

**Records Disposal Schedule
Construction Management
Department of Construction and
Infrastructure
Disposal Schedule No. 2010/4**

July 2010

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

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

Table of Contents

ABOUT THIS DISPOSAL SCHEDULE	2
Purpose	2
Scope	2
Regulatory Framework	2
Related Documents	2
Responsibility	3
Authority	3
Explanation	3
NT Government Disposal Schedules	3
Sentencing Records	3
Normal Administrative Practice	4
Notification of Destruction	4
Acknowledgment	4
COMPLIANCE	5
Compliance Checklist	5
DISPOSAL SCHEDULE	6
1. CONSTRUCTION MANAGEMENT	6
1.1 Advice	6
1.2 Contracting-Out	7
1.3 Control	9
1.4 Construction Design	10
1.5 Disputes	11
1.6 Investigations	12
1.7 Liaison	14
1.8 Maintenance	15
1.9 Meetings	16
1.10 Planning	17
1.11 Policy	18
1.12 Procedures	19
1.13 Project Management	20
1.14 Reporting	22
1.15 Tendering	23

ABOUT THIS DISPOSAL SCHEDULE

Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Construction Management of the Construction Division of the Department of Construction and Infrastructure.

Scope

Application of this Disposal Schedule is mandatory for Construction Management records of the Construction Division of the Department of Construction and Infrastructure.

This Disposal Schedule applies to Construction 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:

- ▶ Building Act
- ▶ 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 Construction and Infrastructure
- ▶ current authorised disposal schedules for Department of Construction and Infrastructure
- ▶ * 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* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).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 Construction and Infrastructure 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 Construction and Infrastructure on 21 July 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 six 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, the Disposal Schedule for Records of Short term Value and the Disposal Schedules for Temporary Records that have been Digitised. 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 the following superseded disposal schedules are to be re-sentenced using this schedule

- ▶ Disposal Schedule for the Contracts Section of the Department of Transport and Works – NTAS Disposal Authority: 1991/3
- ▶ Disposal Schedule for the Roads Division of the Department of Transport and Works – NTAS Disposal Authority: 1991/4
- ▶ Disposal Schedule of Engineering Survey Records of the Department of Transport and Works – NTAS Disposal Authority: 1991/5

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 Construction and Infrastructure 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

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	<p>Records relating to formal advice of major significance provided to the Minister on infrastructure project management services. Excludes regular advice to the minister.</p> <p>Includes advice on topics such as salmonella in air-conditioning ducts, major projects, land release development and road widening.</p> <p>Use GOVERNMENT RELATIONS - REPRESENTATIONS for records relating to formal ministerials.</p> <p>Use GOVERNMENT RELATIONS – ADVICE for records relating to informal or routine advice and briefing notes to the Minister.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 6 years after action completed</p>
1.1.2	<p>Records relating to routine advice provided to internal or external clients in relation to community service obligations, programs, construction and maintenance projects, technical information including drawings relating to construction or roads and infrastructure buildings.</p> <p>Includes routine advice provided to clients in relation to contract management or other services provided by Construction Division.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>
1.1.3	<p>Records relating to advice provided in relation to the review of external standards, guidelines and procedures such as National Building Specification (NATSPEC), quality documentation, environmental preservation, Standards Australia, Building Code of Australia, Northern Territory Government procurement, human resources, occupational health and safety and legislation such as the Planning Act.</p> <p>Includes emails notifying Construction staff of changes.</p>	<p>TEMPORARY</p> <p>Destroy 2 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.2 CONTRACTING-OUT

The activities associated with arranging, procuring and managing the performance of work or the provision of goods and services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records relating to the design and construction of major capital works (e.g. valued at or above \$200.000 or buildings of historical significance) infrastructure building, road, bridges and traffic signal projects. Includes construction of electrical, hydraulic, structural, mechanical and environmental aspects.</p> <p>Includes drawings, Australian Building Industry Contracts, standard forms, master builders contracts, forms, long and short architecture agreements, approvals, client agreements, sub consultant agreements, site reviews, terms of agreement, service agreements, extensions of time, progress claims, valuations, variations, assessments, issue descriptions, period contracts, quotation requests, conditions of tendering.</p> <p>Note:</p> <p>Use CONSTRUCTION MANAGEMENT – DISPUTES for records relating to contractual disputes.</p> <p>Use CONSTRUCTION MANAGEMENT – MAINTENANCE for records relating to maintenance of infrastructure building, road, bridges and traffic signal projects.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 6 years after action completed</p>
1.2.2	<p>Records relating to contracts let under seal/deed.</p> <p>Includes correspondence, contract, amendments.</p> <p>Use CONSTRUCTION MANAGEMENT – CONTRACTING OUT class 1.2.6 for records relating to agreements not under seal/deed.</p>	<p>TEMPORARY</p> <p>Destroy 15 years after completion of contract</p>
1.2.3	<p>Records relating to the design and construction of minor capital works (e.g. valued at or below \$200.000) infrastructure such as building, road, bridges and traffic signal projects.</p> <p>Includes construction of electrical, hydraulic, structural, mechanical and environmental aspects.</p> <p>Also includes drawings, Australian Building Industry Contracts, standard forms, master builders contracts, forms, long and short architecture agreements, approvals, client agreements, sub consultant agreements, site reviews, terms of agreement, service agreements, extensions of time, progress claims, valuations, variations,</p> <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.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed or expiry of warranty whichever is later</p>

1. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.2 CONTRACTING-OUT

The activities associated with arranging, procuring and managing the performance of work or the provision of goods and services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
	<p>assessments, issue descriptions, period contracts, quotation requests, conditions of tendering.</p> <p>Note:</p> <p>Use CONSTRUCTION MANAGEMENT – DISPUTES for records relating to contractual disputes.</p> <p>Use CONSTRUCTION MANAGEMENT – MAINTENANCE for records relating to maintenance of infrastructure building, road, bridges and traffic signal projects.</p>	
1.2.4	<p>Records relating to project administration of the contracts.</p> <p>Includes business support such as economic analysis, documentation of claims and issues, extension of time documentation, progress claim valuations, variations, change order and correspondence between construction management and contractor, raising invoices and documenting payment schedules, fee offers.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after completion of contract</p>
1.2.5	<p>Records relating to the engagement of consultants and contractors for maintenance such as gardening and cleaning.</p> <p>Includes contract, service agreement, variations, and correspondence.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after completion of contract</p>
1.2.6	<p>Records relating to the establishment, maintenance, negotiation and review of signed agreements including service level agreements made between Construction Division and internal Departmental clients, other government agencies, Darwin City Council, community groups or private sector organisations.</p> <p>Note: Use CONSTRUCTION MANAGEMENT– CONTRACTING OUT for legal agreements signed under seal.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after agreement expires</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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.3 CONTROL

The activities associated with creating, maintaining and evaluating control mechanisms, eg Thesaurus

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records relating to the administering of the master technical specifications for infrastructure, roadworks and power and water assets used in the preparation of contract documents for the construction and maintenance of Northern Territory Government infrastructure.</p> <p>Includes Asset Management System.</p> <p>Use TECHNOLOGY & TELECOMMUNICATIONS-DATABASE MANAGEMENT for system administration, upgrades and backups.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 6 years after action completed</p>
1.3.2	<p>Records relating to Plan Room final and as constructed drawings (official version of drawings) of buildings, roads, civil, power, water assets.</p> <p>Includes drawings, descriptions, metadata, approvals, revisions and maps, APRO system transmittals.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 30 years after action completed, unless exemption granted under the Information Act</p>
1.3.3	<p>Records relating to project checklists in the preparation of master specifications used in conjunction with project control section or on projects without quality assurance.</p> <p>Includes list of technical specifications listed on contents page of a request for tender, instruction sheets.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

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

1. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.4 CONSTRUCTION DESIGN

The activities associated with documenting the dimensions, purpose and specifications prior to physical construction

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records relating to initial pre tender briefings with clients.</p> <p>Includes technical drawings, building plans, specifications, maps, engineering assessments, energy management plans, certifications, approvals, permits, correspondence, photographs, costings, drawings, possession of site, Requests For Information, liquidated damage notices, appointments of staff, site preparation, clearance approvals, clearances, road access permits, comments, pre tender forms, estimates and National Public Works Council (NPWC) letters, functional design brief, scope of work and drafts.</p> <p>Use CONSTRUCTION MANAGEMENT – INVESTIGATIONS for the activities associated with geo technical and hydrological investigations.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after project 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.5 DISPUTES

