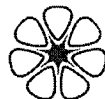


NORTHERN TERRITORY
ARCHIVES SERVICE
&
THE OFFICE OF THE
COMMISSIONER FOR
PUBLIC EMPLOYMENT

Disposal Schedule
for Redeployment and Redundancy
Management Records of the
Office of the Commissioner
for Public Employment

Authority No. 2000/5

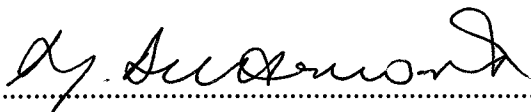


Northern Territory Government

DISPOSAL SCHEDULE FOR REDEPLOYMENT AND REDUNDANCY MANAGEMENT
RECORDS OF THE
OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

Authority No. 2000/5

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



.....
Sarah Butterworth
Acting Commissioner for Public Employment

Dated..... 14/6/02.....



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

Dated..... 11/6/2002.....

**DISPOSAL SCHEDULE FOR REDEPLOYMENT AND REDUNDANCY MANAGEMENT
RECORDS OF THE
OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

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 NTAS. 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 *Disposal Schedule for Financial Management Records of the Northern Territory Government* 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 Redeployment and Redundancy Management Disposal Schedule

This disposal schedule applies to Redeployment and Redundancy Management Records of the Office of the Commissioner for Public Employment, created by that agency in accordance with its functions.

Storage and Destruction of Records

Further authorisation by the NTAS for destruction of records in accordance with the 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 NTAS 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 NTAS. Further information is available in the leaflet *Normal Administrative Practice for Records Disposal* available from the NTAS.

DISPOSAL SCHEDULE FOR
REDEPLOYMENT AND REDUNDANCY MANAGEMENT RECORDS OF
THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
1. REDEPLOYMENT MANAGEMENT		
	<i>The function of advising government, agencies, employees and unions on the management and placement of potentially surplus employees. Includes formulating, implementing and reviewing sector wide redeployment policies. Also includes authorising formal redeployment declarations, monitoring agency case management processes, monitoring and reviewing sector wide redeployment processes, and providing reports to management and government. Excludes redeployment during the notice period under redundancy.</i>	
1.1	ADVICE	
1.1.1	Records relating to advice given to government, agencies, employees and unions on the redeployment function. Includes monitoring of agency case management processes for potentially surplus employees	TEMPORARY Destroy 10 years after action completed / superseded
1.2	AUTHORISATION	
1.2.1	Records relating to requests by agencies for the Commissioner for Public Employment to formally declare and register redeployees. Includes monitoring of individual case management, approving salary maintenance provisions, providing instructions for placement and actions resulting from the assessment of unsuccessful selection reports	TEMPORARY Destroy 71 years after date of birth of employee or 6 years after separation, whichever is the later
1.3	POLICY	
1.3.1	Records relating to formulating, implementing, managing, and reviewing sector wide policy and standards on the identification, management and monitoring of potentially surplus employees	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed

**DISPOSAL SCHEDULE FOR
REDEPLOYMENT AND REDUNDANCY MANAGEMENT RECORDS OF
THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

1.4 PROCEDURES

- | | | |
|--------------|--|--|
| 1.4.1 | Records relating to developing, amending, disseminating and promoting sector wide procedures and guidelines for redeployment | TEMPORARY
Destroy 6 years after procedure superseded |
|--------------|--|--|

1.5 REPORTING

- | | | |
|--------------|---|--|
| 1.5.1 | Reports of redeployment activities including briefing and discussion papers, statistical information regarding the impact of restructures, completed redeployment cases and other formal reports to management and government | TEMPORARY
Destroy 6 years after action completed |
|--------------|---|--|

1.6 REVIEWING

- | | | |
|--------------|---|--|
| 1.6.1 | Reviews of redeployment management processes and costing, including but not limited to, reviews of the impact of restructures, management of potentially surplus employees, recommendations and advice resulting from reviews | TEMPORARY
Destroy 6 years after action completed |
|--------------|---|--|

DISPOSAL SCHEDULE FOR REDEPLOYMENT AND
REDUNDANCY MANAGEMENT RECORDS OF
THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT

<u>Class No.</u>	<u>Description of Records</u>	<u>Status and Disposal Action</u>
2.	REDUNDANCY MANAGEMENT	
	<i>The function of advising government, agencies, employees and unions on the placement or cessation of surplus employees through the redundancy process. Includes formulating, implementing and reviewing sector wide redundancy policies. Also includes authorising actions that place or terminate employment, determining appeals relating to redundancy benefits, monitoring and reviewing redundancy processes and providing reports to management and government</i>	
2.1	ADVICE	
2.1.1	Records relating to advice given to government, agencies, employees and unions on the redundancy processes for surplus employees	TEMPORARY Destroy 10 years after action completed / superseded
2.2	AUTHORISATION	
2.2.1	Records relating to requests by agencies for the Commissioner for Public Employment to take formal redundancy action in relation to an identified surplus employee. Includes offer for voluntary retrenchment, formal notification of redundancy, copies of final entitlement calculations, appeals relating to redundancy benefits and instructions to agencies regarding redundancy processes which may include; transfers, maintenance of income approvals and termination	TEMPORARY Destroy 71 years after date of birth of employee or 6 years after separation, whichever is the later
2.3	POLICY	
2.3.1	Records relating to formulating, implementing, managing, and reviewing sector wide policy and standards on the identification of surplus employees, and the management and monitoring of redundancy cases and processes	RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed

**DISPOSAL SCHEDULE FOR REDEPLOYMENT AND
REDUNDANCY MANAGEMENT RECORDS OF
THE OFFICE OF THE COMMISSIONER FOR PUBLIC EMPLOYMENT**

2.4 PROCEDURES

2.4.1	Records relating to developing, amending, disseminating and promoting sector wide procedures and guidelines for redundancy	TEMPORARY Destroy 6 years after procedure superseded
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2.5 REPORTING

2.5.1	Reports of redundancy activities including but not limited to, briefing and discussion papers, statistical information, redundancy costings, completed redundancy cases and other formal reports to management and government	TEMPORARY Destroy 6 years after action completed
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2.6 REVIEWING

2.6.1	Reviews of redundancy management processes and costings. Includes recommendations and advice resulting from reviews	TEMPORARY Destroy 6 years after action completed
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NORTHERN TERRITORY ARCHIVES SERVICE

NOTIFICATION OF DESTRUCTION OF RECORDS

This form is to be returned to: Northern Territory Archives Service
GPO Box 874
Darwin NT 0801
Ph: (08) 8924 7677 or Fax: (08) 8924 7660
Email: nt.archives@nt.gov.au

1. Agency Title:

2. Agency Division/Branch:

3. Address:

4. Contact Officer:

Phone No:

5. Authorised Disposal Schedule(s) used to Destroy Records:

6. Method of Destruction:

Date:

7. Description of Records Destroyed:-

Disposal Schedule(s) & Class No(s).	Records Title and/or Description	Date Range	Quantity in Shelf Metres

8. I hereby notify that the above information is an accurate description of the records destroyed and that they were destroyed under the provisions of an authorised records disposal schedule.

Agency Representative:

Date: