

**Records Disposal Schedule
Sport and Recreation Development
Department of Natural Resources, Environment,
the Arts and Sport**

Disposal Schedule No. 2010/2

February 2010

For information and advice, please contact
NT Records Service
Department of Business and Employment
GPO Box 2391
Darwin NT 0801

Telephone: (08) 8924 3847
Facsimile: (08) 8924 3880
Website: <http://uluru.nt.gov.au/dbe/records>

Table of Contents		1.15 Training	20
		1.16 Visits	21
ABOUT THIS DISPOSAL SCHEDULE	2		
Purpose	2		
Scope	2		
Regulatory Framework	2		
Related Documents	2		
Responsibility	3		
Authority	3		
Explanation	3		
NT Government Disposal Schedules	3		
Sentencing Records	3		
Re-sentencing Records	4		
Normal Administrative Practice	4		
Notification of Destruction	4		
Acknowledgment	4		
COMPLIANCE	5		
Compliance Checklist	5		
DISPOSAL SCHEDULE	6		
1. SPORT AND RECREATION DEVELOPMENT	6		
1.1 Advice	6		
1.2 Agreements	7		
1.3 Committees	8		
1.4 Contract Management	9		
1.5 Control	10		
1.6 Grant Allocation	11		
1.7 Implementation	12		
1.8 Leasing-out	13		
1.9 Liaison	14		
1.10 Marketing & Promotion	15		
1.11 Meetings	16		
1.12 Planning	17		
1.13 Reporting	18		
1.14 Tendering	19		

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of the sport and recreation development function and activities of the Department of Natural Resources, Environment, the Arts and Sport.

Scope

Application of this Disposal Schedule is mandatory for Sport and Recreation Development records of the Department of Natural Resources, Environment, the Arts and Sport.

This Disposal Schedule applies to Sport and Recreation Development 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:

- ▶ Information Act 2002
- ▶ Australian Standards 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 Natural Resources, Environment, the Arts and Sport.
- ▶ current authorised disposal schedules for Department of Natural Resources, Environment, the Arts and Sport.
- ▶ * 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
- ▶ Disposal Schedule for Temporary Records that have been Digitised – Disposal Schedule No. 2009/13

Responsibility

The Chief Executive of the Department of Natural Resources, Environment, the Arts and Sport 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 (The Archives Service), Director of Information Strategy (The Records Service), and the Chief Executive of the Department of Natural Resources, Environment, the Arts and Sport on 4th February 2010 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.

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 –

- ▶ General Disposal Schedule for Financial Management Records,
- ▶ General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records,
- ▶ 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 records sentenced under superseded disposal schedule Sport and Recreation Development 2004/11 are to be re-sentenced using this schedule.

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

The schedule was drafted principally by the Department of Natural Resources, Environment, the Arts and Sport in consultation with the NT Records 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. 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

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 Records 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

DISPOSAL SCHEDULE

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.1 ADVICE

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records relating to information, advice and opinions given to various bodies including the Australian Sports Commission and the Aboriginal and Torres Strait Islander Commission Regional Councils in accordance with agreements made regarding sport and recreation development in the Northern Territory.	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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.2 AGREEMENTS

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Final versions of agreements with commonwealth government organisations made to facilitate the management and delivery of sport and recreation development programs in the Northern Territory.</p> <p>Use LEASING or LEASING-OUT for lease agreements.</p> <p>Use FINANCIAL MANAGEMENT – ACCOUNTING or FINANCIAL MANAGEMENT – PAYMENTS for managing financial transactions associated with any agreement.</p> <p>Use PERSONNEL – EMPLOYMENT CONDITIONS – Performance Agreements for employee performance agreements.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.3 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
1.3.1	Records documenting committees formed by the organisation to consider matters relating to the sport and recreation development within the Northern Territory. Includes agenda, documents establishing the committee, final versions of minutes, report recommendations and supporting papers such as briefing papers and discussion papers.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.3.2	Records documenting advisory councils formed by the organisation to provide advice to the Minister on specific matters relating to the sport and recreation development within the Northern Territory. Includes agenda, documents establishing the committee, final versions of minutes, report recommendations and supporting papers such as briefing papers and discussion papers. Use COMMUNITY RELATIONS - COMMITTEES for committees convened by a non-government or public sector organisation.	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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.4 CONTRACT MANAGEMENT

The process of managing all aspects of the contract, including contract supervision and contract administration.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting contract management relating to the ground maintenance services of sporting facilities with contracts valued at \$500,000 or more. Includes supervision copy of contract, minutes of meetings with stakeholders and performance and evaluation reports.	TEMPORARY Destroy 20 years after completion or other termination of contract
1.4.2	Records documenting contract management relating to the ground maintenance services of sporting facilities with contracts valued below \$500,000. Includes supervision copy of contract, minutes of meetings with stakeholders and performance and evaluation reports.	TEMPORARY Destroy 7 years after completion or other termination 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.5 CONTROL

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Database containing metadata of successful and unsuccessful grant applications used for reporting purposes.	TEMPORARY Destroy 3 years after system is superseded and all data supported by the system is migrated

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. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.6 GRANT ALLOCATION

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting the distribution of grants to sporting, recreational and local governing bodies that increase participation in and the development of sport and recreation throughout the Northern Territory. Includes applications, business plans, audited statements, budgets, notification and feedback. Also includes partnership agreements.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.6.2	Records documenting review and assessment of annual grant applications in relation to increasing participation in and the development of sport and recreation throughout the Northern Territory by the Review and Assessment Team (RAT). Includes final recommendations to the Minister for allocation of grants. Use FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with the organisation applying for grants. Use COMMUNITY RELATIONS – GRANT FUNDING for grant applications made by the organisation for non-government funding. Use COMMUNITY RELATIONS – GRANT FUNDING for the overall management of grant applications made by the organisation.	PERMANENT Transfer to the 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.7 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
1.7.1	Records documenting the implementation of plans in accordance with agreements made regarding sport and recreation development in the Northern Territory.	PERMANENT Transfer to the 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.8 LEASING-OUT