The activities associated with handling any disagreement. May include discussion, discovery, management, mitigation, negotiation and resolution of disputes. Includes disputes pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, ownership, intellectual property, commercial disputes etc.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records relating to defects detected during liability period of construction phase of minor or major infrastructure or road project below or at \$15,000 to above \$5 million. Includes correspondence, legal opinion, defect liability notices, contract variations.	TEMPORARY Retain until the end of the life of the asset then destroy
1.5.2	Records relating to major disputes arising from management of or non performance of parties under the contract of a minor or major infrastructure or road project below or at \$15,000 to above \$5 million. Eg Contract disputes. Includes correspondence, legal opinion, contract variations and changes to policy.	TEMPORARY Retain until the end of the life of the asset then destroy
1.5.3	Records relating to minor disputes arising from management of or non performance of parties under the contract of infrastructure or road project. Eg Contract Dispute. Includes correspondence, legal opinion, contract variations. Use LEGAL SERVICES – LITIGATION for the activities associated with a dispute that leads to legal action.	TEMPORARY Destroy 5 years after action completed

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

1. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.6 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records relating to geo technical and hydrological investigations of soil and rock status for new works or failure of existing works. Includes reports, photographs, statistical analysis, test results, clearances, borrow pit approvals, environmental impact statements, heritage clearances and notices of intent and sacred site identification.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
1.6.2	Records relating to site investigations of structural infrastructure or environmental impacts such as chemical spills. Includes incident reports, advice and support documentation, photographs, witness statements, interview transcripts, service identification, client requirements and surveys, environmental management plans.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.6.3	Records relating to Aboriginal Areas Protection Authority site identification. Includes incident reports, advice and support documentation, photographs, witness statements, interview transcripts, archaeological reports, service identification, client requirements, surveys and clearances.	PERMANENT Transfer to the NT Archives Service 4 years after action completed
1.6.4	Records relating to quality assurance and probity of major and minor infrastructure and road projects.. Includes audits, checklists, roadmaps, recommendations.	TEMPORARY Destroy 7 years after action completed
1.6.5	Records relating to the capture, storage, retrieval of; change of format of surveillance images and traffic signal data used to assess trends, accidents and incidents used in legal proceedings. Includes video, CCTV footage and traffic signal data.	TEMPORARY Destroy 7 years after legal proceedings have concluded
1.6.6	Records relating to the capture, storage, retrieval of; change of format of surveillance images and traffic signal data used to assess trends, accidents and incidents not used in legal proceedings. Includes video, CCTV footage and traffic signal data.	TEMPORARY Destroy 2 years after date of data capture

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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.6 INVESTIGATIONS

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

Class No.	Description of Records	Status and Disposal Action
1.6.7	Records relating to the capture and statistical recording of laboratory test results. Includes test forms, graphs and comments that are formulated to provide a final document on findings and recommendations.	TEMPORARY Destroy 6 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

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.

	Description of Records	Status and Disposal Action
1.7.1	<p>Records relating to liaison on topics with professional associations and societies, federations, governing construction bodies, educational institutions and land councils.</p> <p>Includes correspondence with Civil Contractors Federation, Building Practitioners, Territory Construction Agency, Construction Authority Limited, NECA, AGGA, Institute of Engineers, Institute of Architects and Aboriginal Areas Protection Authority, Building Appeals Board.</p> <p>Use CONSTRUCTION MANAGEMENT - ADVICE for the activities associated with the receipt or provision of formal advice.</p>	<p>TEMPORARY</p> <p>Destroy 3 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.8 MAINTENANCE

