

RECORDS DISPOSAL SCHEDULE

Marine Safety Management

**DEPARTMENT OF INFRASTRUCTURE,
PLANNING & ENVIRONMENT**

FEBRUARY 2004

Disposal Schedule No 2004/4.



For information and advice, please contact:

Records and Information Services
Department of Infrastructure, Planning and Environment
GPO Box 2520
DARWIN NT 0801

Telephone: (08) 8924 7658
Facsimile: (08) 8924 7212
Website: <http://www.nt.gov.au/divisions/strategicbusiness/infosystems/records/>

Or

Records Policy Unit
NT Archives Service
GPO Box 874
Darwin NT 0801

Telephone: (08) 8924 7677
Facsimile: (08) 8924 7660
Website: <http://www.nt.gov.au/dcis/nta/>

TABLE OF CONTENTS

About This Disposal Schedule.....	1	1.8 CONTRACTING OUT	16
Purpose	1	1.9 CONTROL.....	17
Scope	1	1.10 ENQUIRIES.....	18
Regulatory Framework.....	1	1.11 EXTENSION SERVICES	19
Related Documents	1	1.12 IMPLEMENTATION	20
Responsibility	1	1.13 INCIDENT RESPONSE	21
Authority	1	1.14 INFRINGEMENTS.....	22
Explanation	2	1.15 INQUIRIES	23
NT Government Disposal Schedules....	2	1.16 LEGISLATION.....	24
Sentencing Records.....	2	1.17 LICENSING	25
Normal Administrative Practice.....	3	1.18 LITIGATION	26
Notification of Destruction	3	1.19 MARKETING & PROMOTION	27
Acknowledgment.....	3	1.20 MEETINGS.....	28
Compliance Checklist	5	1.21 PLANNING	29
1. MARINE SAFETY MANAGEMENT..	7	1.22 POLICY	30
1.1 ACCIDENTS.....	7	1.23 PROCEDURES	31
1.2 ADVICE	8	1.24 REPORTING	32
1.3 ASSET CONTROL.....	9	1.25 RISK MANAGEMENT	33
1.4 AUTHORISATION.....	10	1.26 STANDARDS	34
1.5 CLIENT SERVICE.....	11	1.27 TENDERING	35
1.6 COMMITTEES	12	1.28 TRAINING	37
1.7 COMPLIANCE.....	13		

About This Disposal Schedule

PURPOSE

The purpose of this Disposal Schedule, is to enable regular, planned and authorised disposal of records of the Department of Infrastructure, Planning and Environment.

SCOPE

Application of this Disposal Schedule is mandatory for records of Department of Infrastructure, Planning and Environment relating to the function of Marine Safety Management. This Disposal Schedule applies to all Marine Safety Management records in all formats, including electronic records and records in business systems, copies of records and parts of records

REGULATORY FRAMEWORK

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Marine Act
- ▶ Marine Pollution Act
- ▶ Marine Pollution Regulations
- ▶ Marine (Air-Cushioned Vehicles) Regulations
- ▶ Marine (Crew Accommodation) Regulations
- ▶ Marine (Examinations and Certificates) Regulations
- ▶ Marine (Hire-And-Drive Vessel) Regulations
- ▶ Marine (Load Line Regulations)
- ▶ Marine (Passenger) Regulations
- ▶ Marine (Pilotage) Regulations
- ▶ Marine (Pleasure Craft) Regulations

- ▶ Marine (Prevention of Collision) Regulations
- ▶ Marine (Safety Manning) Regulations
- ▶ Marine (Safety) Regulations
- ▶ Marine (Sheltered Waters) Regulations
- ▶ Marine (Small Craft) Regulations
- ▶ Marine (Survey) Regulations
- ▶ Australian Standard AS ISO 15489:2002-Records Management

RELATED DOCUMENTS

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the Department of Infrastructure, Planning and Environment
- ▶ current authorised disposal schedules for administrative records of the NT Government
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal

RESPONSIBILITY

The Department of Infrastructure, Planning and Environment is responsible for the content and implementation of this Disposal Schedule.

AUTHORITY

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive February 2004 and is effective immediately.

EXPLANATION

This schedule has been developed using the methodologies of the Australian Standard AS 4390–1996, Records Management. The functional structure is based on the business classification scheme of the Keyword AAA: A Thesaurus of General Terms produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

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

NT GOVERNMENT DISPOSAL SCHEDULES

There are two types of records disposal schedules:

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

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

SENTENCING RECORDS

- ▶ Records should be sentenced with this records disposal schedule using the following five steps:
- ▶ Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
- ▶ Identify the disposal class.
- ▶ From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to

FEBRUARY 2004

be retained permanently as archives.