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting the leasing-out of Northern Territory Government owned sporting and recreational facilities to sporting bodies e.g. Football Park. Includes negotiations and signed lease. Use PROPERTY MANAGEMENT – MAINTENANCE for repairs and maintenance to leased properties.	TEMPORARY Destroy 5 years after cessation of lease

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. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

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	Records documenting contact with other public sector organisations, local governing bodies, sporting groups, professional associations, private sector organisations, community groups and individuals in relation to the sport and recreation development in the Northern Territory.	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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.10 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
1.10.1	Master copies of marketing and promotional material used to encourage Territorians and communities to access and actively participate in a diverse range of sport and recreational activities. May include films, videos, DVD's, brochures and other marketing materials.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.10.2	Records relating to development and distribution of marketing and promotion material used to encourage Territorians and communities to access and actively participate in a diverse range of sport and recreation activities. May include advertising campaigns and provision souvenirs. Use COMMUNITY RELATIONS – PLANNING for the development of a marketing plan. Use COMMUNITY RELATIONS – MEDIA RELATIONS for media releases relating to marketing and promotional activities.	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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.11 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
1.11.1	<p>Records documenting gatherings held to formulate, discuss, update, or resolve issues and matters conducted in accordance with agreements made regarding sport and recreation development in the Northern Territory.</p> <p>Use COMMUNITY RELATIONS – MEETINGS for forums and meetings of individuals and groups that do not meet on a regular basis or have not been established as a formal group.</p> <p>Use STAFF DEVELOPMENT – MEETINGS for staff meetings held by the business unit regarding corporate or organisational issues.</p>	<p>TEMPORARY</p> <p>Destroy 5 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.12 PLANNING

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the planning of projects to add to the organisations Capital Works program proposal, where the projects are approved by Cabinet e.g. Marrara Football Park Stadium.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.12.2	Records documenting final versions of plans formulated as part of the planning requirements in accordance with agreements made regarding sport and recreational development in the Northern Territory. Includes working papers documenting the development of the plan, consultation drafts and comments received.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.12.3	Records documenting the planning of projects to add to the organisations Capital Works and Minor New Works proposal, where the projects are not approved by Cabinet. Use FINANCIAL MANAGEMENT – BUDGETING – Capital Works for budget estimates produced for internal use and records relating to spending progress against approved capital works allocations. Use STRATEGIC MANAGEMENT – PLANNING for the development and final version of the organisations corporate or agency-wide business plans. Use STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.	TEMPORARY Destroy 10 years after action completed

Note: All entries apply to records in any format, including electronic media, unless otherwise specified. It is the responsibility of all public sector organisations to ensure that all records are readily accessible for the retention periods specified.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.13 REPORTING

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of 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	<p>Records documenting final reports required as part of the reporting requirements in accordance with agreements made regarding sport and recreational development in the Northern Territory.</p> <p>Use GOVERNMENT RELATIONS – ADVICE where the organisation is responding to a request from within government for advice or comment for example a Ministerial or Cabinet Submission.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 4 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.14 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
1.14.1	Records documenting the development and issue of tender documentation where a contract is arranged on behalf of the Northern Territory Government in relation to ground maintenance services of sporting facilities with tender valued at \$500,000 or more. Includes Statement of Requirements, Request for Proposal, Request for Tender (RFT) and draft contract.	TEMPORARY Destroy 20 years after completion or other termination of contract
1.14.2	Records documenting the development and issue of tender documentation where a contract is arranged on behalf of the Northern Territory Government in relation to ground maintenance services of sporting facilities with tender valued below \$500,000. Includes Statement of Requirements, Request for Proposal, Request for Tender (RFT) and draft contract.	TEMPORARY Destroy 7 years after completion or other termination of contract
	USE FINANCIAL MANAGEMENT – TENDERING for the activities associated with tenders not related to sport and recreation development.	

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. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.15 TRAINING

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Records documenting the coordination and/or conducting of training to individuals and sporting organisations to increase their skills and abilities in relation to the development of sport and recreation within the Northern Territory.</p> <p>Use STAFF DEVELOPMENT – TRAINING for the activities associated with encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase productivity.</p>	<p>TEMPORARY</p> <p>Destroy 4 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.

1. SPORT AND RECREATION DEVELOPMENT

The function of providing and developing opportunities to increase participation in sport and recreation through the administration of grants, management of sport and recreation facilities and supporting and/or assisting the delivery of quality sport and recreation programs across the Territory. Includes the provision of sporting facilities throughout the Northern Territory through capital works program and the facility grants program encompassing the construction and maintenance of major state level venues to provide assistance for local community councils, sporting peak bodies and clubs.

1.16 VISITS

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Final reports of visits by development officers to communities within the Northern Territory with a view to promote and facilitate the increased active participation of Aboriginal and Torres Strait Islander People in accordance with agreements made regarding sport and recreation development in the Northern Territory. May include photographs.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.16.2	Records relating to travel arrangements and itineraries for visits by development officers to communities of the Northern Territory with a view to promote and facilitate the increased active participation of Aboriginal and Torres Strait Islander People in accordance with agreements made regarding sport and recreation development in the Northern Territory. May include submissions, approvals and movement requisitions.	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.

