

**Records Disposal Schedule
Gas Supply and Transportation
Gas Supply Unit
Power and Water Corporation**

Disposal Schedule No. 2008/10

December 2008

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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 Gas Supply and Transportation of the Gas Supply Unit of the Power and Water Corporation.

Scope

Application of this Disposal Schedule is mandatory for the Gas Supply and Transportation records of the Power and Water Corporation.

This Disposal Schedule applies to the Gas Supply and Transportation 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
- ▶ Government Owned Corporations Act
- ▶ Consumer Affairs and Fair Trading
- ▶ Power and Water Corporation Act
- ▶ Utilities Commission Act
- ▶ Contracts Act
- ▶ Financial Management Act
- ▶ Electronic Transactions (Northern Territory) Act
- ▶ Evidence Act
- ▶ Evidence (Business Records) Interim Arrangements Act
- ▶ Limitations Act
- ▶ Public Sector Employment and Management Act and subordinate legislation
- ▶ Companies Act / Australian Corporations Legislation
- ▶ Trade Practices Act

- ▶ Energy Pipelines Act

Related Documents

This Disposal Schedule is to be read in conjunction with:

- ▶ NT Government Records Management Standard – Records Disposal
- ▶ policies and procedures of the [name of public sector organisation]
- ▶ current authorised disposal schedules for Power and Water Corporation
- ▶ Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No.2000/8 ADMIN

* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

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

Responsibility

The Managing Director of the Power and Water Corporation is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Managing Director of the Power and Water Corporation on 4 December 2008 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 –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

Sentencing Records

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

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

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 acknowledges 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 Power and Water Corporation 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 Northern Territory 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. GAS SUPPLY AND TRANSPORTATION

The function of negotiating and subsequently managing the contractual arrangements associated with the acquisition and transportation of gas to Power and Water's major power generation centres within the Northern Territory, as well as its sale to third party customers.

1.1 ACQUISITION

The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records relating to the acquisition of significant property assets, including compulsory acquisitions of on behalf of the Power and Water Corporation such as land for pipeline infrastructures and energy corridors for the Amadeus Basin to Darwin Pipeline, Bonaparte Gas Pipeline, Wickham Point Interconnect, Palm Valley to Alice Springs Pipeline.</p> <p>Includes investigations into and reports on the property, environmental impact assessments, budgetary estimates, cost benefit analyses, correspondence with the vendor or owner, draft versions of contracts of purchase containing significant changes/alterations, final approved versions of contracts of purchase.</p> <p>Use LEGAL SERVICES – ADVICE for the activities associated with legal advice regarding compulsory acquisition of property.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after 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. GAS SUPPLY AND TRANSPORTATION

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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.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to the establishment, negotiation, maintenance, variations and review of agreements between Power and Water Corporation and with stakeholders in gas purchase transportation and sales of gas within the Northern Territory.</p> <p>Includes correspondence and negotiations minutes or notes of meetings, drafts containing significant changes/alterations which have been formally circulated for comment, final approved versions of agreements and reviews of agreements.</p>	<p>TEMPORARY</p> <p>Destroy 30 years after expiration of agreement</p>

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1.3 AUDIT

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records relating to internal and external audits regarding the performance of the Gas Supply Unit as required by Power and Water Corporation.</p> <p>Includes records of audit planning or liaison with auditing body, minutes or notes of meetings, notes taken at interviews, correspondence, draft versions of audit reports containing significant changes/alterations or formally circulated for comment, final, approved versions of audit reports or responses to audit report findings or recommendations, records of remedial action.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>
1.3.2	<p>Records relating to risk management audits conducted regarding gas supply and transportation arrangements including supplier's obligations to supply and liabilities in cases of failure to do so.</p> <p>Includes: records of audit planning or liaison with auditing body, minutes or notes of meetings, notes taken at interviews, correspondence, draft versions of audit reports containing significant changes/alterations or formally circulated for comment, final, approved versions of audit reports or responses to audit report findings or recommendations, records of remedial action.</p>	<p>TEMPORARY</p> <p>Destroy 7 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. GAS SUPPLY AND TRANSPORTATION

The function of negotiating and subsequently managing the contractual arrangements associated with the acquisition and transportation of gas to Power and Water's major power generation centres within the Northern Territory, as well as its sale to third party customers.

1.4 COMMITTEES

The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc). Includes committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records relating to committees or boards convened by the organisation. Power and Water Corporation and the Gas Supply Unit.</p> <p>Includes records of the establishment of the committee, its terms of reference, memoranda of understanding etc, records of nomination, appointment, resignation or termination of members, authorisations by the organisation to participate, agenda and minutes, advice and briefing papers, submissions and reports, recommendations and resolutions, correspondence arising from business discussed or resolutions passed.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after action completed</p>
1.4.2	<p>Records relating to external committees attended by a representative of the organisation.</p> <p>Includes records of the establishment of the committee, its terms of reference, records of nomination, appointment, resignation or termination of members, authorisations by the organisation to participate, agenda and minutes, advice and briefing papers, submissions and reports, recommendations and resolutions and correspondence arising from business discussed or resolutions passed.</p> <p>Use GAS SUPPLY AND TRANSPORTATION – MEETINGS for records relating to adhoc meetings with internal and external stakeholders.</p>	<p>TEMPORARY</p> <p>Destroy 7 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. GAS SUPPLY AND TRANSPORTATION

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1.5 COMPLIANCE

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the Records Management Standard AS ISO 15489 2002.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to the organisation's compliance with mandatory or optional standards regarding the sale, purchase and transportation of gas. Includes access arrangements for the Amadeus to Darwin Gas Pipeline and other future pipelines in the Northern Territory and energy transportation requirements as per the Australian Competition and Consumer Commission (ACCC) rulings.	TEMPORARY Destroy 20 years after action completed
1.5.2	Records relating to serious breaches of non-compliance or failure to meet compliance requirements. Includes monitoring and audit of serious breaches, recommendations for investigation, outcomes and reporting actions for serious breaches. May also include legislation requirements, failure to comply with codes, advancing credit, engaging in discriminatory arrangements and use of market power to damage competitor.	TEMPORARY Destroy 20 years after action completed
1.5.3	Records relating to compliance requirements under gas industry policies and standards such as the National Competition Policy. Includes third party access, upstream issues and non serious compliance issues.	TEMPORARY Destroy 4 years after action completed

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The function of negotiating and subsequently managing the contractual arrangements associated with the acquisition and transportation of gas to Power and Water's major power generation centres within the Northern Territory, as well as its sale to third party customers.

