



Records disposal schedule

Records Disposal Schedule Building Control Department of Infrastructure, Planning and Logistics

Disposal Schedule No. 2017/19

November 2017

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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 records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

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

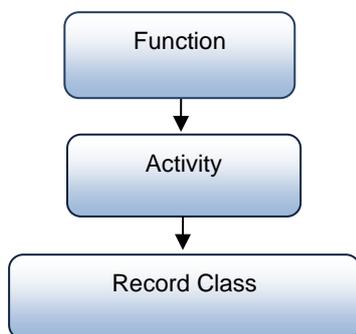
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

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

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

About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of Building Control of the Department of Infrastructure, Planning and Logistics.

Scope

Application of this Records Disposal Schedule is mandatory for Building Control records of the Department of Infrastructure, Planning and Logistics.

This Records Disposal Schedule applies to Building Control records in all formats.

Responsibility

The Chief Executive of the Department of Infrastructure, Planning and Logistics is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

Resentencing Records

All records sentenced under the now superseded records disposal schedule 2003/12 Disposal Schedule for records of the Building Appeals are to be re-sentenced using this schedule.

Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2017/19 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director, Digital Policy (The Records Service), and the Chief Executive of the Department of Infrastructure, Planning and Logistics on 9 November 2017 and is effective immediately.

Regulatory Framework

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

- *Building Act*
- *Building Regulations*
- *Building (RBI and Fidelity Fund Schemes) Regulations*
- *Building (Resolution of Residential Building Work Disputes) Regulations*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489 - Records Management

Related Documents

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

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Infrastructure, Planning and Logistics

- current authorised disposal schedules for Department of Infrastructure, Planning and Logistics
- 2015/19 – Building Practitioners Regulation

Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

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

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

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

Notification of Destruction

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

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

Acknowledgement

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

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

Compliance Checklist

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

Disposal Schedule

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting high level advice provided to and from the Minister by other government bodies and industry stakeholders in relation to building control, including technical advice given to members of the public and other relevant stakeholders.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting technical advice given to members of public and other relevant industry stakeholders.	Temporary Destroy 30 years after action completed
1.1.3	Records documenting routine advice, provided to members of the public, that is not of technical nature, such as how to request a building file.	Temporary Destroy 3 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.2 Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting the determination of appeals relating to building control, including disputes about the effect of regulations, the manner regulations are to be complied with, the construction of a party wall, expenses to be borne by the owners of a premises separated by a party wall, decisions of the Director of Building Control or building certifiers and other functions as required under the Act.</p> <p>Includes applications, drawings and plans, photos, extracts of documents, witness statements, board decisions, written statements, representation consent forms and other related correspondence.</p> <p>May include determinations by the Appeals Board to confirm, amend or cancel orders and alternative solution and access modification decisions for disability access.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations and appointments by the Minister and Director to authorised officers of any powers and functions as required under the Act. Includes recommendations, ministerials and gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting ministerial appointments of the Commissioner of Residential Building Disputes, including terms and conditions. Includes ministerials	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting the approval of insurers by the Minister to issue authorised Residential Building Insurance Policies, such as body corporates. May include notices of cessation as approved insurers and directions on specified provisions that must be included in an authorised Residential Building Insurance Policy.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting approved applications for fidelity fund schemes to provide fidelity certificates by the Minister, includes where the scheme has been suspended or cancelled by the Minister. Includes application, recommendations, ministerials, copies of trustee qualifications and proposed powers and duties, the financial	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	<p>management of the scheme, prescribed residential building work, the people entitled to make claims and other supporting documentation.</p> <p>May include statutory declarations and written notices by the Minister for additional information, court orders for the suspension or cancellation of approval of the scheme, written notifications to the Minister about an auditor or actuary's insolvency or contravention, written notices to the Minister of an appointment of a special actuary to investigate liabilities, special actuary's report and other related correspondence.</p>	
1.3.5	<p>Records documenting refused applications for fidelity fund schemes by the Minister, including withdrawn and incomplete applications.</p> <p>Includes application, recommendations, ministerials, copies of trustee qualifications and proposed powers and duties, the financial management of the scheme, prescribed residential building work, the people entitled to make claims and other supporting documentation.</p> <p>May include statutory declarations and written notices by the Minister for additional information.</p>	<p>Temporary</p> <p>Destroy 10 years after action completed</p>
1.3.6	<p>Records documenting approved certificates of existence, certificates of occupancy and certificates of exemptions by the Director of Building Control, as required under the Act, including refusals.</p> <p>Includes recommendation by the building</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	certifier, applications, supporting documents and related correspondence.	
1.3.7	Records documenting approved applications for products or systems to be included in the Deemed to Comply Manual. Includes applications, drawings, specifications, decision and related correspondence.	Permanent Transfer to NT Archives Service after action completed
1.3.8	Records documenting refused or withdrawn applications for the Deemed to Comply Manual. Includes application, supporting documents and written decisions.	Temporary Destroy 10 years after action completed
1.3.9	Records documenting declarations of Building Control Areas as required under the Act. Includes written instruments of declarations, maps, consultation with stakeholders, compiled plans, ministerials, executive correspondence and other supporting documents.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.10	Records documenting the approval of Self-Certifiers by the Director in relation to building control. Includes applications and related correspondence.	Temporary Destroy 30 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.4 Building History

