

DEPARTMENT OF CORPORATE AND INFORMATION SERVICES

MEMORANDUM

TO: SARAH BUTTERWORTH
CHIEF EXECUTIVE OFFICER

DATE: 21 August 2000

THRU: PHIL VIVIAN
GENERAL MANAGER FINANCE

REF:

RECEIVED

FROM: KEVA MCRAE
GOVERNMENT PRINTER

Supp. that
18
20/8/00

DATE 22/8/00
CEO
CORPORATE AND INFORMATION SERVICES

RE: GPO DISPOSAL SCHEDULE

RECOMMENDATION

That you authorise the attached schedules for the disposal of Government Printing Office records.

BACKGROUND

The attached records disposal schedule was first submitted for your approval in early May 2000. The document was not approved at that time, but referred back to the GPO to address issues regarding the complex format of the document. In particular, the GPO was asked to ascertain if the document could be simplified in areas such as retention classifications and timeframes. Accordingly, the matter was referred back to the Northern Territory Archives Service for clarification.

The Archives Service has advised that the attached disposal schedule has been prepared in the standard NT Government format with retention categories and timeframes constructed in accordance with the Australian Standard for Records Management AS4390. The Archives Service is satisfied that consultation with the GPO during the development of the schedule has streamlined the document as far as possible at this time. Additionally, as the destruction and sentencing of some GPO records are awaiting the approval of the attached schedule, I am resubmitting the disposal schedule for your further consideration.

The Schedule has been substantially reduced with many of the categories previously listed being transferred to and placed under the recently approved General Schedules Categories.

Kevan Mcrae
KEVAN MCRAE

NORTHERN TERRITORY
ARCHIVES SERVICE
&
THE NORTHERN TERRITORY
GOVERNMENT PRINTING OFFICE

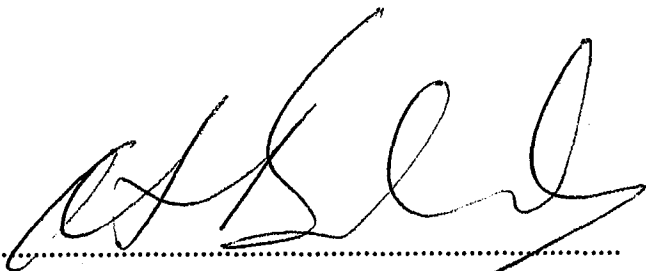
Disposal Schedule
for Records of the
Northern Territory
Government Printing Office

Disposal Schedule No. 2000/4 (GPO)



Northern Territory Government

**Authority is hereby granted for disposal of records in
accordance with the provisions specified in this schedule**



Dated.....25/8/00.....

Arthur Boland
A/Chief Executive Officer
Department of Corporate and Information Services



Dated.....23/8/2000.....

Greg Coleman
Director
Northern Territory Archives Service

Authority is hereby granted for disposal of records in accordance with the provisions specified in this schedule

Dated...../...../.....

.....
Arthur Boland
A/Chief Executive Officer
Department of Corporate and Information Services

Dated...../...../.....

.....
Greg Coleman
Director
Northern Territory Archives Service

DISPOSAL SCHEDULE FOR RECORDS OF THE NORTHERN TERRITORY GOVERNMENT PRINTING OFFICE

Introduction

NT Cabinet Decision No. 3035 of 1983 authorised the establishment of the Northern Territory Archives Service (NTAS) to promote the efficient and economic management of NT Government records. The Decision also directed that no NT Government agency could dispose of its records without the approval of the Northern Territory Archives Service. This approval is given in the form of records disposal schedules.

Records Disposal Schedules

There are two types of records disposal schedules - general disposal schedules and agency specific records disposal schedules.

General disposal schedules are intended to provide disposal coverage for those records common to most or all NT Government agencies. There are presently three general disposal schedules – the *Disposal Schedule for Administrative Records of the Northern Territory Government*, the *General Disposal Schedule for Financial Management Records* and the *General Disposal Schedule for Human Resource Management Records*. These can be used by all NT Government agencies for the disposal of records of this type.

Agency specific records disposal schedules are drawn up in consultation between the Northern Territory Archives Service and the agency controlling the records and relate to those records which are unique to that specific agency.

The Government Printing Office Records Disposal Schedule

This records disposal schedule applies to the records of the Government Printing Office in the Northern Territory created by that agency in accordance with its functions.

Storage and Destruction of Records

Further authorisation by the Northern Territory Archives Service for destruction of records in accordance with provisions of this schedule is not required. However, notification of the destruction to the NTAS is required using the form 'Notification of Destruction of Records'. Copies may be made from the form which appears at the back of this schedule.

The Northern Territory Archives Service no longer provides storage for records of temporary value and will only accept those records which are deemed to be of archival or permanent value. The storage of temporary records may be provided by the Government contractors for records retention and disposal services, and the conditions of these contracts are to be adhered to for storing temporary value records off-site. Procedures for storing records with the contractors are available from the NTAS.

Normal Administrative Practice

The destruction of ephemeral material such as reference copies of records, external publications and circulars is covered by Normal Administrative Practice (NAP). This provides for the routine permissible destruction of non essential material in the course of day to day business without formal authorisation from the Northern Territory Archives Service. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

<u>Class No.</u>	<u>Description of Records</u>	<u>Status & Disposal Action</u>
1.	GOVERNMENT PRINTING	
1.1	CORPORATE STYLE	
1.1.1	Records relating to the design and layout of brochures, letterhead, logos, newsletters and stationery for clients	
	(a) requiring substantial input or of major significance to publishing design in the Northern Territory	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed
	(b) all other records	TEMPORARY Destroy 2 years after action completed
1.2	DISTRIBUTION	
1.2.1	Mailing lists for distribution of material	TEMPORARY Destroy 2 years after action completed
1.3	INTELLECTUAL PROPERTY	
1.3.1	Records and certificates of copyrights, patents, trademarks, etc	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after action completed
1.4	MARKETING	
1.4.1	Newscuttings relating to the development of printing and publishing in the NT	RETAIN PERMANENTLY Transfer to NT Archives Service 4 years after reference ceases
1.4.2	Media releases:-	
	(a) master copies of GPO media releases	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed

<u>Class No.</u>	<u>Description of Records</u>	<u>Status & Disposal Action</u>
	(b) duplicate or information copies of media releases including releases from other agencies/organisations	TEMPORARY Destroy when reference ceases
1.4.3	Records relating to the administration of the agency's relations with the media including the administration of interviews, issuing of media releases and protocol	TEMPORARY Destroy 6 years after action completed
1.4.4	Records relating to advertising campaigns and arrangements for distribution of advertising or promotional material	TEMPORARY Destroy 2 years after action completed
1.4.5	Records relating to sales forecasting, pricing and product evaluation	TEMPORARY Destroy when reference ceases
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1.5	PACKAGING	
1.5.1	Records relating to in-house methods of packaging	TEMPORARY Destroy 3 years after action completed
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1.6	PRODUCTION	
1.6.1	Records of drafts design, layouts and typesetting relating to the production of the agency's publications and services provided by the agency	TEMPORARY Destroy 3 years after publication
1.6.2	Records relating to minor publications eg in-house newsletters, flyers	TEMPORARY Destroy 6 months after publication
1.6.3	Job tickets – general	TEMPORARY Destroy after job is duplicated or 4 years after action completed whichever is the later
1.6.4	Job tickets – election related	TEMPORARY Destroy after next election
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