The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records relating to minor or major routine management, routine maintenance and capital works below or at \$15,000 to above \$5 million on heritage listed assets and buildings.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
1.8.2	Records relating to major routine maintenance of roads (including traffic signals) valued at or above \$200,000. Includes works orders, field notes, maintenance manuals, scope of work.	TEMPORARY Retain until the end of the life of the asset then destroy
1.8.3	Records relating to major routine maintenance and repairs of major infrastructure (excluding roads) valued at or above \$200,000. Includes works orders, field notes, maintenance manuals, scope of work.	TEMPORARY Retain until the end of the life of the asset then destroy
1.8.4	Records relating to minor routine maintenance and repairs of roads including traffic signals and road reserve management below and at \$200,000. Includes works orders, work requisitions, field notes, maintenance manuals, scope of work.	TEMPORARY Destroy 7 years after action completed
1.8.5	Records relating to minor routine maintenance of minor infrastructure excluding roads below and at \$200,000. Includes works orders, work requisitions, field notes, maintenance manuals, scope of work.	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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.9 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
1.9.1	<p>Records relating to final version of minutes and supporting documents tabled at meetings held to support the Construction Division external client functions.</p> <p>Includes meetings with external organisations, committees, government agencies, clients within the department and stakeholders such as the Intra Government Infrastructure Reference Group and Joint Consultative Committees.</p> <p>Also includes correspondence, status reports, agendas, minutes, appointments, list of attendees and resolutions.</p> <p>Use GOVERNMENT RELATIONS – COMMITTEES for high level inter governmental meetings such as working groups and steering groups held to support the Construction Division functions.</p>	<p>TEMPORARY</p> <p>Destroy 10 years after action completed</p>
1.9.2	<p>Records relating to final version of minutes and supporting documents tabled at staff meetings held to support the Construction Division.</p> <p>Includes correspondence, status reports, agendas, minutes, appointments, list of attendees and resolutions.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed</p>
1.9.3	<p>Records relating to contract workshops including initiation and close out workshop.</p> <p>Includes correspondence, status reports, agendas, minutes, appointments, list of attendees and resolutions.</p> <p>Use CONSTRUCTION MANAGEMENT – PROJECT MANAGEMENT for the activities associated with meetings as part of a major or minor infrastructure project.</p>	<p>TEMPORARY</p> <p>Destroy 6 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.10 PLANNING

The activities associated with 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
1.10.1	Records relating to the finalisation of strategic plans to improve infrastructure project management standards. Includes final reports and construction schedules such as the Infrastructure (ISSG) plan 10 year outlook.	PERMANENT Transfer to the NT Archives Service 6 years after plan superseded
1.10.2	Records relating to the development of strategic plans to improve infrastructure project management standards. Includes business plans, procurement planning, draft plans, comments, discussion papers, initial inquiries and draft reports and schedules.	TEMPORARY Destroy 2 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals

1.11 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 organisations operating procedures are determined

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records relating to final policies on construction management functions. Includes master copies of policies and endorsements through signature or meeting minutes.	PERMANENT Transfer to the NT Archives Service 6 years after policy superseded
1.11.2	Records relating to the development of agency policies on construction management. Includes consultation papers, drafts, policy proposals, reports, research papers, comments.	TEMPORARY Destroy 5 years after policy 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.12 PROCEDURES

