

RECORDS DISPOSAL SCHEDULE

Darwin Bus Services

**Department of Infrastructure, Planning
& Environment**

Disposal Schedule No. 2005/6

21 April 2005

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ABOUT THIS DISPOSAL SCHEDULE

Purpose

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

Scope

Application of this Disposal Schedule is mandatory for Bus Services records of the Darwin Bus Service, Department of Infrastructure, Planning & Environment.

This Disposal Schedule applies to Darwin Bus Services records in all formats, including electronic records and records in business systems, copies of records and parts of records of the Northern Territory Government.

Regulatory Framework

The regulatory basis for this Disposal Schedule is defined in:

- ▶ Traffic Act
- ▶ Traffic Regulations
- ▶ Motor Omnibus Regulations
- ▶ Minibus Regulation
- ▶ Commercial passenger (Miscellaneous) Regulations
- ▶ Passenger Bus Regulations
- ▶ Tourist Vehicles Regulations
- ▶ Motor Vehicles Regulations
- ▶ Motor Vehicles Act
- ▶ Limousine Regulations
- ▶ Commercial Vehicles (Road) Transport Act
- ▶ Work Health Regulations
- ▶ Private Hire Car Regulations
- ▶ Australian Road Rules
- ▶ Northern Territory Motor Omnibus Operators and Drivers Code of Conduct
- ▶ Fatigue Management (Code of Practice)
- ▶ Information Act 2002
- ▶ Australian Standards AS ISO 15489:2002-Records Management

- ▶ Copyright Act
- ▶ Northern Territory Products Symbol Act
- ▶ Surveillance Devices Act
- ▶ Business Names Act
- ▶ Electronic Transactions (Northern Territory) Act
- ▶ Evidence Act

Regulatory Environment

The primary function of the Darwin Bus Service is to provide an efficient, safe and reliable urban public bus service to meet the needs of the Darwin and Palmerston Communities pursuant to its contract with the Public Transport Branch. The Darwin Bus Service also provides services for special events and children travelling to and from school in Darwin and Palmerston. The Darwin Bus Service undertakes this responsibility with a commercially viable efficient and effective bus service. Darwin Bus Service operates as a commercial business in line with the principles of the National Competition Policy.

Although Darwin Bus Service enjoys autonomy of administration as a Government Business Division it operates under a Service Level Agreement with the Public Transport Branch of Department Infrastructure, Planning & Environment. Major transport policies are developed by Public Transport Branch from which Darwin Bus Services implement operational policies and procedural documents for services. Ticketing, fee structure and timetables are all set by Public Transport Branch. Darwin Bus Service as, as a GBD, produces its own Financial and Annual report, which is included in the Department of Infrastructure, Planning and Environment Annual Report.

Darwin Bus Service maintains the entire Execulog/Winflex and CCTV systems including all data collection, hardware installation and system monitoring and repairs for equipment installed in each bus.



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 the Department of Infrastructure, Planning and Environment
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

- ▶ Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).
- ▶ Disposal Schedule for the Financial Management Records of the Northern Territory Government – Disposal Schedule No. 2001/2 (FM).
- ▶ Disposal Schedule for the Human Resource Management Records of the Northern Territory Government – Disposal Schedule No. 2001/6 (HRM).
- ▶ Disposal Schedule for Records of Short Term Value – Disposal Schedule No. 2003/10.
- ▶ NT Archives Service Guidelines on Normal Administrative Practice for Records Disposal Responsibility.

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

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the Department of



Infrastructure, Planning & Environment in April 2005 and is effective immediately.

Explanation

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

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 the 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.

This Schedule has been developed using the methodologies of Records Management Standard ISO 15489-2002.

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 five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records,

the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

Sentence records 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 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.

▶

Re-sentencing Records

All functional records previously (if any) sentenced under the General Disposal for Administrative Records are to be re-sentenced under the Disposal Schedule for the Darwin Bus Services

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 be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be 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

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

Acknowledgment

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia in the development of this schedule.

The schedule was drafted principally by the Records & Information Services, Department of Infrastructure, Planning and Development on behalf of the Darwin Bus Service, in consultation with the NT Archives Service.

