



Records disposal schedule

Records Disposal Schedule Superannuation Administration Department of Treasury and Finance

Disposal Schedule No. 2017/16

September 2017

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Preamble

Introduction

The *Information Act* states that a person must safeguard their records and must not delete or otherwise dispose of a public sector record unless authorised to do so¹. 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), 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.²

Each class of records created by an agency is described using classifications based on business analysis.

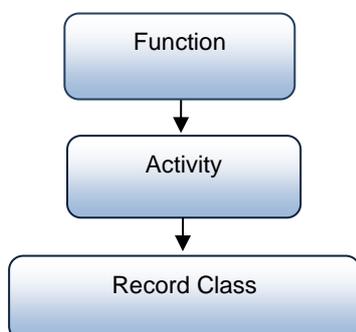
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² 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 Superannuation Administration of the Department of Treasury and Finance.

Scope

Application of this Records Disposal Schedule is mandatory for Superannuation Administration records of the Department of Treasury and Finance.

This Records Disposal Schedule applies to Superannuation Administration records in all formats.

Responsibility

The Under Treasurer of the Department of Treasury and Finance 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. 2017/16 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Under Treasurer of the Department of Treasury and Finance on 25 September 2017 and is effective immediately.

Re-sentencing Records

All records sentenced using Records disposal schedules for 2006/8 – Superannuation Administration and Superannuation Development, 2007/5 – Superannuation Investment Board, 2007/6 – Superannuation Review – Superannuation Review Board, 2007/7 – Superannuation Investment – Legislative Assembly Members Benefit Scheme Trustees Board and 2007/8 – Superannuation Investment – NT Police Supplementary Benefit Scheme Trustees Board are to be re-sentenced in accordance with this schedule.

Regulatory Framework

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

- *Administrators Pensions Act*
- *Family Law Act (CTH)*
- *Heads of Government Agreement (Exemption of Certain Public-Sector Superannuation Schemes From the Superannuation Industry (Supervision) Act 1993 (CTH) and the Superannuation (Resolution of Complaints) Act 1993 (CTH))*
- *Income Tax Assessment Act 1997 (CTH) and Regulations*
- *Legislative Assembly Members Superannuation Contributions Act*

- *Legislation Assembly Members Superannuation Fund Act*
- *Northern Territory Government and Public Authorities Superannuation Rules*
- *Northern Territory Police Supplementary Benefit Scheme Trust Deed and Rules*
- *Surcharge Collections Act (CTH)*
- *Superannuation Act*
- *Superannuation Guarantee (Safety Net) Act*
- *Superannuation Industry (Supervision) Act 1993 (CTH)*
- *Superannuation Regulations*
- *Supreme Court Judges Pension Act*
- *Unclaimed Superannuation Benefits Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489 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 Treasury and Finance
- current authorised disposal schedules for Department of Treasury and Finance

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 (eg 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.

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. Superannuation Administration

The function of administering the Northern Territory's Public Sector superannuation schemes in accordance with Commonwealth and Northern territory legislation. Includes the establishment and management of the Superannuation Trustee Board management and monitoring of the funds' investments and the delivery of superannuation services to meet the expectations of trustees, fund beneficiaries, members and employers.

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 high level advice provided to and from the Minister, other government bodies, other regulators and industry stakeholders in relation to superannuation administration, such as legislative amendments, and policy. Includes ministerials, briefing notes and submissions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice to members and other stakeholders in relation to superannuation administration legislation requirements and procedures.	Temporary Destroy 7 years after action completed
	Use 1.7 MEMBER SERVICES for records documenting specific advice given to members around their contributions, benefits and other matters.	

1. Superannuation Administration

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1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance and review of high level agreements with other governments, government organisations or bodies in relation to Superannuation administration, such as the Heads of Government Agreement with the Commonwealth, State and Territory Governments, including agreements as required under the <i>Superannuation Act</i> .	Permanent Transfer to the NT Archives Service 10 years after the last payment to the last active member in the fund/scheme

1. Superannuation Administration

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the appointments of the Commissioner of Superannuation by the Administrator. May include appointments by the minister of persons to act whilst the Commissioner is absent from duty or there is a vacancy in the office of Commissioner.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting delegations by the Commissioner to persons of powers and functions under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting delegation of powers and functions- from the Trustee Board to any of the Board Members or established committees.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting declarations by the Commissioner for classes of persons. Includes ministerials and gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed

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1.4 Committees

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the establishment of the Superannuation Trustee Board, including appointments of members, Chairpersons and Deputy Chairpersons by the Minister as required under the Act. Includes agendas, minutes, discussion papers, May include leave of absences, terminations, resignations, and disclosure of personal interests.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting committees established by the Trustee Board under the Act, such as the Risk Sub-Committee and the Audit Sub-Committee. Includes appointment of members, agendas, minutes and discussion papers. May include leave of absences, terminations, resignations, disclosure of personal interests.	Permanent Transfer to the NT Archives Service 10 years after action completed
	Use Administrative Functions of the Northern Territory Disposal Schedule No. 2013/5 - 0.6.2 – COMMITTEES for records documenting routine administrative committees in relation to superannuation administration.	

