



Records Disposal Schedule

Records Disposal Schedule Public Sector Workforce Planning and Development Office of the Commissioner for Public Employment

Disposal Schedule No. 2013/8

October 2013

For information and advice, please contact
NT Records Service
Department of Corporate and Information Services
GPO Box 2391
Darwin NT 0801

Email: NTG.RecordsPolicy@nt.gov.au
Telephone: (08) 8924 3847
Facsimile: (08) 8924 3880
Website: <http://www.dob.nt.gov.au/services-government/it-communications/records/>

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do 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 administrative functional records disposal schedules that apply to records common to most or all NT government public sector organisations, and
- Specific functional records disposal schedules that apply to records unique to an NT government public sector organisation or function.

Specific functional records disposal schedules should be used in conjunction with general administrative functional 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

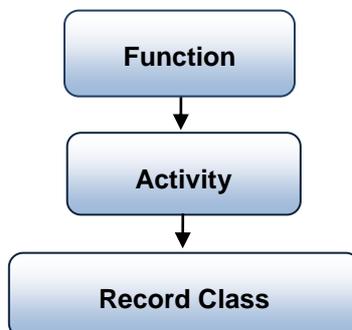
Each class of records created by an agency is described using classifications based on business analysis.

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 below:



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

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 Public Sector Workforce Planning and Development records of the Office of the Commissioner for Public Employment as defined in s.5 of the *Information Act* except local authorities.

Scope

Application of this Records Disposal Schedule is mandatory for Public Sector Workforce Planning and Development records of the Office of the Commissioner for Public Employment.

This Records Disposal Schedule applies to Public Sector Workforce Planning and Development records in all formats.

Responsibility

The Commissioner of the Office of the Commissioner for Public Employment is responsible for the 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. 2013/8 was approved by the Director of the NT Archives Service, Department of Arts and Museums (the Archives Service), Director, ICT Policy and Strategy, Department of Corporate and Information Services (the Records Service), and the Commissioner of the Office of the Commissioner for Public Employment on 1 November 2013 and is effective immediately.

Superseded Records Disposal Schedules

The Records Disposal Schedule supersedes the former *2001/1, Office of the Commissioner for Public Employment, Organisational Capability Assessment*. That schedule can no longer be used to sentence Public Sector Workforce Planning and Development Records.

Regulatory Framework

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

- *Public Sector Employment and Management Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-Records Management

Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal

- policies and procedures of the Office of the Commissioner for Public Employment
- current authorised disposal schedules for the Office of the Commissioner for Public Employment

Normal Administrative Practice and Records of Short Term Value

Organisations are permitted to dispose of short-term or transitory records (for example, background notes, office messages, meeting requests, and drafts of reports and briefs with no significant impact upon the finished product/position) as part of normal administrative practice. Destruction in this manner usually occurs because the records are duplicated, unimportant or for short-term use only.

In addition, records that have been captured into a recordkeeping system should be destroyed using the *Disposal Schedule for Records of Short Term Value* unless the class of records has been identified in a specific disposal schedule.

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed for business or other purposes.

Notification of Destruction

Provide the Records Service, Department of Corporate and Information Services with formal notification of destruction of all records using the Notification of Destruction of Records form.

Note: In the case of the *Disposal Schedule for Records of Short Term Value* (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

The schedule was drafted principally by the Office of the commissioner for Public Employment in consultation with the NT Records Service.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.

Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

The function of public sector workforce planning and development through the provision of policy, workforce programs, workforce strategies and initiatives, public sector surveys and delivery of training across the public sector to ensure the delivery of high quality services for both today and the future. Includes building capacity for public sector employees who work in the field of Human Resources, Industrial Relations, leadership for executives, women, indigenous and future leaders, and the workforce including apprentices and graduates.

Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

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 formal advice to the Minister and NT Government Agencies on public sector workforce planning and development such as Agency Workforce Plans. Includes related correspondence and ministerial.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting routine advice and opinions given or received for the Public Sector Workforce Planning and Development function leading to no significant policy or strategy change such as up and coming training courses and workforce benchmarks. Includes email messages.	TEMPORARY Destroy 5 years after action completed

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

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 documenting the establishment, negotiation, maintenance and review of national and international agreements with other government organisations or bodies for the purpose of public sector workforce planning and development such as the Australia and New Zealand School of Government (ANZSOG).</p> <p>Includes memoranda of understanding, draft agreements and other related correspondence.</p> <p>Use PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT – CONTRACTING OUT for records documenting the engagement of consultants to deliver public sector workforce planning and development training courses. Includes contract and service agreements.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.3 Committees

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting inter-governmental committees formed by the agency or where the agency is the NT Government's main representative for the purpose of considering matters relating to public sector workforce planning and development such as the Human Resource Management and Development Committee, Public Sector Innovation Network, Public Sector Management Program Board of Management.</p> <p>Includes appointment of members, agendas, minutes, distribution lists, invitations to attend, discussion papers and resolution registers.</p>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.2	<p>Records documenting public sector workforce planning and development internal administrative committees, or inter-departmental formal committees where the agency is not the NT Government's main representative.</p>	<p>TEMPORARY</p> <p>Destroy 5 years after action completed</p>