The activities associated with standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Master set of manuals, guidelines, master technical specifications, procedures and forms related to construction management functions.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
1.12.2	Records relating to development and implementation of procedures, guidelines, master technical specifications and forms associated with construction management functions. Includes emails notifying Construction staff of changes.	TEMPORARY Destroy 1 year after procedures 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.13 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
1.13.1	<p>Records relating to management of major infrastructure projects. Includes probity, environment, finance, human resources, planning, scheduling, reporting achievement of goals, status reports, forward planning, liaison with clients in relation to project status and extent of work performed for Northern Territory or Commonwealth Governments eg at or above \$200,000 and taking over 1 year to complete.</p> <p>Includes document registers, checklists, transmittals, technical specifications, budget formulations and tracking, business cases, status reports, resource appointment and management, schedules, risk registers, change management documentation, correspondence, reviews, audit reports and project meeting minutes, clearances, control lists.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 6 years after action completed</p>
1.13.2	<p>Records relating to project management of major maintenance as opposed to routine maintenance of built assets, achievement of goals, status reports, forward planning, liaison with clients in relation to project status and extent of work performed.</p> <p>Includes document registers, checklists, transmittals, technical specifications, budget formulations and tracking, business case, status reports, resource appointment and management, schedules, risk register, change management documentation, correspondence, reviews, audit reports and project meeting minutes, clearances, control lists.</p>	<p>TEMPORARY</p> <p>Destroy 50 years after action completed</p>
1.13.3	<p>Records relating to management of public private partnership (PPP) infrastructure projects. Includes achievement of goals, status reports, forward planning, liaison with clients in relation to project status and extent of work and government lease back arrangements.</p> <p>Also includes document registers, checklists, transmittals, technical specifications, budget formulations and tracking, business case, status reports, resource appointment and management, schedules, risk register, change management documentation, correspondence, reviews, audit reports and project meeting minutes, clearances, control lists.</p>	<p>TEMPORARY</p> <p>Destroy 25 years after project closure</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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.13 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
1.13.4	<p>Records relating to management of minor infrastructure projects below and at \$200,000. Includes achievement of goals, status reports, forward planning, liaison with clients in relation to project status and extent of work performed taking less than 1 year to complete.</p> <p>Includes document registers, checklists, transmittals, technical specifications, budget formulations and tracking, business case, status reports, resource appointment and management, schedules, risk register, change management documentation, correspondence, reviews, audit reports and project meeting minutes, control lists.</p> <p>Use CONSTRUCTION MANAGEMENT - DISPUTES for the activities associated with liability or performance disputes.</p> <p>Use FINANCIAL MANAGEMENT – PAYMENTS for the activities associated with financial management of projects.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after asset decommissioned</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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.14 REPORTING

The activities 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.

Tip: This activity descriptor should be used for formal reporting against business plans etc. For example, reporting on an inspection of a building should be classified under INVESTIGATIONS not REPORTING

Class No.	Description of Records	Status and Disposal Action
1.14.1	Records relating to client project reporting. Includes monthly client project status, quarterly construction snapshots, capital works reviews, special reports, ministerials regarding project progress.	PERMANENT Transfer to the NT Archives Service 6 years after action completed
1.14.2	Technical consultancy reports where a contractor is engaged to produce a final report.	TEMPORARY Retain until the end of the life of the asset then destroy Master copy to be lodged with agency library service.
1.14.3	Records relating to developing, conducting, analysing and reporting of client satisfaction surveys. Includes raw data, client surveys, responses and final report. Use STRATEGIC MANAGEMENT – REPORTING for the activities associated with annual reporting of Construction Division financial arrangements. Use FINANCIAL MANAGEMENT – REPORTING for the activities associated with reporting on Construction Division financial arrangements.	TEMPORARY Destroy 6 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. CONSTRUCTION MANAGEMENT

The function of managing the construction and maintenance of built assets for the Northern Territory government infrastructure program. Includes project management services for design, procurement, construction and maintenance of capital and minor new works, asset management and maintenance of bridges, buildings, roads and traffic signals.

1.15 TENDERING

The activities associated with 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
1.15.1	Records relating to the development, issue and evaluation of tender documentation where a signed contract by deed becomes executed under seal. Includes statement of requirements, request for proposals, approvals, expression of interest, request for tender, request for information, tenders responses, record of arrangements for carrying out the evaluation process, evaluation report, addenda, recommendations, final report, public notices and records relating to post offer negotiations and due diligence checks.	TEMPORARY Destroy 7 years after action completed
1.15.2	Records relating to the development, issue and evaluation of tender documentation where the contract is not proceeded with. Includes statement of requirements, request for proposals, approvals, expression of interest, request for tender, request for information, tenders responses, record of arrangements for carrying out the evaluation process, evaluation report, addenda, recommendations, final report, public notices and records relating to post offer negotiations and due diligence checks.	TEMPORARY Destroy 3 years after action completed
1.15.3	Records relating to certificates of exemptions. Includes exemption requests and approval.	TEMPORARY Destroy 3 years after action completed
1.15.4	Records relating to unsuccessful tenders or a tender process where there is no suitable bidder. Includes submissions, notification of outcome and reports on debriefing sessions, statement of requirements, request for proposals, approvals, expression of interest, request for tender, tenders received, record of arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, public notices and records relating to post offer negotiations and due diligence checks. Use FINANCIAL MANAGEMENT – TENDERING for the activities associated with tenders not related to construction and maintenance of built assets for the Northern Territory Government infrastructure program.	TEMPORARY Destroy 2 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.