- ▶ If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
- ▶ If the trigger event has not occurred (eg. the record is still in active use), set a review date for the future.

NORMAL ADMINISTRATIVE PRACTICE

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

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg compliment slips)
- ▶ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should not be destroyed as normal administrative practice unless the class of records has been identified in a disposal schedule and reason for their destruction is recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing

systems where a hard copy has been captured into a recordkeeping system)

NOTIFICATION OF DESTRUCTION

Formal notification of destruction of all records should be provided to NT Archives Service.

ACKNOWLEDGMENT

The Department of Infrastructure, Planning and Environment wishes to acknowledge the use of material produced by National Archives of Australia, and Standards Australia in the development of this schedule.

This schedule was drafted principally by the Department of Infrastructure, Planning and Environment who drafted the schedule in consultation with Marine Safety Branch and the NT Archives Service.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service and Department of Infrastructure, Planning and Environment. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service or the Department of Infrastructure, Planning and Environment. 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, on behalf of the Northern Territory

DISPOSAL SCHEDULE FOR RECORDS OF THE DEPARTMENT OF INFRASTRUCTURE, PLANNING AND ENVIRONMENT – MARINE SAFETY MANAGEMENT

FEBRUARY 2004

Government and the State Records
Authority of New South Wales.)



Compliance

COMPLIANCE CHECKLIST

- ❑ Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- ❑ Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service
- ❑ Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- ❑ Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- ❑ Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- ❑ Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- ❑ Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- ❑ Implement review or quality control procedures in electronic recordkeeping systems to ensure disposal actions are implemented correctly.
- ❑ Retain all records in good order and condition to be available for retrieval during the retention period.
- ❑ Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- ❑ Select and implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form migration to new systems conversion to long term medium
- ❑ Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- ❑ Transfer records of permanent value to the NT Archives Service not later than 30 years after creation for retention as archives
- ❑ Inactive records can be transferred to NT Government approved offsite service providers providing they have been sentenced



- ❑ Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- ❑ Notify the NT Archives Service of destruction of all records
- ❑ Do not destroy records that are not described in an authorised records disposal schedule unless they are ephemeral records that are obviously duplicate and/or unimportant



1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.1 ACCIDENTS

The activities involved in dealing with mishaps causing injury or damage.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to notification of accidents or incidents involving pleasure craft within the Northern Territory where no formal inquiry was conducted. Includes written notification and correspondence from Northern Territory police, fire and emergency services.	TEMPORARY Destroy 5 years after action completed
1.1.2	Records relating to notification of marine pollution caused by incidents or accidents involving vessels within the Northern Territory. Includes notification by telephone, fax, telex, radio, telegram and electronic mail.	TEMPORARY Destroy 5 years after action completed
1.1.3	Records relating to notification of accidents or incidents involving commercial vessels within the Northern Territory where no formal inquiry was conducted. Includes written notification and correspondence from Northern Territory police, fire and emergency services.	TEMPORARY Destroy 5 years after action completed

Use: MARINE SAFETY MANAGEMENT – INQUIRIES for inquiries into major incidents or accidents.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.2 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
1.2.1	Records relating to routine advice and opinions given and received on marine safety matters leading to no significant policy changes or major precedent.	TEMPORARY Destroy 5 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.3 ASSET CONTROL

Department of Infrastructure Planning and Environment - Asset Control is the activity of strategic cost effective approach to the management of NT Government's fixed assets. Can include the collecting and maintaining information regarding the condition and history of Government infrastructure assets including roads, power, water, sewerage, drainage, bridges, boat ramps, piers, mechanical, aerodromes, airstrips and structures. This encompasses the management, control, use and state of the asset. Includes history, asset number, reports, technical specifications, transfer and disposal of asset.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records relating to management and control of assets controlled by marine safety management. Including management of jetties, navigational aids, signs, boat ramps and ferry terminals.	TEMPORARY Destroy 7 years after asset no longer exists

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

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 relating to statutory delegation to perform powers and functions under the marine legislation. Including appointment of shipping and radio inspectors and written authority by the Minister.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use: MARINE SAFETY MANAGEMENT –
COMPLIANCE for marine qualification licenses.