The activities associated with documenting the building history of an individual building work. Includes drainage plans, site plans, floor plans, building permits, occupancy certification, inspection reports, pest control certificates and engineering certificates.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting building work on a lot, where building certification has been granted in the Northern Territory within a Building Controlled Area under the Act for both residential and commercial building works, including places for public entertainment and temporary structures.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.5 Committees

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the establishment and management of the Building Advisory Committee as required under the Act. Includes appointments, delegations, agendas, minutes, discussion papers and the Deemed to Comply Manual.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting the establishment and management of the Building Appeals Board as required under the Act. Includes appointments of members by the Minister, delegations, agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.3	Records documenting high level committees, such as the Australian Building Codes Board, where the Director of Building of Advisory Services represents the Northern Territory, including the establishment of the Domestic Building Code Review Group.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.4	Records documenting local and inter-departmental committees in relation to building control that are convened by the Department.	Temporary Destroy 20 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.6 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.

Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.6.1	Records documenting investigations into complaints where a person is suspected of contravening the Act, such as undertaking unapproved works, where a building order has been lodged. Includes investigation reports, witness statements, photos, file notes and other supporting documentation. May include appeals that have been lodged against a decision of the Director.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Records documenting investigations into complaints where a person is suspected of contravening the Act, where no further action has been taken. Includes investigation reports, witness statements, photos, file notes and other supporting documentation.	Temporary Destroy 7 years after action completed
1.6.3	Records documenting annual statements about claims on the operations of the Fidelity Fund as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.4	Records documenting audits into building practitioners, including building certifiers, building contractors and plumbers and drainers. Includes audit reports, consultation notes and related correspondence.	Temporary Destroy 10 years after audit completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.7 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Register of Building Orders as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> - details of property - owner details - description of the issue - reference to the appropriate section of the Act - directions given 	<p>Permanent</p> <p>Transfer registers to the NT Archives Service 10 years after last entry</p>

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.8 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting requests for access to information, such as for the Commissioner of Residential Building Works.	Temporary Destroy 3 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.9 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting final programs in relation to the promotion and awareness of building control. Includes briefing notes, final presentations, agendas, and final versions of brochures and information session handouts.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting draft versions of programs in relation to promotion and awareness of building control. Includes the distribution, delivery, background research, file notes, draft versions of brochures and handouts, and administrative arrangements of information sessions.	Temporary Destroy 5 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.10 Inquiries

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting the handling of formal inquiries in relation to building control, such as from the Commissioner for Public Interest Disclosure Act and the Ombudsman.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.11 Insurance Claims

The activities associated with administering and managing insurance claims in accordance with an insurance policy for compensation.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting insurance claims lodged under the Home Building Certification Fund – HBCF, including claims that were unsuccessful.</p> <p>Includes claim submission forms, receipt of prescribed fees, photos, letter of acknowledgement, copy of building occupation and HBCF permit, site inspection reports, notifications of decision and related correspondence.</p> <p>May include appeals and supporting documentation.</p>	<p>Temporary</p> <p>Destroy 12 years after action completed</p>

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.12 Policy

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	<p>Records documenting final versions of policy, research, analysis, consultation, including submissions and briefings, development of strategic policy, official draft versions of policies and advice on legislative reform activities.</p> <p>Includes formal consultation notes and related correspondence.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 30 years after action completed</p>

1. Building Control

The function of establishing technical standards for buildings, the regulation of building matters, including the managing of building appeals, complaints, audits and investigations. Includes the establishment and management of the Building Advisory Committee and the Building Appeals Board as required under the *Building Act* and the management of Building History.

1.13 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	Master set of guidelines in relation to building control, including directions and advice on procedures and policy to the public, such as Building Notes.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of procedures in relation to building control. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 5 years after action completed