

**Records Disposal Schedule
Sporting Events Management
Department of Natural Resources, Environment,
the Arts and Sport
Disposal Schedule No. 2010/3**

February 2010

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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 Sporting Events Management function and activities of the Department of Natural Resources, Environment, the Arts and Sport.

Scope

Application of this Disposal Schedule is mandatory for Sporting Events Management records of the Department of Natural Resources, Environment, the Arts and Sport.

This Disposal Schedule applies to Sporting Events Management 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:

- ▶ Major Cricket Events Legislation and Regulations 2003
- ▶ 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 the 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 Sporting Events 2004/12 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.1 ADVICE

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

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting advice or support given in relation to the management of sporting events where the responsibility for managing the event rests with an external body.	TEMPORARY Destroy 7 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

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	Final version of agreements with NT sports organisations outlining respective responsibilities in staging major events. For example AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket and Soccer / Football A-League. Includes documented evidence of Public Liability Insurance.	PERMANENT Transfer to the NT Archives Service 4 years after expiry of agreement
1.2.2	Final versions of agreements between the Northern Territory Government and major sporting bodies. For example the Australian Cricket Board to host international cricket matches in the Northern Territory. Includes legal opinions sought in the preparation of an agreement. Also includes indemnities signed by the Treasurer.	PERMANENT Transfer to the NT Archives Service 4 years after expiry of agreement
1.2.3	Records documenting negotiations, establishment, maintenance and review of sponsorship of agreements in relation to the sporting events function.	TEMPORARY Destroy 7 years after action completed
1.2.4	Records documenting negotiations and establishment of agreements or contracts for use of services, facilities and/or equipment required as part of the event management process.	TEMPORARY Destroy 7 years after expiry of agreement, completion or termination of contract
1.2.5	Records documenting agreements for applicants to operate a food stall at a Northern Territory Government managed sporting event.	TEMPORARY Destroy 7 years after expiry of agreements

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1. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.3 ARRANGEMENTS

The activities involved in arranging for facilities for vehicles and staff travel.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting arrangements made in relation to coordinating the running of sporting events with contracts valued at \$500,000 or more. For example AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket or the Soccer / Football A-League.	TEMPORARY Destroy 20 years after action completed
1.3.2	Records documenting arrangements made in relation to coordinating the running of sporting events with contracts valued below \$500,000. For example Netball, Hockey and Crusty Demons.	TEMPORARY Destroy 7 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.4 AUTHORISATION