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.5 CLIENT SERVICE

The activities associated with the planning, monitoring and evaluating of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to complaints received from businesses, community bodies and members of the public on marine safety matters and associated action by marine safety management.	TEMPORARY Destroy 6 years after action completed
1.5.2	Records relating to final reports produced by marine safety management from survey data conducted to determine client needs and satisfaction.	TEMPORARY Destroy 6 years after action completed
1.5.3	Records relating to letters of appreciation received by marine safety management.	TEMPORARY Destroy 2 years after action completed
1.5.4	Survey data used by marine safety management to determine client needs and satisfaction. Including questionnaires and other raw data.	TEMPORARY Destroy 1 year after the production of report

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.6 COMMITTEES

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
1.6.1	Records relating to marine safety committees where the outcome leads to significant legislative, policy or procedural change. Including discussion papers, minutes, reports, agendas, agreements and responses to marine issues made on behalf of the Northern Territory.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.6.2	Records relating to other committees convened or attended to discuss marine safety issues that do not lead to significant legislative, policy or procedural change. Including minutes, agendas and discussion papers.	TEMPORARY Destroy 5 years after the date of the last meeting

Use: MARINE SAFETY MANAGEMENT – MEETINGS for meetings convened or attended to discuss issues on marine safety.

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.7 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, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records relating to compliance with marine legislation and marine regulations by commercial vessels operational within the Northern Territory, including instances where the certificate of survey has been cancelled or suspended by the Director of Marine Safety Includes vessel details, specifications, survey dates, survey details, copy of certificate of survey, statutory declaration, vessel photos and videos, checklists and tests conducted on the vessel.	TEMPORARY Destroy 20 years after survey certificate expires or is cancelled
1.7.2	Records relating to compliance with marine legislation regarding seafarers where a marine certificate has been issued. Including seafarer details, identification, written references, certificate of competency, endorsed certificate of qualifications by the Director of Marine, applications for temporary permit to serve, statutory declaration, assessment of sea service, original and copies of examination papers.	TEMPORARY Destroy 100 years after date of birth
1.7.3	Records relating to appeals made to the Minister or the Marine Tribunal regarding decisions made by the director of Marine Safety to cancel or suspend a certificate of survey, or refusal to issue a marine certificate.	TEMPORARY Destroy 10 years after appeal process has been 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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.7 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, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.7.4	Records relating to compliance with marine legislation and marine regulations regarding hire-and-drive vessels. Includes owner identification, inspections conducted by marine surveyors, checklists, approved emergency support systems approved by a marine adviser, map of the operational area and permit summary.	TEMPORARY Destroy 5 years after last permit action
1.7.5	Records relating to seafarer applications that do not comply with marine legislation or where the application is not pursued further. Including identification, sea time history, examinations, short courses attended and assessments.	TEMPORARY Destroy 5 years after action completed
1.7.6	Records relating to applications for marine certificates that do not comply with marine legislation and where a certificate is not issued. Includes assessments of applications, examinations and supporting documentation.	TEMPORARY Destroy 5 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.7 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, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
	<p>Use: MARINE SAFETY MANAGEMENT – COMPLIANCE for compliance with marine legislation regarding commercial vessels, hire and drive vessels, and seafarers.</p> <p>Tip: Refer to MARINE SAFETY MANAGEMENT – COMPLIANCE for the relevant vessel or seafarer file for certificate of survey or certificate of qualification endorsed by the Director of Marine.</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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.8 CONTRACTING OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as out sourcing.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to the engagement of consultants and contractors to perform services on behalf of marine safety branch. Including services to review marine contingency plans and to provide staff training in aspects of marine safety.	TEMPORARY Destroy 7 years after completion of contract

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.9 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.9.1	Register of seafarer details, including seafarer qualifications, medical examinations and courses attended.	TEMPORARY Destroy 100 years after date of birth
1.9.2	Register containing details of all commercial vessels, hire-and-drive vessels and pleasure craft in the Northern Territory.	TEMPORARY Destroy 20 years after survey certificate expires
1.9.3	Register containing details of incidents or accidents in the Northern Territory.	TEMPORARY Destroy record 5 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.10 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	Status and Disposal Action
1.10.1	Records relating to enquiries received on marine safety matters from members of the public, community organisations and businesses.	TEMPORARY Destroy 5 years after action completed

Use: MARINE SAFETY MANAGEMENT – ENQUIRIES for enquiries received on marine safety matters

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.11 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	Status and Disposal Action
1.11.1	Records relating to participation in exhibitions and boat shows regarding marine safety. Including administration, design, publicity and set-up.	TEMPORARY Destroy 5 years after action completed

Use: MARINE SAFETY MANAGEMENT –
MARKETING & PROMOTION for marketing and promotion of marine safety to the public.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.12 IMPLEMENTATION