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1.5 Investigation

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting final investigation reports as required under the Act, such as actuarial investigations. Includes investigation reports to the Trustee Board, consultation notes, ministerials and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting the research, raw data, statistic reports and other supporting documentation gathered as part of an actuarial investigation.	Temporary Destroy 10 years after action completed
1.5.3	Records documenting investigations into persons suspected of contravening the Act, such as providing misleading information and disclosure of information. Includes investigation reports, witness statements, file notes, extracts of documents and other related correspondence.	Temporary Destroy 10 years after action completed
	Use Administrative Functions of the Northern Territory Disposal Schedule No. 2013/5 - 0.0 LEGAL SERVICES – LITIGATION for records documenting legal action resulting from an investigation.	

1. Superannuation Administration

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1.6 Member Services

The activities associated with the planning and delivery of superannuation services to members and fund beneficiaries.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting members' superannuation accounts as required under the relevant legislation or agreements.</p> <p>Includes contributions, returns and benefits, advanced payments, claims for benefits, specific advice given to members about their individual circumstances, and related correspondence to members and relevant rollover funds.</p> <p>May include family law cases and unclaimed superannuation benefits.</p> <p>May include choice of superannuation funds by members of the legislative assembly, including written notices to the Clerk of the Legislative Assembly, variations, revocations and other related correspondence as required under the <i>Legislative Assembly Members Superannuation Contributions Act</i>.</p>	<p>Temporary</p> <p>Destroy 20 years after the last payment to the last active member in the fund/scheme</p>
1.6.2	<p>Records documenting the management of members' payments, contributions and benefits payable, including reports to members and financial statements.</p> <p>May include surcharge debit accounts as required under the <i>Surcharge Collections Act</i>, superannuation contributions surcharge and interest payable.</p> <p>May include recovery of money owing to fund, release authorities issued by the Australian Taxation Office, transfers of adherent's benefits, and payments to eligible rollover funds.</p>	<p>Temporary</p> <p>Destroy 20 years after fund is closed</p>

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1.6 Member Services

The activities associated with the planning and delivery of superannuation services to members and fund beneficiaries.

Class No.	Description of Records	Status and Disposal Action
	<p>May include member's request for information to be provided by the Commissioner.</p> <p>May include the payment of discretionary benefits approved by the Minister.</p> <p>May include applications for reviews of a decision made by the Commissioner or the Trustee Board.</p>	

1. Superannuation Administration

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1.7 Payments

The activities involved in the preparation and payment of money.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the transfer of payments of unclaimed superannuation benefits to the Central Holding Authority, including payments to members, and other superannuation funds.	Temporary Destroy 20 years after end of financial year to which the last action relates

1. Superannuation Administration

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1.8 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Final versions of policies in relation to superannuation administration, including Administrative Instructions approved by the Minister as required under the <i>Superannuation Guarantee Safety Net Act</i> . Includes ministerials and gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting the development of policies in relation to superannuation administration. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 15 years after action completed

1. Superannuation Administration

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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 an 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	Final versions of major reports in relation to superannuation administration, including annual reports and rates of return as required under the <i>Superannuation Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting the development of reports in relation to superannuation administration. Includes draft versions, reports and consultation notes.	Temporary Destroy 5 years after action completed

1. Superannuation Administration

The function of administering the Northern Territory's Public Sector superannuation schemes in accordance with Commonwealth and Northern Territory legislation. Includes the establishment and management of the Superannuation Trustee Board management and monitoring of the funds' investments and the delivery of superannuation services to meet the expectations of trustees, fund beneficiaries, members and employers.

1.10 Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting actuarial reviews by the Commissioner of Superannuation Schemes as required under the <i>Superannuation Act</i> as directed by the Minister. Includes annual and triannual reviews.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the review of the Trustee Board membership structure by the Minister as required under the Act. Includes advice of an actuary and consultations with the Under Treasurer, Unions NT, the Commissioner of Police and the Police Association.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Superannuation Administration

The function of administering the Northern Territory's Public Sector superannuation schemes in accordance with Commonwealth and Northern Territory legislation. Includes the establishment and management of the Superannuation Trustee Board management and monitoring of the funds' investments and the delivery of superannuation services to meet the expectations of trustees, fund beneficiaries, members and employers.

1.11 Superannuation Funds and other Schemes

The activities involved with managing contributions towards superannuation funds and schemes, as well as the management of other NT Public Sector schemes. Includes establishment, investment, payments, reporting and withdrawals.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the establishment of Superannuation Funds and non-Superannuation Schemes, such as the NT Government and Public Authorities Employees' Superannuation Fund, the Legislative Assembly Members Superannuation Fund, Northern Territory Police Supplementary Benefit Scheme, Northern Territory Administrators Pensions Scheme, the NT Supplementary Superannuation Scheme and the Northern Territory Government Death and Invalidity Scheme.</p> <p>Includes gazette notices, trust deeds, Ministerial instruments and opening fund accounts with Authorised Deposit Institutions as the Trustee Board determines.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 20 years after action completed</p>
1.11.2	<p>Records documenting the management of superannuation Funds and non-Superannuation Schemes.</p> <p>Includes authorisation of signatories to operate superannuation fund management accounts, published final investment return notices, interim investment return notices, claims for benefits, associated costs payable to the Superannuation Trustee Board, investments approved by the Trustee Board, liability estimates, copy of audit reports and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 20 years after action completed</p>