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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

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.
- Identify records series that require re-sentencing
- Stop applying sentences from previous schedules that have been revoked or amended
- 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 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 documents that are obviously duplicate and/or unimportant



1. BUS SERVICES

The function of maintaining a compliant bus fleet delivering services on urban routes, school bus services and additional bus travel for major events in accordance with Service Level Agreements. Operating as a Government Business Division in a competitive environment, services include:

- Daily operational services
- Innovative technical research and development
- Bus Fleet maintenance

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	<p>Records relating to advice provided to the Minister on incidents, hazards, complaints, statistics, customer service issues, operating costs, policies and new initiatives for the function of bus services.</p> <p>Includes file notes, ministerials, internal memorandums and circulars.</p> <p>Use TECHNOLOGY & TELECOMMUNICATIONS – ADVICE for the activities associated with International Advice received on the legality and protocol issues of bus surveillance systems.</p>	TEMPORARY Destroy 3 years after action completed.

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1.2 AGREEMENTS

The activities associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements such as industrial awards and / or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records relating to the development and review of bus service agreements. Eg. Service Level Agreements with DIPE Public Transport division. Records include draft agreements, file notes, internal memorandums and ministerials.	TEMPORARY Destroy 3 years after agreement superseded.
1.2.2	Copies of agreements kept for reference use only.	TEMPORARY Destroy 1 year after 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.

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1.3 CLIENT SERVICES

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
1.3.1	<p>Records relating to Darwin Bus Service's response to hazards, incidents or complaints received.</p> <p>Records include incident/hazard forms, related DVD recordings from Mobile Data Recorders, file notes and internal memorandums.</p> <p>Use LEGAL SERVICES - LITIGATION for the activities associated with records if compliant proceeds to legal action.</p> <p>Use HUMAN RESOURCE – OCCUPATION HEALTH & SAFETY for the activities associated with records of incidents and injury to bus personnel.</p> <p>Use HUMAN RESOURCE - PERSONNEL for the activities associated with records of disciplinary actions imposed on individuals, as a result of an incident.</p> <p>Use TECHNOLOGY & TELECOMMUNICATION for the activities associated with records of research and purchase of systems and / or equipment concerning bus services.</p>	<p>TEMPORARY Destroy 7 years after file closed.</p>

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1.4 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
1.4.1	<p>Records relating to committees convened by or involving Darwin Bus Service in regard to the management and reviewing of bus services. Eg. Commercialisation committee, Business Services Group Management Committee.</p> <p>Records include minutes, agendas, discussion papers and reports.</p> <p>Use OCCUPATIONAL HEALTH & SAFETY - COMMITTEES for the activities associated with representing Darwin Bus Service regarding work OH&S issues.</p> <p>Use INDUSTRIAL RELATIONS - COMMITTEE for the activities associated with representing Darwin Bus Service regarding industrial relations matters.</p> <p>Use PERSONNEL - COMMITTEE for the activities associated with representing Darwin Bus Service regarding the personnel function.</p>	<p>PERMANENT Transfer to the NT Archives Service 4 years after action completed.</p>

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1.5 CONFERENCES

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	<p>Records relating to conferences attended by personnel regarding Bus Services, eg City Transit Association Incorporated.</p> <p>Includes copies of discussion papers, programs, agendas, minutes, registrations, publicity and reports. Includes workshops and seminars.</p> <p>Use INFORMATION MANAGEMENT – ACQUISITION for the activities associated with acquiring published reports of conferences for addition to Darwin Bus Service library.</p>	<p>TEMPORARY Destroy 3 years after action completed.</p>

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1.6 CONTRACTING-OUT

The activities associated with 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 outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records relating to the engagement of contractors to supply services, products or technical support to Darwin Bus Service.</p> <p>Types of Contracts let include</p> <ul style="list-style-type: none"> • Repairs and maintenance (mechanical, electronic, body and panels) • Replacements (Bus Fleet Purchase) • Fuel and Lubricant • Advertising or Publicity <p>Includes documentation on</p> <ul style="list-style-type: none"> • Interview reports • Signed contracts • Approval to use Commonwealth or interstate contracts • Application for certificate of exemption • Acceptance of contract • Authority to invite tender documentation • Forward planning information • Declined by delegated officer form • Memorandum to Minister requesting authority to invite tender • Terms of contract • Designation board changes, upgrades and settings • Warranty documentation • Applications for and approvals received or denied • Any photographic records <p>Use PERSONNEL – RECRUITMENT OR POSITION HISTORY for the activities associated with engaging personnel under contract, eg workshop personnel.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