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records relating to implementation of national plans, policies, standards and procedures for matters regarding marine safety endorsed by the Minister and adopted in the Northern Territory.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.12.2	Records relating to implementation of plans, standards and procedures regarding marine safety issues to the community. Including public education to promote and update safe boating practices and safety equipment.	PERMANENT Transfer to NT Archives Service 4 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.13 INCIDENT RESPONSE

The activities involved in responding to incidents or issues, including the investigation of incidents and the preparation of reports and follow up activities involved in the incident

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records relating to responses to marine pollution incidents undertaken by marine safety branch. Including incident reports, advice given and supporting documentation.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use: MARINE SAFETY MANAGEMENT –
INQUIRY for inquiries into major marine pollution
incidents involving marine safety branch.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.14 INFRINGEMENTS

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the organisation's intellectual property.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records relating to minor infringements of marine legislation where the matter does not proceed to litigation.	TEMPORARY Destroy 7 years after action completed

Use: MARINE SAFETY MANAGEMENT – LITIGATION for infringements of marine legislation where the matter proceeds to litigation.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.15 INQUIRIES

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Records relating to formal inquiries conducted into marine safety incidents or accidents. Includes correspondence with manufacturers, factual details, supporting documentation, legal advice and opinions and ministerial correspondence.	PERMANENT Transfer to NT Archives 4 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.16 LEGISLATION

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records relating to the formulation, amendment and review of marine legislation. Includes proposals for amendments to existing legislation, comments on draft legislation, cabinet submissions explanatory memorandum, drafting instructions, and working papers to the minister.	PERMANENT Transfer to NT Archives Service 4 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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.17 LICENSING

Is the activity of the allocation or authorisation of issuing a licence for a specific purpose in relation to regulations and legislation.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records relating to approval of commercial licenses (ie ferry licenses) issued by the director of Marine Safety. Including deed of assignment, contract of service, approval documentation and copy of license issued.	TEMPORARY Destroy 7 years after licence expires

Use: MARINE SAFETY MANAGEMENT – COMPLIANCE for marine qualification licenses.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.18 LITIGATION

The activities involved in managing lawsuits or legal proceedings.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records relating to marine safety matters proceeding to litigation that lead to significant policy and or legislation change or set a major precedent. Including vessel details, incident details, correspondence to the Minister, statements, reports, compensation and payments, legal correspondence and transcripts of proceedings.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.18.2	Records relating to marine safety matters proceeding to litigation that do not lead to significant policy and or legislation change or set a major precedent. Including vessel details, incident details, correspondence to the Minister, statements, reports, legal correspondence and transcripts of proceedings.	TEMPORARY Destroy 10 years after action completed

Use: MARINE SAFETY MANAGEMENT – INFRINGEMENTS for minor infringements of marine legislation where the matter does not proceed to litigation

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.19 MARKETING & PROMOTION

The process of analysing, creating, promoting and/or selling products and services, including corporate image. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation.

Class No.	Description of Records	Status and Disposal Action
1.19.1	Master copy of films, videos and promotional material produced regarding marine safety.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.19.2	Records relating to the production of films and videos produced regarding marine safety.	TEMPORARY Destroy 5 years once superseded.
1.19.3	Records relating to advertising campaigns, arrangements for distribution for advertising / promotional material regarding marine safety to the community.	TEMPORARY Destroy 5 years after action completed

Use: MARINE SAFETY MANAGEMENT – EXTENSION SERVICES for participation in exhibitions and boat shows regarding marine safety.

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.20 MEETINGS

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
1.20.1	Records relating to meetings attended by marine safety staff to discuss marine safety matters that leads to significant policy change or sets a major precedent.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.20.2	Records relating to meetings attended by marine safety staff to discuss marine safety matters that do not lead to significant policy change, or does not set a major precedent.	TEMPORARY Destroy 5 years after action completed

Use: MARINE SAFETY MANAGEMENT – COMMITTEES for committees convened or attended by marine safety staff to discuss marine safety issues.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.21 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
1.21.1	Records relating to strategic plans to improve marine safety standards. Including discussion papers, correspondence to the Minister and supporting documentation.	PERMANENT Transfer to NT Archives Service 4 years after action completed

Use: MARINE SAFETY MANAGEMENT – ASSET CONTROL for plans regarding jetties, navigational aids, boat ramps and ferry terminals.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.22 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
1.22.1	Records relating to the development and implementation of marine safety policies. Includes consultation papers, drafts, policy proposals, reports and research papers.	PERMANENT Transfer to NT Archives Service 4 years after policy is superseded
1.22.2	Records relating to duplicate copies of marine policy documents and supporting papers.	TEMPORARY Destroy when reference ceases

Use: MARINE SAFETY MANAGEMENT – POLICY for the development and implementation of marine safety Management policies

