



Northern  
Territory  
Government

**Records Disposal Schedule  
Sport and Recreation Development**

**Department of Natural Resources,  
Environment, the Arts and Sport**

**Disposal Schedule No. 2012/1**

**May 2012**

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

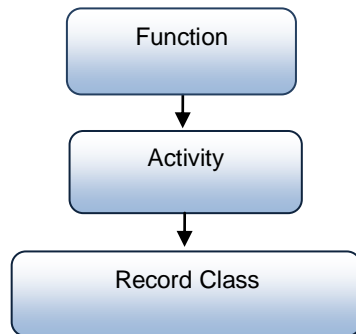
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<sup>1</sup> S.145 *Information Act*

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

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



### Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

### Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

### Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

### Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

**Permanent Records:** Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see *Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service*). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Sport and Recreation Development of the Department of Natural Resources, Environment, the Arts and Sport.

### Scope

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

This Records Disposal Schedule applies to Sport and Recreation Development records in all formats.

### Responsibility

The Chief Executive of the Department of Natural Resources, Environment, the Arts and Sport 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. 2012/1 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 24<sup>th</sup> May 2012 and is effective immediately.

### Re-sentencing Records

All records sentenced under superseded Records Disposal Schedule for Sport and Recreation Development 2010/2 are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-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 Natural Resources, Environment, the Arts and Sport
- current authorised disposal schedules for Department of Natural Resources, Environment, the Arts and Sport

### 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 (e.g. 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.

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 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 and 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
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- 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 recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- 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
- 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
- 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 for retention as archives not later than 30 years after creation
- 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 Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

## 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

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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 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 the NT Archives Service 10 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 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 the NT Archives Service 10 years after action completed
	Use COMMUNITY RELATIONS - COMMITTEES for committees convened by a non-government or public sector organisation.	

## 1. SPORT AND RECREATION DEVELOPMENT

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### 1.4 Contract Management

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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	<p>Electronic records and data relating to the grant application process. Includes successful and unsuccessful applicants, acquittals, recommendations, progress reports and agreements.</p> <p>For example the Grants Tracker System implemented April 2012.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after last entry</p>
1.5.2	<p>Database containing metadata of successful and unsuccessful grant applications used for reporting purposes.</p> <p>For example the Grant Application Database decommissioned end of 2013.</p> <p>Use TECHNOLOGY &amp; TELECOMMUNICATIONS – DATABASE MANAGEMENT for system administration, upgrades and backups.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after system is superseded and all data supported by the system is migrated</p>

## 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 government bodies that increase the participation in and the development of sport and recreation throughout the Northern Territory. Includes applications, Business plans, audited statements, budgets, notification and feedback created before April 2012. Also includes partnership agreements.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting review and assessment of annual grant applications in relation to the increasing participation in and the development of sport and recreation throughout the Northern Territory by the review and Assessment Team (RAT) created before April 2012. Includes recommendation to the Minister for allocations of grants.  Use SPORT AND RECREATION DEVELOPMENT – CONTROL for the activities associated with grant application process.  Use FINANCIAL MANAGEMENT – GRANT FUNDING for the activities associated with the administration of grant funding received by the agency.  Use COMMUNITY RELATIONS – GRANT FUNDING for grant applications made by the organisation for non-government funding.  Use STRATEGIC MANAGEMENT – GRANT FUNDING for the development of strategies associated with agency applications for grants	PERMANENT Transfer to the NT Archives Service 10 years after action completed

## 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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 10 years after action completed



## 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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

## 1. SPORT AND RECREATION DEVELOPMENT

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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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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 the NT Archives Service 10 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

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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>

## 1. SPORT AND RECREATION DEVELOPMENT

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### 1.12 Planning

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

Class No.	Description of Records	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 the NT Archives Service 10 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 the NT Archives Service 10 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

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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	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.  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.	PERMANENT  Transfer to the NT Archives Service 10 years after action completed

## 1. SPORT AND RECREATION DEVELOPMENT

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### 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.	

## 1. SPORT AND RECREATION DEVELOPMENT

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### 1.15 Training

The activities associated with all aspects of training.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
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>



## 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 the NT Archives Service 10 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