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 relating to copies of major contracts for the purchase, sale or transportation of gas in the Northern Territory. Includes contractual obligations between parties; gas pipeline operations and maintenance; gas acquisition; gas field development work; specifications gas supply; gas reticulation project; pipeline infrastructure (includes compressions and associated laterals). Also includes interface operations and protocols.	TEMPORARY Destroy 30 years after completion of contract Note: Original contract held by legal section and must be retained for the same length of time as the asset
1.6.2	Records relating to minor contracts involving consultancies (individuals or companies) for expertise and services associated with the purchase, sale, and transportation of gas. Includes fees and charges, advice, recommendations and reports.	TEMPORARY Destroy 20 years after completion of contract
1.6.3	Records relating to copies of contracts retained in the business unit held for reference purposes.	Destroy when reference ceases

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1. GAS SUPPLY AND TRANSPORTATION

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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 relating to liaison activities undertaken with professional associations such as Australian Pipeline Industry, Australian Gas Association and the NT Northern Territory Resources Council. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	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. GAS SUPPLY AND TRANSPORTATION

The function of negotiating and subsequently managing the contractual arrangements associated with the acquisition and transportation of gas to Power and Water's major power generation centres within the Northern Territory, as well as its sale to third party customers.

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, 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	Final minutes and supporting documents tabled at ad hoc meetings with internal and external stakeholders. Includes administrative arrangements, agendas, attendance briefings, discussion papers, reports	TEMPORARY Destroy 3 years after action completed
1.8.2	Working papers and copies documenting the conduct and administration of ad hoc meetings. Includes agenda, notices of meeting and draft minutes.	TEMPORARY Destroy when reference ceases
	Use GAS SUPPLY and TRANSPORTATION – COMMITTEES for records relating to formal committees.	

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1. GAS SUPPLY AND TRANSPORTATION

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1.9 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
1.9.1	Records relating to the development and implementation of strategies and plans formulated by the organisation to support specific activities such as access to competitively priced feedstock fuel for electricity generation.	TEMPORARY Destroy 6 years after plan superseded
1.9.2	Records relating to planning activities to identify evaluate and pursue commercial opportunities for natural gas and related products.	TEMPORARY Destroy 6 years after plan superseded

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

1. GAS SUPPLY AND TRANSPORTATION

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1.10 PROCEDURES

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records relating to the development and review of manuals, handbooks, directives etc detailing the unit's procedures. Includes background research, records of consultations, draft versions of procedures containing significant changes/alterations or formally circulated for comment, reports analysing issues and the outcomes of consultation with stakeholders etc.	TEMPORARY Destroy 2 years after procedures superseded
1.10.2	Copies of procedures and manuals.	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. GAS SUPPLY AND TRANSPORTATION

The function of negotiating and subsequently managing the contractual arrangements associated with the acquisition and transportation of gas to Power and Water's major power generation centres within the Northern Territory, as well as its sale to third party customers.

1.11 PROJECT MANAGEMENT

The activities and techniques associated with managing the achievement of project goals and objectives, including ongoing project planning, resource management and reporting.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to implementing and managing major projects for the acquisition, transportation and sale of gas. for the Power and Water Corporation. Includes evaluation and feasibility studies, funding implications, reporting protocols, project history, costing and specifications	PERMANENT Transfer to NT Archives Service 10 years after action completed
1.11.2	Records relating to implementing and managing minor projects for the acquisition, transportation and sale of gas. for the Power and Water Corporation. Includes evaluation and feasibility studies, funding implications, reporting protocols, project history, costing and specifications	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. GAS SUPPLY AND TRANSPORTATION

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1.12 REPORTING

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Final version of reports relating to functional activities. Includes briefing and discussion papers, quarterly, monthly, annual and other management reports.	TEMPORARY Destroy 20 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. GAS SUPPLY AND TRANSPORTATION

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1.13 SUBMISSIONS

The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gaining, support or obtaining approval.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records relating to Cabinet submissions and related Cabinet documents prepared by the organisation regarding gas supply and transportation in the Northern Territory. Includes covering memorandums, reports and attachments to the submissions and Cabinet minutes requesting submissions	PERMANENT Transfer to NT Archives 4 years after action completed
1.13.2	Records relating to submissions (other than Cabinet submissions) prepared by the organisation made to the Minister and government bodies on issues that may be contentious or have economic and long term implications directly related to gas supply and transportation in the Northern Territory.	PERMANENT Transfer to NT Archives 4 years after action completed
1.13.3	Records relating to submissions (other than Cabinet submissions) prepared by the organisation made to the Minister and government bodies on issues of lesser importance which have no long term implications directly related to gas supply and transportation in the Northern Territory.	TEMPORARY Destroy 10 years after action completed
1.13.4	Records relating to comments provided by the organisation on Cabinet Submissions prepared by other agencies.	TEMPORARY Destroy 5 years after action completed
1.13.5	Working papers relating to the development of submissions.	TEMPORARY Destroy when reference ceases