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the approval of Northern Territory Sports Award winners. Includes nominations for all categories. Also includes nomination and approval of Advisory Panel and Committee members.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.4.2	Records documenting requests of invitational athlete status for individuals or teams enabling athletes of exceptional level to compete in major sporting events.	TEMPORARY Destroy 7 years after action completed
1.4.3	Records documenting requests from countries outside of the member country region to participate in major sporting events.	TEMPORARY Destroy 7 years after action completed
1.4.4	Applications for certificates of exemption from public tender, including approvals from the Procurement Review Board where a contract is arranged in relation to the provision of services.	TEMPORARY Destroy 7 years after completion or other termination of contract
1.4.5	Records documenting requests from teams competing in major sporting events for the ability to promote sponsors on team clothing and/or sporting equipment.	TEMPORARY Destroy 7 years after expiry of period for which permission granted
1.4.6	Applications from organisations or individuals wishing to operate a food stall at the Northern Territory Government managed sporting event where the application is successful.	TEMPORARY Destroy 7 years after application completed
1.4.7	Applications from organisations or individuals wishing to operate a food stall at a Northern Territory Government managed sporting event where the application is unsuccessful.	TEMPORARY Destroy 2 years after action completed
1.4.8	Applications from individuals wishing to participate in major sporting events. Includes officials, volunteers and media accreditation. Also includes applications that are not accepted or withdrawn.	TEMPORARY Destroy 7 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.5 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
1.5.1	Records documenting Advisory Committees or Panels formed to consider matters in relation to the sporting events function. Includes agenda, documents establishing committee, final version of minutes, reports, recommendations and supporting documentation such as briefing papers and discussion papers.	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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.6 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
1.6.1	Records documenting contract management relating to the provision of official memorabilia / merchandise for sporting events with contracts valued at \$500,000 or more. For example Women's National Basketball League, National Basketball League, Rugby Union, International Cricket and Soccer / Football A-League. 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
1.6.2	Records documenting contract management relating to the provision of official memorabilia / merchandise for other sporting events with contracts valued below \$500,000. For example netball, hockey and Crusty Demons. 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.7 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
1.7.1	Records documenting contact with professional associations, private sector organisation, community groups and individuals in relation to participation in Northern Territory Government managed sporting events with contracts valued at \$500,000 or more. For example AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket and Soccer / Football A-League.	TEMPORARY Destroy 20 years after action completed
1.7.2	Records documenting contact with professional associations, private sector organisation, community groups and individuals in relation to participation in other Northern Territory Government managed sporting events with contracts valued below \$500,000. For example netball, hockey and Crusty Demons.	TEMPORARY Destroy 7 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.8 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
1.8.1	Records documenting gatherings held to negotiate, discuss, update or resolve issues and matters conducted regarding event agreements. Includes agenda, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 7 years after action completed
1.8.2	Records documenting contact with professional associations, private sector organisation, community groups and individuals in relation to participation in other Northern Territory Government managed sporting events. Includes agenda, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 7 years after action completed
1.8.3	Records documenting games coordinators meetings held to assist with coordination of Northern Territory Government managed sporting events. Includes agenda, final versions of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 7 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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.9 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
1.9.1	Official results books or report documenting official results of sporting events.	PERMANENT Transfer to NT Archives Service 4 years after action completed
1.9.2	Reference copies of official results of major sporting events such as AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket or the Soccer / Football A-League.	TEMPORARY Destroy when reference ceases

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

1. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.10 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
1.10.1	Records documenting the development and issue of tender documentation where a contract is arranged on behalf of the Northern Territory Government in relation to the provision of official memorabilia/merchandise for staging major events with contracts valued at \$500,000 or more. For example AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket and Soccer / Football A-League. Includes Statement of Requirements (RFT) and draft contract.	TEMPORARY Destroy 20 years after completion or other termination of contract
1.10.2	Records documenting the development and issue of tender documentation where a contract is arranged on behalf of the Northern Territory Government in relation to the provision of official memorabilia/merchandise for staging events with contracts valued below \$500,000. For example Netball, Hockey and Crusty Demons. Includes Statement of Requirements (RFT) and draft contract.	TEMPORARY Destroy 7 years after completion or other termination of contract
1.10.3	Records documenting the development and issue of tender documentation where a contract is arranged in relation to the provision of services required as part of the event management process performed under the sporting events function with contracts valued at \$500,000 or more. For example AFL, Women's National Basketball League, National Basketball League, Rugby Union, International Cricket and Soccer / Football A-League. Includes Statement of Requirements (RFT) and draft contract.	TEMPORARY Destroy 20 years after completion or other termination of contract
1.10.4	Records documenting the development and issue of tender documentation where a contract is arranged in relation to the provision of services required as part of the event management process performed under the sporting events function with contracts valued below \$500,000. For example Netball, Hockey and Crusty Demons. Includes Statement of Requirements ((RFT) and draft contract. Use FINANCIAL MANAGEMENT – TENDERING for the activities associated with tenders not related to sporting events management.	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. SPORTING EVENTS MANAGEMENT

The function of planning promoting and coordinating major sporting events in the Northern Territory. This includes event management, training and management of sports administrators and volunteers.

1.11 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
1.11.1	Records documenting visits by agency representatives to international and national organisations to promote Northern Territory Government management sporting events. Includes visits to Aboriginal communities.	TEMPORARY Destroy 7 years after 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.

