

**Records Disposal Schedule**

**NT Fleet Management**

**Department of Corporate and  
Information Services**

Disposal Schedule No. 2004/2

June 2004



**For information and advice, please contact:**

Records Management Unit  
Department of Corporate and Information Services  
GPO Box 2391  
DARWIN NT 0801

Telephone: (08) 8999 4283  
Facsimile: (08) 8999 4357  
Website: <http://rmu.dcis.nt.gov.au/>

**Or**

Records Policy Unit  
NT Archives Service  
GPO Box 874  
DARWIN NT 0801

Telephone: (08) 8924 7677  
Facsimile: (08) 8924 7660  
Website: <http://www.nt.gov.au/dcis/nta/>

**TABLE OF CONTENTS**

<b>About This Disposal Schedule</b>	<b>1</b>	1.14 POLICY	18
<b>Purpose</b>	<b>1</b>	1.15 PROCEDURES	19
<b>Scope</b>	<b>1</b>	1.16 REPORTING	20
<b>Regulatory Framework</b>	<b>1</b>	1.17 STANDARDS	21
<b>Related Documents</b>	<b>1</b>	1.18 TENDERING	22
<b>Responsibility</b>	<b>2</b>	1.19 VEHICLE HISTORY	25
<b>Authority</b>	<b>2</b>		
<b>Explanation</b>	<b>2</b>		
<b>NT Government Disposal Schedules</b>	<b>2</b>		
<b>Sentencing Records</b>	<b>2</b>		
<b>Resentencing Records</b>	<b>3</b>		
<b>Normal Administrative Practice</b>	<b>3</b>		
<b>Notification of Destruction</b>	<b>3</b>		
<b>Acknowledgment</b>	<b>3</b>		
<b>Compliance</b>	<b>4</b>		
Compliance Checklist	4		
<b>Disposal Schedule</b>			
Function –	5		
<b>1. – NT FLEET MANAGEMENT</b>			
Activities			
1.1 ACCIDENT	5		
1.2 ACQUISITION	6		
1.3 ADVICE	7		
1.4 AGREEMENTS	8		
1.5 ASSET REGISTER	9		
1.6 AUTHORISATION	10		
1.7 COMMITTEES	11		
1.8 CONTRACTING-OUT	12		
1.9 DISPOSAL	13		
1.10 INSURANCE	14		
1.11 LEASING-OUT	15		
1.12 LIAISON	16		
1.13 PLANNING	17		

**About This Disposal Schedule****Purpose**

The purpose of this Disposal Schedule is to enable regular, planned and authorised disposal of records relating to NT Fleet Management.

**Scope**

Application of this Disposal Schedule is mandatory for records of NT Fleet relating to the functions of NT Fleet Management.

This Disposal Schedule applies to all NT Fleet Management records in all formats, including electronic records and records in business systems, copies of records and parts of records.

**Regulatory Framework**

The regulatory basis for this Disposal Schedule is defined in:

- Accounting and Property Manual
- Audit Act
- Australian Accounting Standard (AAS 21)
- Australian Design Rules
- Australian Standards AS ISO 15489:2002-Records Management
- Australian Vehicle Standard Rules
- Cabinet Decision No: 6785
- Contracts Act
- Electronic Transactions (Northern Territory) Act
- Evidence (Business Records) Interim Arrangements Act
- Evidence Act
- Financial Management Act
- Information Act
- Legal Practitioners Complaints Committee Rules
- Motor Accidents (Compensation) Act
- Motor Vehicles Act
- Motor Vehicles Regulations
- National Environment Protection Council (Northern Territory) Act
- NT Fleet Charter of Operations
- Oaths Act
- Procurement Policy Responsibility
- Stamp Duty Act
- The Procurement Act
- Treasurers Directions
- Work Health (Occupational Health & Safety) Regulations

**Related Documents**

This Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal;
- policies and procedures of the Department of Corporate and Information Services;
- current authorised disposal schedules for administrative records of the NT Government; and
- NT Archives Guidelines on Normal Administrative Practice for Records Disposal.

## Responsibility

The Chief Executive Officer, Department of Corporate and Information Services is responsible for the content and implementation of this Disposal Schedule.

## Authority

This Disposal Schedule was approved by the Director of the Northern Territory Archives Service and the Chief Executive Officer, Department of Corporate and Information Services, June 2004 and is effective immediately.

## Explanation

This schedule has been developed using a 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 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 Schedules for Financial Management Records, Human Resource Management Records, Information Management Records and Administrative Records and Short term Value records.

These can be used by all NT Government public sector organisations to assist with the disposal of administrative records.

## Sentencing Records

Records should be sentenced 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.

## Resentencing Records

All records sentenced under superseded disposal schedules to be resented using current disposal schedules.

## Normal Administrative Practice (NAP)

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 can be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule in which case the reason for their destruction must be recorded in full on the relevant control records. Normal administrative practice and the Disposal Schedule for Short Term Value Records can be applied to electronic records as well as paper records.