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.3 Committees

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

Class No.	Description of Records	Status and Disposal Action
1.3.3	Working papers documenting the conduct and administration of committees. Includes: <ul style="list-style-type: none">- draft agenda and minutes- notices of minutes- venue and catering arrangements	TEMPORARY Destroy when reference ceases

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.4 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Master set of proceedings of conferences organised by the agency relating to public sector workforce planning and development. Includes papers presented by agency staff.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting public sector workforce planning and development conferences attended by agency representatives including the administrative arrangements of conferences organised by the agency, catering, draft programs, proceedings, publicity, speakers, travel arrangements, topics and venues. Includes copies of invoices, travel arrangements, proceeding papers and approval forms.	TEMPORARY Destroy 5 years after action completed

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.5 Contracting Out

The activities involved in arranging, procuring and managing the performances 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
1.5.1	<p>Records documenting the engagement of consultants to deliver courses on behalf of the Public Sector Workforce Planning and Development function such as Discovery For Women In Leadership.</p> <p>Includes terms of contract and service agreements, public sector workforce planning and development case study materials, and related documentation.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or other termination of contract</p>

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.6 Events

The activities associated with arranging, managing or attending events.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the organisation and staging of public sector workforce planning and development events and celebrations of significant interest to the Northern Territory such as the Annual Chief Ministers Public Sector medals, Awards for Excellence in the Public Sector and the Australia Day Public Service Medals.</p> <p>Includes:</p> <ul style="list-style-type: none"> - sign offs by the Governor General, Territory Administrator and Commissioner - Guest Lists, Programs, Nomination forms and protocol arrangements - Photographs and multimedia formats of coverage of events. 	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.6.2	<p>Records documenting the administrative arrangements for organising public sector workforce planning and development events.</p> <p>Includes bookings, catering, venue arrangements etc.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed</p>

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.7 Planning

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

Use STRATEGIC PLANNING – PLANNING of overall planning to achieve corporate objectives

Class No.	Description of Records	Status and Disposal Action
1.7.1	Final versions of public sector workforce planning and development strategies such as the Willing and Able Strategy, Indigenous Employment and Career Development Strategy, Women in Leadership Framework, the Executive Leadership Development Framework. Includes implementation plans, reporting on key performance indicators to agency chief executive officers and the Commissioner.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting the development and review of public sector workforce planning and development strategies. Includes draft versions, related correspondence, support materials and agency engagement file notes and reviews.	TEMPORARY Destroy 5 years after action completed

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

The function of public sector workforce planning and development through the provision of policy, workforce programs, workforce strategies and initiatives, public sector surveys and delivery of training across the public sector to ensure the delivery of high quality services for both today and the future. Includes building capacity for public sector employees who work in the field of Human Resources, Industrial Relations, leadership for executives, women, indigenous and future leaders, and the workforce including apprentices and graduates.

Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

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. Add as a descriptor under either a functional or an administrative keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT - POLICY - Private Vehicles

Class No.	Description of Records	Status and Disposal Action
1.8.1	Master set of public sector workforce planning and development policies such as the Graduate Development Program Policy, Apprenticeship Program Policy and the Mobility Policy.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting the development of policies on the Public Sector Workforce Planning and Development function. Includes consultation papers, drafts, policy proposals, research papers and comments. Use STRATEGIC MANAGEMENT – POLICY for records documenting the organisation's strategic management policy.	TEMPORARY Destroy 10 years after policy is superseded

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.9 Research

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting research into the latest trends and national benchmarks for public sector workforce planning and development. Includes file notes, reference material, case studies and related correspondence.	TEMPORARY Destroy 7 years after action completed

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

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Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.10 Training

The activities associated with all aspects of training

Class No.	Description of Records	Status and Disposal Action
1.10.1	Final set of training material developed by the Public Sector Workforce Planning and Development function for all of government such as Machinery of Government and Merit Selection. Includes action plans and lesson plans.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development and review of public sector workforce planning and development training material. Includes draft course development material, draft lesson plans, draft action plans and file notes.	TEMPORARY Destroy 5 years after action completed

1. PUBLIC SECTOR WORKFORCE PLANNING AND DEVELOPMENT

The function of public sector workforce planning and development through the provision of policy, workforce programs, workforce strategies and initiatives, public sector surveys and delivery of training across the public sector to ensure the delivery of high quality services for both today and the future. Includes building capacity for public sector employees who work in the field of Human Resources, Industrial Relations, leadership for executives, women, indigenous and future leaders, and the workforce including apprentices and graduates.

Note: USE STRATEGIC MANAGEMENT – PLANNING for records relating to Public Sector Workforce Planning and Development Business plans that are designed to meet key corporate objectives.

1.11 Workforce Programs

The activities associated with managing programs designed to address the current and future workforce challenges affecting the public sector

Class No.	Description of Records	Status and Disposal Action
1.11.1	Final versions of sector-wide workforce targeted programs that are key initiatives under public sector workforce, planning and development strategies. Includes reporting on key performance indicators, nomination forms, grant funding allocations, agency progress reports and related correspondence.	TEMPORARY Destroy 25 years after action completed
1.11.2	Records documenting draft versions of sector-wide targeted workforce programs. Includes drafts, agency correspondence, and consultation feedback.	TEMPORARY Destroy 7 years after final version released