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1. BUS SERVICES

The function of maintaining a compliant bus fleet delivering services on urban routes, school bus services and additional bus travel for major events in accordance with Service Level Agreements. Operating as a Government Business Division in a competitive environment, services include:

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1.7 EVENTS

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Photographic and publicity records relating to public events presented by or involving Darwin Bus Service such as the Naming of Buses or Bus Rodeo.</p> <p>Including records of:</p> <ul style="list-style-type: none">• Dignitaries who attended• Participants and winners of events• Programs <p>Use BUS SERVICES – LEASING-OUT for the activities associated with bus services provided for community events, eg V8 Supercars, New Years Eve.</p>	<p>PERMANENT Transfer to the NT Archives Service 4 years after action completed.</p>

1. BUS SERVICES

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1.8 LEASING-OUT

The activities associated with leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to the provision of bus charters or hire services. Includes: <ul style="list-style-type: none">• Request for services• Quotations• Costing sheets and variations• Routes of travel• Arrival plans• Departure plans• Special charter sheets• Requirement information• Graphs• Drivers rosters and shift board• Standby drivers list• Posters• Reports of buses used• Special hire details• Timetables• Approval memo received• Photographic records• Invoice	TEMPORARY Destroy 6 years after action completed.
1.8.2	Records relating to bus services provided free of charge to community organisations, eg: Red Cross.	TEMPORARY Destroy 3 years after action completed.

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1.9 LIAISON

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records relating to liaison with other bus services organisations eg. Local or interstate private bus authorities, ie Shukers, Bus Link or UTIP – Union of International Association of Public Transport.</p> <p>Records include invites to future conferences, updates or organisation contact details, new appointments and terminations etc.</p> <p>Use FINANCIAL MANAGEMENT – PAYMENTS for records relating to payments for magazine subscriptions.</p>	<p>TEMPORARY Destroy 3 years after action completed.</p>

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1.10 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
1.10.1	Records relating to ad hoc meetings to discuss bus services or staffing arrangement matters. Includes minutes, agenda, attendance, briefing and discussion papers and reports.	TEMPORARY Destroy 3 years after action completed.

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1.11 PLANNING

The activities associated with 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
1.11.1	<p>Records relating to business plans and action plans for the delivery of bus services. Eg Special events, programs and initiatives.</p> <p>Records include draft plans, feasibility studies, internal memorandums and ministerials.</p>	<p>TEMPORARY Destroy 6 years after plan superseded.</p>
1.11.2	<p>Records relating to management planning of bus routes and determination of bus services delivery (scheduling) such as the development and implementation of daily bus driver shift, schedules and deviations to scheduled trips.</p> <p>Includes maps, drafts, plans, comments, negotiations, consultations, research data, daily rosters or special schedules / rosters / timetables utilised when providing free of charge bus services.</p> <p>Use PERSONNEL – WORK CONDITIONS for records relating to daily bus rosters and other actions which bus drivers perform on a daily basis. May include driver details, place and dates of service.</p> <p>Use PERSONNEL - RECRUITMENT for engagement of Manpower personnel as additional personnel to meet bus service commitments.</p> <p>Use STRATEGIC MANAGEMENT – PLANNING for records relating to Darwin Bus Service strategic plans.</p>	<p>TEMPORARY Destroy 3 years after action completed.</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.

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1.12 PROCEDURES

The activities associated with standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records relating to master sets of procedures, guidelines and forms relating to all areas of bus services, eg, driving and operation of a vehicle and its related systems. Records relating to master sets of operational emergency response procedures and guidelines.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.12.2	Records relating to the development and implementation of Darwin Bus Service procedures for internal operations and processes. Includes advice received, comments against draft procedure, file notes and management approval.	TEMPORARY Destroy 3 years after procedures superseded.
1.12.3	Copies of procedures, guidelines and forms relating to all areas of bus services.	TEMPORARY Destroy 3 years after procedures superseded.