## Notification of Destruction

Formal notification of destruction of all records should be provided to NT Archives Service.

## Acknowledgment

The Department of Corporate and Information Services wishes to acknowledge the use of material produced by National Archives of Australia, State Records Authority of New South Wales and Standards Australia in the development of this schedule.

This schedule was drafted principally by the Department of Corporate and Information Services which drafted the schedule 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 and Department of Corporate and Information Services.

Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service or the Department of Corporate and Information Services.

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 Services, on behalf of the Northern Territory Government 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.
- 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 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 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.

**NT FLEET MANAGEMENT**

The function of NT Fleet's responsibility for the management of the Northern Territory Government Fleet including light and heavy vehicles, plant and equipment. As a Government Business Division, NT Fleet operates on a commercial basis with funding provided from the hiring of vehicles to Government agencies, charging for services provided and the sale of surplus vehicles.

Responsibilities include:

- Procurement, and supply of vehicles to client agencies, through panel contracts arranged by NT Fleet;
- Billing customers for the cost of contract hire, recoverable works, accident damage and services provided;
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- Manage vehicle disposal services on behalf of the Northern Territory Government;
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Note: These services are provided to NT Fleet's client base of NT Government agencies and other approved clients, except Police, Fire and Emergency Services.

**1.1 ACCIDENT**

The activities involved in dealing with mishaps causing injury or damage.

Note: Includes activities involved in reporting accidents and evaluating repairs, to government vehicles and other registrable assets.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.1.1	Records which detail the extent of damage to a vehicle and where personal injury or fatality has occurred. Includes: <ul style="list-style-type: none"> <li>▪ accident report received from agency,</li> <li>▪ inspection reports and photographs,</li> <li>▪ quotes from repairers,</li> <li>▪ whole of life analysis,</li> <li>▪ recommendations to repair or dispose of asset,</li> <li>▪ fleet service orders and invoices,</li> <li>▪ cost recovery invoices sent to agencies.</li> </ul>	TEMPORARY  Destroy 10 years after disposal of asset.  Hold in agency 2 years before transfer to secondary storage.
1.1.2	Records which detail the extent of damage to a vehicle and where no personal injury has occurred include: <ul style="list-style-type: none"> <li>▪ accident report received from agency,</li> <li>▪ inspection reports and photographs,</li> <li>▪ quotes from repairers,</li> <li>▪ whole of life analysis,</li> <li>▪ recommendations to repair or dispose of asset ,</li> <li>▪ fleet service orders and cost recovery invoices.</li> </ul>	TEMPORARY  Destroy 6 years after disposal of asset.  Hold in agency 2 years before transfer to secondary storage.

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**1.2 ACQUISITION**

The process of gaining ownership or use of property and other items required in the conduct of business through purchase, requisition or collection.

Note: Includes arranging the acquisition of vehicles to meet client fleet needs, through NT Fleet panel contracts and includes compiling and costing of an annual replacement program.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.2.1	<p>Records relating to the acquisition of Vehicles, Plant and Equipment. Includes:</p> <ul style="list-style-type: none"> <li>▪ vehicle purchase requests from client,</li> <li>▪ specification, requisitions, orders, quotes,</li> <li>▪ approvals for specific requests for features and fittings by delegated officers,</li> <li>▪ certificates of exemption, if any</li> <li>▪ asset identification number assigned by Fleet Business System (FBS) and details of vehicle description including make, model, type, serial numbers, colour, fuel type, optional equipment, engine and transmission and other relevant details input to FBS,</li> <li>▪ registration of vehicles,</li> <li>▪ emails or letters or other communications.</li> </ul>	<p>TEMPORARY</p> <p>Destroy 6 years after date of disposal of asset.</p> <p>Hold in agency 3 years before transfer to secondary storage.</p>

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**1.3 ADVICE**

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

Note: Advice and information provided on Fleet Management to assist clients and stakeholders, NT Government and Industry, in Fleet matters.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.3.1	Records relating to advice on fleet management provided to the Minister on issues of major significance.	PERMANENT  Transfer to the NT Archives Service 4 years after action completed.
1.3.2	Records relating to routine advice provided to clients in relation to assets availability, utilisation and costing.	TEMPORARY  Destroy 6 years after action completed.

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**1.4 AGREEMENTS**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.4.1	Records of signed agreements made between NT Fleet and other government agencies, community groups, the motor industry, and suppliers. Includes records relating to the establishment, maintenance, negotiation and review of agreements, for the provision of repair or service to Fleet vehicles.	TEMPORARY  Destroy 6 years after agreement expires.

