



## Records disposal schedule

# **Records Disposal Schedule Land Use and Development Planning Department of Infrastructure, Planning and Logistics**

**Disposal Schedule No. 2019/2**

**February 2019**

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## Preamble

### Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations ([http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records\\_disposal](http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal)), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

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

### Structure of a Records Disposal Schedule

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

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

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

Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the

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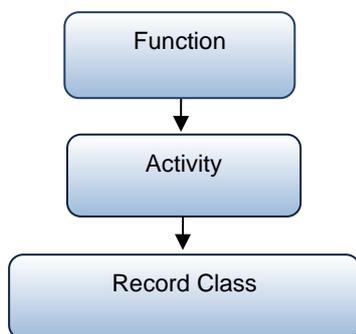
<sup>1</sup> S.145 *Information Act*

<sup>2</sup> S.136A(3) *Information Act*

State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 Land Use and Development Planning of the Department of Infrastructure, Planning and Logistics.

### Scope

Application of this Records Disposal Schedule is mandatory for Land Use and Development Planning records of the Department of Infrastructure, Planning and Logistics.

This Records Disposal Schedule applies to Land Use and Development Planning records in all formats.

### Responsibility

The Chief Executive of the Department of Infrastructure, Planning and Logistics is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

### Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2019/2 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive of the Department of Infrastructure, Planning and Logistics on 7 February 2019 and is effective immediately.

### Regulatory Framework

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

- *Planning Act*
- *Planning 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 Infrastructure, Planning and Logistics

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

## **Normal Administrative Practice**

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

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

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

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

## **Notification of Destruction**

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

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

## **Acknowledgement**

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

## Compliance Checklist

- |  |   |
|--|---|
| <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"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records   | <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"/> 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"/> 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"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule  | <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"/> 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"/> 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 business systems, either directly or by linking the business system to a records management system  | <input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced  |
| <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"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction  |
| <input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly  | <input type="checkbox"/> Notify the NT Records Service of destruction of all records  |
| <input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded  | <input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.  |
|  | <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. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

#### 1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of detailed formal advice to the Minister and the Development Consent Authority in relation to land use and development planning.  Includes ministerials and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting the declaration of prescribed fees and charges under the Planning Act by the Minister.	Temporary  Destroy 10 years after action completed
1.1.3	Records documenting routine advice provided in relation to land use and development planning.	Permanent  Retain in organisation

## 1. Land Use and Development Planning

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### 1.2 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting written delegations by the Minister to persons of their powers and functions under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting approved requests for planning certificates by the Minister. Includes planning certificate, applications, receipts for prescribed fees and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.3	Records documenting requests for planning certificates to the Minister that have not been approved. Includes applications and related correspondence.	Temporary Destroy 15 years after action completed
1.2.4	Records documenting approved forms by the Minister under the Act.	Temporary Destroy 7 years after form is superseded
1.2.5	Records documenting appointments of planning advisers by the Minister under the Act.	Temporary Destroy 7 years after appointment expires

## 1. Land Use and Development Planning

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### 1.3 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the establishment of the Planning Commission under the <i>Planning Act</i> . Includes appointments of members, including the Chairperson by the Minister.  Includes member's terms and conditions, resignations and terminations.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting meetings held by the Planning Commission.  Includes agendas, minutes and discussion papers.  Includes members disclosure of personal interests.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting committees established by the Planning Commission for the purposes of advising it on matters related to the Commission's functions.  Includes Project Control Groups, Community Advisory Groups and other working groups involving external stakeholders used to provide advice to the Commission on the preparation of land use plans and policy.	Temporary  Destroy 10 years after action completed
1.3.4	Records documenting the establishment of the Development Consent Authority under the <i>Planning Act</i> . Includes appointments of	Permanent  Transfer to the NT Archives Service 10 years after action completed

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### 1.3 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
	members and Chairpersons by the Minister and temporary members.  Includes terms and conditions, resignations and terminations.	
1.3.5	Records documenting meetings held by the Development Consent Authority.  Includes agendas, minutes and discussion papers.  Includes members disclosure of interests.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.6	Records documenting committees established by the Development Consent Authority for the purpose of advising the Authority on matters in relation to its functions.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.7	Records documenting advisory committees established by the Minister in relation to matters with planning for, or control of, the use and development of land.  Includes terms of reference.	Permanent  Transfer to the NT Archives Service 10 years after action completed

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The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.4 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.

Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting investigations into complaints where a person or persons are suspected of contravening the Act, such as not complying with a permit or order.</p> <p>Includes investigation reports, file notes, witness statements, photos, CCTV footage.</p> <p>May include written notifications to cease activity if persons are found guilty of an offence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
	<p>Use NTG Administrative Functions – 10.6 – LEGAL SERVICES – LITIGATION for activities associated with investigations that proceed to a lawsuit or other legal proceedings.</p>	

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.5 Control

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Register of each plan of subdivision or consolidation approved by the Consent Authority or any former authority, as required under the Act.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.5.2	Register of all permits issued by the consent authority or any former authority, as required under the Act.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.5.3	Register of all determinations of the Appeals Tribunal, or the Planning Appeals Tribunal under the former Act, in respect of determinations of the consent authority, as required under the Act.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.6 Development Assessment

The activities associated with the granting of development permits under the *Planning Act*. Includes notifications to stakeholders, receiving public submissions and service authority comments, technical assessments, reporting to the consent authority, and the handling of appeals.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting approved development applications by the consent authority for the purposes of carrying out development on land, including revocations and modifications of permits, exceptional development permits, planning scheme amendments, subdivisions, consolidations, boundary realignments, alteration permits and variations of development permit conditions and refusals.</p> <p>Includes applications, receipts of prescribed fees, assessments of compliance with the planning scheme or an interim development control order, public environmental reports, environmental impact statements, detailed description of the physical characteristics of the land, statements specifying the public facilities or public open space available in the area, statements specifying the public utilities or infrastructure provided by the developer, statements of public interest of the development, notifications to local authorities, service authorities and neighbours, technical assessments, reports to the consent authority, copies of published notices and other supporting documentation.</p> <p>May include ministerials, Minister's directions, requests from owners of the land for an extension of period of the permit, applications for alteration permits, compliance checks, notifications of abandonment of use, notifications of extensions of abandonment</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.6 Development Assessment

The activities associated with the granting of development permits under the *Planning Act*. Includes notifications to stakeholders, receiving public submissions and service authority comments, technical assessments, reporting to the consent authority, and the handling of appeals.

Class No.	Description of Records	Status and Disposal Action
	<p>periods, significant development proposals, and applications for a home-based visitor accommodation permit.</p> <p>May also include requests for a review of decision by applicants or third parties, including court orders and determinations of the Appeals Tribunal.</p>	
1.6.2	<p>Records documenting development assessment applications that have been deemed to have been withdrawn or lapsed.</p> <p>Includes applications, receipts of prescribed fees, copies of published notices, written decisions, ministerials and supporting documentation.</p> <p>Includes applications for a review of decision, court orders and determinations of the Appeals Tribunal.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 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. Includes requests made under the Information Act.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting applications from persons to the Minister for certified copies of planning documents, permits issued under the Act, and any other document issued under the Act.  Includes applications and receipts of prescribed fees.	Temporary  Destroy 10 years after action completed

## 1. Land Use and Development Planning

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### 1.8 Inquiry

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
1.8.1	<p>Records documenting inquiries requested by the Minister to be conducted by the Chairperson or a Division for purposes in relation to the administration of the Act.</p> <p>Includes final reports, file notes, consultation notes, witness statements, responses to final reports, and other supporting documentation.</p> <p>May include appointment of persons to conduct an inquiry by the Chairperson or a Division.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.9 Planning Schemes

The activities associated with the management of planning schemes under the *Planning Act*, including statements about land use policy, development controls, guidelines and maps, plans, designs and diagrams. Includes amendments and concurrent applications.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting planning schemes under the <i>Planning Act</i>, including concurrent applications and amendments, such as rezoning of land or changes, additions and deletions of text or diagrams contained in a planning scheme.</p> <p>Includes requests from persons or bodies, policy statements, conditions on a use or development of land, instructions and guidelines, maps, plans, designs and diagrams, copies of published exhibition notices, public hearings, maps, plans, designs and diagrams, land use policy statements, conditions and other supporting documentation.</p> <p>May include repeals, amendments and refusals of a specific planning scheme by the Minister, including approvals for incorporated documents and authorised interim development control orders in respect to the land.</p> <p>May also include written submissions to the Commissioner about proposals, reports by the Planning Commission.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.10 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Master set of final policies in relation to land use and development planning. Includes consultation draft versions, background research and consultation notes.	Permanent Transfer to the NT Archives Service 10 years after action completed

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.11 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.11.1	Master set of final procedures in relation to land use and development planning.  Includes consultation draft versions, background research and consultation notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed

## 1. Land Use and Development Planning

The function of planning and control of the use and development of land as required under the *Planning Act*. Includes the establishment of the Planning Commission and the Development Consent Authority, maintaining statutory registers, processing development assessment applications, investigations into complaints, and statutory reporting as required under the Act.

### 1.12 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting final reports in relation to land use and development planning, including the annual report and formal periodical reports.	Permanent Transfer to the NT Archives Service 10 years after action completed