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.

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1.13 REPORTING

The activities 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
1.13.1	Records relating to formal reports to the Minister on matters of bus services as required by a Government Business Division.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.13.2	Records of statistics collected from systems such as Winflex, Execulog, CCTV monitoring fuel usage, mileage etc, from buses. Includes: <ul style="list-style-type: none">• Radio repairs report• Statistical and monthly reports• Passenger loadings / conduct reports• Ticket / card / passes reports• Defect vehicle reports Use FINANCIAL MANAGEMENT – ACCOUNTING for records relating to daily reports of monetary unders and overs from daily bus services routes, includes reconciliation reports of daily takings. Use PERSONNEL – PERFORMANCE MANAGEMENT for reports relating to Driver/Conductor performance.	TEMPORARY Destroy 3 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.

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1.14 RESEARCH

The activities associated with enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc, and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records relating to research in the development of innovations or obligations under Service Level Agreement within bus services adopted as an integrated part of the Government Business Division, eg. Alternative fuel, CCTV, driver safety etc. Includes the published final report of completed research, raw data, background or demographic information.	PERMANENT Transfer to the NT Archives Service 4 years after action completed.
1.14.2	Records relating to research into proposed activities which may impact on key function delivery, eg. Runtimes.	TEMPORARY Destroy 3 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.

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1.15 VEHICLE HISTORY

The activities associated with maintaining a concise history of information relating to acquisition, repairs and maintenance, fit-outs and disposal of individual vehicles. Includes repairs and maintenance provided as a result of vehicle involvement in an accident.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records relating to the purchase of vehicles by Darwin Bus Service, and records of</p> <ul style="list-style-type: none">• installation of equipment on buses and refurbishment of conversion of buses to comply with transport standards or to fulfil requirements under a service level agreement, and• repairs and maintenance of vehicles and all systems and / or equipment installed on vehicles, and• disposal of vehicles by auction, sale, transfer or write off. <p>Includes:</p> <ul style="list-style-type: none">• Accident reports and photographs• Asset receiving report• Auction / sale records• Copy of Application for certificate of exemption• Copy of incident / hazard form• Job cards, service sheets, year to date service and maintenance costs, service history and major repairs• Purchase order forms• Quotes• Registration and compliance report;<ul style="list-style-type: none">◦ Annual and six monthly commercial vehicle inspection reports• Request from the Solicitor General• Requisitions• Transfer of assets form• Valuations• Vehicle Defect Report• Warranty period and claims	TEMPORARY Destroy 6 years after disposal of bus/vehicle.

Use BUS SERVICES – CLIENT SERVICES for the activities associated with original incident / hazard forms.

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.



DEPARTMENT OF CORPORATE
AND INFORMATION SERVICES

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Alcatel	Contracting-Out	1.7	13
Alternative Fuel	Research	1.18	24
Application for Certificate of Exemption	Contracting-Out	1.7	13
Approval Memo	Leasing-Out	1.11	17
Approval to use Commonwealth or Interstate Contracts	Contracting-Out	1.7	13
Arrival Plans	Leasing-Out	1.11	17
Authority to invite tender documentation	Contracting-Out	1.7	13

B

Bus Charter	Leasing-Out	1.11	17
Bus Driver Shift Schedules	Planning	1.14	20
Bus Link	Liaison	1.12	18
Bus Rodeo	Events	1.8	14
Business Cards	Corporate Style	1.6	12
Business Plans	Planning	1.14	20

C

CCTV	Client Services	1.3	9
	Contacting-Out	1.7	13
City Transit Association Incorporated	Conferences	1.5	11
Close Circuit Television	Client Services	1.3	9
Commercialisation Committee	Committees	1.4	10
Committee	Committees	1.4	10
Communication	Liaison	1.12	18
Community Organisations	Liaison	1.12	18
Complaint	Client Services	1.3	9
Conferences	Conferences	1.5	11
Contractors	Contracting-Out	1.7	13
Contracts	Contracting-Out	1.7	13

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Conversion	Vehicle History	1.20	26
Copies of procedures, guidelines and forms	Procedures	1.16	22
Costing sheets and variations	Leasing-Out	1.11	17

