

**Records Disposal Schedule  
Firearms Advisory Services  
NT Police Fire and Emergency  
Services**

**Disposal Schedule No. 2007/17**

**November 2007**

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## ABOUT THIS DISPOSAL SCHEDULE

### Purpose

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records of Firearms Advisory Services of the NT Police Fire and Emergency Services.

### Scope

Application of this Disposal Schedule is mandatory for Firearm Advisory Services records of the NT Police Fire and Emergency Services.

This Disposal Schedule applies to Firearm Advisory Services 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:

- ▶ Firearms 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 NT Police Fire and Emergency Services
- ▶ current authorised disposal schedules for NT Police Fire and Emergency Services
- ▶ ^ NT Police Fire and Emergency Services Records Disposal Schedule 1998/4

^ Note that this Disposal Schedule supersedes the NT Police Fire and Emergency Services Records Disposal Schedule 1998/4 for Firearms Advisory Service records which can no longer be used to sentence Firearm Advisory Service records.

- ▶ \* Disposal Schedule for Administrative Records of the Northern Territory Government – Disposal Schedule No. 2000/8 (ADMIN).

\* Note that section 6 of this schedule (Information Management) has been superseded by the Disposal Schedule for Information Management Records of the Northern Territory Government – Disposal Schedule No 2003/2 (IM).

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



## Responsibility

The Chief Executive of the NT Police Fire and Emergency Services is responsible for the content and implementation of this Disposal Schedule including the provision of advice and training, and for monitoring compliance.

## Authority

This Disposal Schedule was approved by the Director of the NT Archives Service and the Chief Executive of the NT Police Fire and Emergency Services on 21 November 2007 and is effective immediately.

## Explanation

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

Records disposal schedules are policy documents that describe each class of records held, using thesaurus classifications based on business analysis. The schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class.

Either permanent or temporary status is assigned to each class of records. Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service not later than 30 years after creation. Temporary records will be destroyed at an appropriate time determined by the disposal action identified in the schedule and by consultation with relevant operational business employees responsible for the records.

## NT Government Disposal Schedules

There are two types of records disposal schedules:

- ▶ “general” disposal schedules that apply to records common to most or all NT Government public sector organisations, and
- ▶ records disposal schedules specific to an NT Government public sector organisation or function.

There are presently five disposal schedules which provide disposal coverage for records common to most or all NT Government public sector organisations –the General Disposal Schedule for Financial Management Records, the General Disposal Schedule for Human Resource Management Records, the General Disposal for Administrative Records, the General Disposal Schedule for Information Management Records and the Disposal Schedule for Records of Short term Value. These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

## Sentencing Records

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

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

### **Normal Administrative Practice**

Some records and ephemeral documents can be destroyed as a normal administrative practice if they are:

- ▶ duplicate (eg information or reference copy)
- ▶ obviously unimportant (eg telephone message slips)
- ▶ of short term facilitative value (eg compliment slips)
- ▶ a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the disposal schedule for short term value records unless the class of records has been identified in a specific disposal schedule. The reason for destruction of all records must be recorded in full on the relevant control records. Normal administrative practice can be applied to electronic records as well as paper records (eg information on word processing systems where a hard copy has been captured into a recordkeeping system)

### **Notification of Destruction**

Provide formal notification of destruction of all records to the NT Archives Service.

### **Acknowledgment**

The NT Archives Service wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia were used in the development of this schedule.

The schedule was drafted principally by the NT Police Fire and Emergency Services in consultation with the NT Archives 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 Archives 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

## 1. FIREARMS ADVISORY SERVICES

The function of advising the Commissioner of Police concerning applications for registration of firearms, granting of licences and permits, establishing standards and guidelines for construction, equipment and safe practices for shooting ranges and galleries. Includes reviewing the legislation and providing recommendations to the Minister.

### 1.1 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
1.1.1	<p>Records documenting committees formed to provide advice, establish guidelines and standards and review legislative operational processes and practices relating to regulation, control and registration of firearms and related activities where the agency convenes, or is the NT Government's main representative, for example the Firearms Advisory Council.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• agenda</li> <li>• documents establishing the committee</li> <li>• final versions of minutes</li> <li>• advice, proposals, reports, determinations, resolutions, actions and/or recommendations,</li> <li>• supporting papers such as briefing papers and discussion papers.</li> </ul>	<p>PERMANENT</p> <p>Transfer to the NT Archives Service 4 years after action completed</p>
1.1.2	<p>Records relating to the administration of committees, including draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements.</p> <p>Use COMMUNITY RELATIONS – MEETINGS for forums and meetings convened by non-government organisations, groups and individuals that do not meet on a regular basis of have not been established as a formal group.</p> <p>Use GOVERNMENT RELATIONS – ADVICE where the organisation is responding to the Government's request for advice or comments eg ministerials, current issue briefs.</p> <p>Use GOVERNMENT RELATIONS – COMMITTEES for the activities associated with the formation of committees to consider matters where the agency does not chair or provide administrative support and for routine administrative arrangements.</p> <p>Use GOVERNMENT RELATIONS – MEETINGS for forums and meetings convened by other government agencies that do not meet on a regular basis of have not been established as a formal group</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. FIREARMS ADVISORY SERVICES

The function of advising the Commissioner of Police concerning applications for registration of firearms, granting of licences and permits, establishing standards and guidelines for construction, equipment and safe practices for shooting ranges and galleries. Includes reviewing the legislation and providing recommendations to the Minister.

### 1.2 STANDARDS

The process of developing, maintaining and/or implementing industry or organisational benchmarks to improve and enhance an organisations processes and/or services.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	Records documenting the development of standards that support the regulation, control and registration of firearms within the Northern Territory, such as the establishment of guidelines relating to construction and safety issues for shooting ranges and galleries.  Use Disposal Schedule for Records of Short Term Value for working papers and copies of standards.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed

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



DEPARTMENT OF CORPORATE  
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