



Records disposal schedule

Records Disposal Schedule Community Correctional Services Department of Correctional Services

Disposal Schedule No. 2016/18

November 2016

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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.

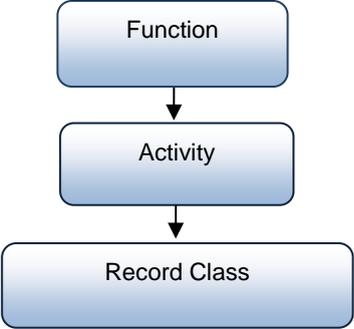
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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.

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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.

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About this Records Disposal Schedule

Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of the function Community Correctional Services of the Department of Correctional Services.

Scope

Application of this Records Disposal Schedule is mandatory for Community Correctional Services records of the Department of Correctional Services.

This Records Disposal Schedule applies to Community Correctional Services records in all formats.

Responsibility

The Commissioner of the Department of Correctional Services is responsible for the content and 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. 2016/18 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Commissioner of the Department of Correctional Services on 4 November 2016 and is effective immediately.

Regulatory Framework

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

- *Bail Act*
- *Bail Regulations*
- *Care and Protection of Children Act*
- *Correctional Services Act*
- *Correctional Services Regulations*
- *Correctional Services (Non-Custodial Orders) Regulations*
- *Criminal Code Act*
- *Justice Act*
- *Parole Act*
- *Parole (Orders) Transfer Act*
- *Sentencing Act*
- *Serious Sex Offenders Act*
- *Youth Justice Act*
- *Youth Justice Regulations*
- *Information Act*
- NT Government Records Management Standards

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- 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 [name of public sector organisation]
- current authorised disposal schedules for [name of public sector organisation]

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	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> 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	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> 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
<input type="checkbox"/> 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	<input type="checkbox"/> 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
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> 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	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> 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	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> 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	<input type="checkbox"/> Notify the NT Records Service of destruction of all records
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

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 provided to and from the Minister on matters in relation to community correctional services. Includes ministerials and briefing notes.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting advice provided to the Minister, other government bodies and stakeholders where a detailed response has not been provided, including flash briefs provided to the Minister concerning matters that may attract media attention.	Temporary Destroy 5 years after action completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation and review of high level agreements in relation to community correctional services.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation and review of minor agreements, including memoranda of understanding and service level agreements in relation to community correctional services.	Temporary Destroy 7 years after expiry termination of agreement

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

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 approval of monitoring devices by the Commissioner as required under the Act, for the use of monitoring locations and activities of non-custodial offenders subject to monitoring orders.	Permanent Transfer to the NT Archives Service 10 years after action completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.4 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
1.4.1	Records documenting high-level committees where a staff member of community corrections is representing the Northern Territory Government, such as the Corrective Service Administrative Council. Includes agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting internal administrative committees, or inter-departmental formal committees, such as the Family Safety Framework and the Youth Justice Communication Meeting.	Temporary Destroy 5 years after action completed
1.4.3	Records documenting the establishment of the Youth Justice Advisory Committee including appointments, resignations and terminations of members and Chairpersons, and their terms and conditions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.4.4	Records documenting meetings of the Youth Justice Advisory Committee. Includes notices of meeting, agendas, minutes and decision registers.	Temporary Destroy 5 years after action completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.5 Control

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

Class No.	Description of Records	Status and Disposal Action
1.5.1	Register of High Risk Offenders. Includes: <ul style="list-style-type: none"> - personal details - court orders - parole orders - criminal history 	Permanent Transfer to the NT Archives Service 10 years after action completed Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.5.2	Victims Register. Includes: <ul style="list-style-type: none"> - Offender details - Victims - Court orders - Legal guardians - Parole orders - Criminal history 	Temporary Destroy 20 years after action completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.6 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
1.6.1	<p>Records documenting requests for information from government departments, including offender requests.</p> <p>Includes requests, responses and other supporting correspondence.</p> <p>May include legal opinions.</p>	<p>Temporary</p> <p>Destroy 15 years after action completed</p>

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.7 Offender Management

The activities associated with managing offenders on a non-custodial order or parole order where the offender resides in the community. Includes implementing offender management plans that meet individual needs and risks and to encourage behaviour change through appropriate programs, services and activities.