D

Daily Rosters	Planning	1.14	20
Declined by delegated Officer Form	Contracting-Out	1.7	13
Demographic Information	Research	1.18	24
Departure Plans	Leasing-Out	1.11	17
Deviations	Planning	1.14	20
Discussion	Conferences	1.5	11
	Meetings	1.13	19
Disposal	Vehicle History	1.20	26
Driving and Operation of a Vehicle	Procedures	1.16	22
DVD disc	Client Services	1.3	9

E

Emergency	Procedures	1.16	22
Execulog	Reporting	1.17	23

F

Forward Planning	Contracting-Out	1.7	13
Free of Charge	Liaison	1.12	18
	Planning	1.14	20
Fuel and Lubricant	Contracting-Out	1.7	13
Fuel Usage	Reporting	1.17	23

G

Government Business Division	Committees	1.4	10
Graphs	Leasing-Out	1.11	17
Group Management Committee	Committees	1.4	10

I

Incidents / Hazard form	Client Services	1.3	9
	Vehicle History	1.20	26
Infringement Notices	Infringements	1.9	15
Installation of equipment	Vehicle History	1.20	26
Invoice	Leasing-Out	1.11	17

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Livery	Corporate Style	1.6	12
Logo	Corporate Style	1.6	12
	Intellectual Property	1.10	16

M

Master sets of art work	Intellectual Property	1.10	16
Master sets of procedures, guidelines and forms	Procedures	1.16	22
MDR	Client Services	1.3	9
Membership	Committees	1.4	10
Memo' to Minister requesting authority to invite tender	Contracting-Out	1.7	13
Mileage	Reporting	1.17	23
Minister	Reporting	1.17	23
Minutes	Committees	1.4	10
	Conferences	1.5	11
	Meetings	1.13	19
Mobitech	Contracting-Out	1.7	13

N

Naming of buses	Events	1.8	14
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P

Photographic records	Contracting-Out	1.7	13
	Leasing-Out	1.11	17
Planning	Planning	1.14	20
Policy	Policy	1.15	21
Posters	Leasing-Out	1.11	17
Programs	Conferences	1.5	11
	Planning	1.14	20
Public events	Events	1.8	14
Publicity	Conferences	1.5	11
	Events	1.8	14
Purchase order forms	Vehicle History	1.20	26

Q

Quotations (Quotes)	Leasing-Out	1.11	17
	Vehicle History	1.20	26

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Radio repairs report	Reporting	1.17	23
Raw Data	Research	1.18	24
Red Cross	Liaison	1.12	18
Registrations	Conferences	1.5	11
Repairs and Maintenance	Contracting-Out	1.7	13
	Vehicle History	1.20	26
Replacements	Contracting-Out	1.7	13
Reports	Committees	1.4	10
	Conferences	1.5	11
	Contracting-Out	1.7	13
	Meetings	1.13	19
	Reporting	1.17	23
Request for services	Leasing-Out	1.11	17
Requisitions	Vehicle History	1.20	26
Research	Research	1.18	24
Routes of travel	Leasing-Out	1.11	17
Rosters	Planning	1.14	20
Runtimes	Research	1.18	24

S

Sale records	Vehicle History	1.20	26
Scheduling	Planning	1.14	20
Seminars	Conferences	1.5	11
Service Level Agreement	Agreements	1.2	8
	Research	1.18	24
Shukers	Liaison	1.12	18
Solicitor General	Vehicle History	1.20	26
Special Charter Sheets	Leasing-Out	1.11	17
Special Hire	Leasing-Out	1.11	17
Special schedules / rosters / timetables	Planning	1.14	20
Staffing	Meetings	1.13	19
Stationary items	Corporate Style	1.6	12
Statistics	Reporting	1.17	23
Subscriptions to magazines	Liaison	1.12	18

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T

Terms of contract	Contracting-Out	1.7	13
Timetables	Leasing-Out	1.11	17
	Planning	1.14	20

U

UTIP	Liaison	1.12	18
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V

V8 Supercars	Events	1.8	14
Verification Watermark	Client Services	1.3	9

W

Warranty documentation	Contracting-Out	1.7	13
Winflex	Reporting	1.17	23
Workshops	Conferences	1.5	11