none"> <li>• Draft plans</li> </ul>	Temporary Destroy 5 years after action completed

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### 1.13 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	Examples	Status and Disposal Action
1.13.1	<p>Final versions of policies in relation to alcohol and other drugs prevention, including the development and review of policies.</p> <p>Includes formal draft versions and related correspondence, public consultations, external reviews and formal advice.</p>	<ul style="list-style-type: none"> <li>• Alcohol Harm Reduction Framework</li> <li>• Methamphetamine Action Plans</li> <li>• Consultation papers</li> <li>• Public meeting notes</li> <li>• Public submissions</li> <li>• Stakeholder meeting notes</li> </ul>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.13.2	<p>Records documenting internal administrative reviews of policies, strategies and services in relation to alcohol and other drugs.</p> <p>Includes research papers, consultation notes and related correspondence.</p>	<ul style="list-style-type: none"> <li>• Research papers</li> <li>• Consultation notes</li> </ul>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>

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### 1.14 Procedures

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.14.1	Master set of procedures and guidelines in relation to alcohol and other drugs services, such as standard operating procedures.	<ul style="list-style-type: none"> <li>Alcohol Mandatory Treatment</li> <li>Integrated assessment service procedures</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development of procedures and guidelines in relation to alcohol and other drugs services. Includes drafts and consultation notes.	<ul style="list-style-type: none"> <li>Development of procedures</li> </ul>	Temporary Destroy 5 years after action completed

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### 1.15 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.15.1	Final versions of strategic plans for programs in relation to alcohol and other drugs services.  Includes key performance indicators, progress reports, ministerials briefing notes, budget reports and other supporting documents.  May include final evaluation reports and reviews of programs.	<ul style="list-style-type: none"> <li>Alcohol Mandatory Treatment Program</li> <li>After Care Program</li> <li>Banned Drinker Register</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting the development and review of programs in relation to alcohol and other drugs.	<ul style="list-style-type: none"> <li>Development/Review of Programs</li> </ul>	Temporary  Destroy 10 years after action completed

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### 1.16 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	Examples	Status and Disposal Action
1.16.1	Final reports in relation to alcohol and other drugs services, including reports to the Commonwealth.  Includes formal draft versions.	<ul style="list-style-type: none"> <li>Final reports in accordance the National Minimum Dataset</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.16.2	Working papers, statistic reports and supporting documents used for final reports in relation to alcohol and other drugs services.	<ul style="list-style-type: none"> <li>Working papers</li> <li>Statistics</li> <li>Supporting documentation</li> </ul>	Temporary  Destroy 10 years after action completed

## 1. Alcohol and Other Drugs Services

The function of minimising the harms associated with alcohol, tobacco and other drugs for individuals, families and the community of the Northern Territory through prevention, education, treatment and community action initiatives. Includes declarations of assessment and treatment facilities and the assessment and treatment of adults under the relevant legislation.

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.17.1	Final original research in relation to alcohol and other drugs services, including research done in collaboration with Menzies School of Health Research, Universities and the National Drug Research Institution.  Includes final report.	<ul style="list-style-type: none"> <li>• Research</li> <li>• Evaluation of program reports</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.17.2	Records documenting draft versions of research reports.  Includes reports, statistics, extracted data and other supporting documents.	<ul style="list-style-type: none"> <li>• Research material</li> </ul>	Temporary  Destroy 15 years after action completed

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### 1.18 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
1.18.1	<p>Final versions of course modules in relation to alcohol and other drugs services.</p> <p>Includes course overviews, lesson plans, resource material, assessment tools and related correspondence.</p>	<ul style="list-style-type: none"> <li>• Certificate IV in Alcohol and Other Drugs</li> <li>• Diploma of Alcohol and Other Drugs</li> <li>• Tobacco cessation programs</li> </ul>	<p>Temporary</p> <p>Destroy 10 years after course ceases to be delivered</p>
1.18.2	<p>Records documenting students training history in relation to alcohol and other drugs services.</p> <p>Includes student's cover assessment sheets with results, assessor sheets, third party reports, attendance sheets, workplace observations, student handbook signoffs, copies of signed certificates, applications to attend training, enrolment forms, performance appraisals and recognised prior learning sign off sheets.</p> <p>May include course withdrawals.</p>	<ul style="list-style-type: none"> <li>• Student Files</li> </ul>	<p>Temporary</p> <p>Destroy 30 years after completion of assessment or withdrawal from course</p>

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### 1.18 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Examples	Status and Disposal Action
1.18.3	Student's completed assessment items.	<ul style="list-style-type: none"> <li>Student workbooks</li> </ul>	Temporary Destroy 6 months after the date on which the judgement of competence for the student was made if not able to return to the student