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Records documenting the monitoring of offenders that are deemed notorious, of high profile or public wide interest, including life offenders, serious violent offenders, murderers, psychiatric patients and offenders at risk on non-custodial orders.</p> <p>Includes the various mandatory assessment reports of offenders to the Court or Parole Board, supplementary reports to the Parole Board, progress reports, consents forms, court orders, interstate transfers, sentencing remarks and court transcripts, police briefs, adult and youth offenders criminal history, case notes, offender management plans and reviews, personal agreements, breath and urine analysis results, curfew checks, home detention summary sheets, community work time sheets, community custody order attendance summary sheets, approved absence schedules, and other supporting documents.</p>	<p>Temporary</p> <p>Destroy 50 years after order completed</p>
1.7.2	<p>Records documenting monitoring of offenders that have committed summary offences, indictable offences, or other offences not deemed serious, on non-custodial orders,</p>	<p>Temporary</p> <p>Destroy 30 years after order completed</p>

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.7 Offender Management

The activities associated with managing offenders on a non-custodial order or parole order where the offender resides in the community. Includes implementing offender management plans that meet individual needs and risks and to encourage behaviour change through appropriate programs, services and activities.

Class No.	Description of Records	Status and Disposal Action
	<p>including Parole orders.</p> <p>Includes the various mandatory assessment reports of offenders to the Court or Parole Board, supplementary reports to the Parole Board, progress reports, consents forms, court orders, interstate transfers, sentencing remarks and court transcripts, police briefs, adult and youth offenders criminal history, case notes, offender management plans and reviews, personal agreements, breath and urine analysis results, curfew checks, home detention summary sheets, community work time sheets, community custody order attendance summary sheets, approved absence schedules, and other supporting documents.</p>	
1.7.3	<p>Records documenting monitoring of registered sex offenders on non-custodial orders, including Parole orders.</p> <p>Includes the various mandatory assessment reports of offenders to the Court or Parole Board, supplementary reports to the Parole Board, progress reports, consents forms, court orders, interstate transfers, sentencing remarks and court transcripts, police briefs, adult and youth offenders criminal history,</p>	<p>Temporary</p> <p>Destroy 10 years after date of death</p>

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.7 Offender Management

The activities associated with managing offenders on a non-custodial order or parole order where the offender resides in the community. Includes implementing offender management plans that meet individual needs and risks and to encourage behaviour change through appropriate programs, services and activities.

Class No.	Description of Records	Status and Disposal Action
	case notes, offender management plans and reviews, personal agreements, breath and urine analysis results, curfew checks, home detention summary sheets, community work time sheets, community custody order attendance summary sheets, approved absence schedules, and other supporting documents.	

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.8 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.8.1	Final set of standard operating procedures such as the Offender Management Framework.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting the development of standard operating procedures. Includes draft versions, consultation notes, copies of legal advice and other related correspondence.	Temporary Destroy 10 years after action completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

Includes providing assessments and reports to the Courts and Parole Board, maintaining registers, such as the High Risk Offenders and Victims Register and statutory appointments.

1.9 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Final versions of community correctional services programs, such as the Family Violence Program. Includes progress reports, implementation plans, evaluations, and related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting draft versions of programs in relation to community correctional services. Includes drafts, correspondence and feedback.	Temporary Destroy 5 years after action completed
1.9.3	Records documenting the delivery of community correctional services programs. Includes delivery plans, progress reports, file notes, minutes of meetings, statistics and other related correspondence.	Temporary Destroy 7 years after program completed

1. Community Correctional Services

The function of managing orders of the courts and Parole Boards through effective supervision of community based offenders, including Bail, Good Behaviour Bonds, Community Work, Community Based Orders, Suspended Sentences, Home Detention, Community Custody Order, Parole Mental Impairment Orders, Interim and Final Supervision Orders, Administrative Home Detention and General Leave Permit.

1.10 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Final versions of major reports in relation to community correctional services, including the Youth Justice Advisory Committee annual report.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the development of major reports, including the annual report for the Youth Justice Advisory Committee. Includes file notes, operational reports and draft versions.	Temporary Destroy 5 years after action completed
1.10.3	Records documenting mandatory reporting as required under the <i>Care and Protection of Children Act</i> and the <i>Domestic and Family Violence Act</i> to the Northern Territory Police or the Department of Children and Families. Includes risk assessments under the Family Safety Framework.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.4	Records documenting incident reports involving a prisoner or detainee while visiting a custodial centre. May includes ministerial flash briefs where a serious incident has occurred such as death of an offender, sexual or serious violent offending behaviour or where the incident attracts media attention.	Permanent Transfer to the NT Archives Service 10 years after action completed