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.23 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.23.1	Master set of marine guidelines supporting the marine safety management function including manuals, and handbooks.	PERMANENT Transfer to NT Archives Service 4 years once superseded
1.23.2	Records relating to the development and implementation of Marine Safety procedures for internal operations and processes	TEMPORARY Destroy once superseded
1.23.3	Duplicate copies of marine safety procedure documents	TEMPORARY Destroy when reference ceases

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.24 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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.24.1	Records relating to statistical reports on incidents / accidents interstate, overseas and the Northern Territory collated from data received from other marine authorities.	TEMPORARY Destroy 5 years after action completed
1.24.2	Records relating to periodical reports extracted from a database containing vessel and seafarer details used to monitor outstanding matters.	TEMPORARY Destroy once reference ceases

Use: STRATEGIC MANAGEMENT – REPORTING for formal reports submitted relating to the function of Marine Safety Management (eg. the Annual Report).

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.25 RISK MANAGEMENT

The process involving the identification of risks, and the implementation of appropriate practices and procedures which will address the impact from an incident.

Class No.	Description of Records	Status and Disposal Action
1.25.1	Records relating to national pollution contingency and disaster plans developed or adopted by marine safety branch for the Northern Territory. Includes contingency plans that have been reviewed, technical papers and equipment specifications.	PERMANENT Transfer to NT Archives Services 4 years after superseded
1.25.2	Copies of contingency and disaster plans developed or adopted by marine safety branch for the Northern Territory.	TEMPORARY Destroy once superseded

Use: MARINE SAFETY MANAGEMENT – TRAINING for contingency plan courses and training on pollution response attended by staff and the public.

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.26 STANDARDS

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance an organisation's processes and/or services.

Class No.	Description of Records	Status and Disposal Action
1.26.1	Records relating to marine safety standards developed and implemented by marine safety branch. Including technical standards for equipment specifications and safety standards.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.26.2	Records relating to national standards adopted and implemented in the Northern Territory. Includes standards for vessel designs and construction, crew competencies and pleasure craft.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.26.3	Copies of marine safety standards	TEMPORARY Destroy once reference ceases

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. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.27 TENDERING

The activities involved in developing, issuing, receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or services, or for the production of work.

Class No.	Description of Records	Status and Disposal Action
1.27.1	Records relating to the development, issue and evaluation of tender documentation for the supply installation and commissioning of marine safety assets where a signed contract by deed is executed under seal, (ie contracts executed under seal or signed by officers authorised by the contracting parties). Includes tender specifications, requests for proposals, written offers, negotiations with other agencies, public notices, evaluation reports and final report.	PERMANENT Transfer to NT Archives Service 4 years after action completed.
1.27.2	Records relating to the development, issue and evaluation of tender documentation for the supply installation and commissioning of marine safety assets where a simple contract is arranged on behalf of the agency. A simple contract may be made by an exchange of letters eg. The Tenderers Offer (Tender) and the Governments acceptance documentation, alternatively service orders are another form of acceptance documentation. Includes tender specifications, requests for proposals, written offers, negotiations with other agencies, public notices, evaluation reports and final report.	TEMPORARY Destroy 7 years after completion of contract.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.27 TENDERING

The activities involved in developing, issuing, receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or services, or for the production of work.

Class No.	Description of Records	Status and Disposal Action
1.27.3	Records of unsuccessful tenders or where the tender process has been discontinued. Includes submissions, notification of outcome, reports on debriefing sessions, tender specifications, requests for proposals, written offers, public notices, evaluation reports and final reports.	TEMPORARY Destroy 2 years after tender process completed or decision made not to continue with the tender.

Use: MARINE SAFETY MANAGEMENT – TENDERING for records relating to tenders for the supply, Installation and commissioning of marine safety assets.

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.

FEBRUARY 2004

1. MARINE SAFETY MANAGEMENT

The function of marine safety management includes:

Administration of marine safety through the Northern Territory *Marine Act*, to protect life and property.

Administration of *Marine Pollution Act* to protect the marine and coastal environment

Administer the coordination of preparedness and response to ship sourced marine pollution in coastal waters.

Administer development and maintenance of marine facilities

Administer and develop coastal safety radio communications

1.28 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.28.1	Records relating to recreational boating safety courses provided by marine safety branch. Includes only copies of certificates issued, original applications, identification and examination papers.	TEMPORARY Destroy 10 years after the issue of the certificate

Use: STAFF DEVELOPMENT – TRAINING for training attended by marine safety branch staff.

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.



Northern Territory Government

Department of Infrastructure, Planning and Environment