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**1.5 ASSET REGISTER**

The activities involved in recording in a subsidiary ledger all fixed assets owned by the organisation. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

Note: Fixed assets include physical facilities such as land, buildings, factories, roads, schools, and their infrastructure, and products of value such as vehicles, technological equipment and other equipment with an economic life of over 12 months.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.5.1	Records of assets include: Description of the asset, make, model and type of vehicle, purchase price, date of acquisition, order number, asset number, supplier's name, cost centre code, contract number, location, estimated replacement date, whether the Asset is owned or leased.	TEMPORARY  Destroy 6 years after disposal of asset.

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**1.6 AUTHORISATION**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.6.1	Records relating to annual vehicle replacement program, planning, monitoring and evaluating replacement vehicles including optional equipment , vehicle purchase requests, valuations and correspondence. May include information on Fleet pricing and financial compliance requirements and approvals by delegated officers.	TEMPORARY  Destroy 6 years after disposal of asset.
1.6.2	Authorisation associated with access to Motor Vehicle Registry database (MOVERS) and the issuing or cancellation of registration and licence plates to individual vehicles or assets and are registrable for the purpose of issuing a registration certificate for NT Fleet vehicles and assets only.  Includes registrations processed yearly for trade plates, and inspection reports and renewal papers, and cancellation of registration.	TEMPORARY  Destroy 6 years after disposal of asset.
1.6.3	Records listing current vehicle inspectors authorised by Motor Vehicle Registry who hold current authorisation for inspecting vehicles to obtain registration, and who ensure compliance with agreed MVR standards for registration.	TEMPORARY  Destroy 6 years after reference ceases

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**1.7 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.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.7.1	Records of high-level inter-government committees relating to the function of Fleet Management (national and international) where the business division is the NT Government's main representative.	PERMANENT  Transfer to NT Archives Services 6 years after action completed.
1.7.2	All other committees records include correspondence, briefing notes, status reports, agenda's minutes from meetings, list of attendees and resolutions, eg. <ul style="list-style-type: none"> <li>▪ Audit Review Committee</li> <li>▪ IT Committees</li> <li>▪ Public Sector Fleet Management and Benchmarking</li> <li>▪ Greening NT Fleet (Public Sector Management Program)</li> </ul>	TEMPORARY  Destroy 6 years after committee has disbanded.

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**1.8 CONTRACTING-OUT**

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Note: NT Fleet is the contract authority for Fleet related contracts including compiling specifications, arranging and administration of these contracts. Contracts are arranged through the public tender process.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.8.1	<p>Records relating to a range of panel contracts for the supply of vehicles and equipment, disposal, outsourced servicing and maintenance of vehicles. Contracts include:</p> <ul style="list-style-type: none"> <li>▪ Acquisition,</li> <li>▪ Auctioneers,</li> <li>▪ Cleaning,</li> <li>▪ Service &amp; Maintenance,</li> <li>▪ Vehicle Recovery,</li> <li>▪ Road Side Assistance.</li> </ul> <p>Fleet related information includes: Contracts (Tendering, Administration and Variations), history files with procurement action, asset information, service and maintenance details, and disposal information.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after completion of contract.</p>

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**1.9 DISPOSAL**

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer of records to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into secondary or archival storage. Add what is being disposed of as free text.

Note: Includes disposal of vehicles, plant and equipment by sale, transfer, auction, gifting or theft.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.9.1	<p>Records relating to the disposal of vehicles or other assets. May include auction/sale records, trade-ins, direct sale to Executive Contract Officer, quotes, and valuations.</p> <p>Includes: Transfer of Assets form, compliance reports, details of approvals for gifting and/or write off, recoverable cost invoices, cancelled registration papers and receipt of return of plates.</p> <p>Related Fleet Business System database reports are: Auction Approval Memo, Auction Sale Details and Disposal Revenue</p>	<p>TEMPORARY Destroy 6 years after date of sale.</p>

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**1.10 INSURANCE**

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

Note: The Northern Territory Government's policy is that departmental risks of an insurable nature are self insured, ie, to the greatest extent possible the Territory Government acts as its own insurer for all property under its control, this includes motor vehicles allocated to agencies by NT Fleet.

There are some agencies with special circumstances that have Treasurers approval to have commercial insurance cover on their vehicles. Section 16 of the Treasurer's Direction refers.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.10.1	Records relating to requests for insurance quotes and estimates. Includes details of negotiated rates for specific vehicle types. Includes claims and supporting documentation. Also includes renewals.	TEMPORARY  Destroy 6 years after policy expires.

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**1.11 LEASING OUT**

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

Note: As a Government Business (GBD), NT Fleet operates on a commercial basis and charges clients for vehicle hire, services provided, recoverable work including accident damage and other fees or charges which may be applied for vehicle usage or damage. Includes leasing-out of vehicles and registrable assets.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.11.1	<p>Records relating to management of vehicle and equipment lease and associated financial documents. Includes billing of vehicles hired to agencies for any of the following:</p> <p><u>Permanent Hire</u> Permanent issue to an agency, generally over the life of the vehicle.</p> <p><u>Temporary Hire (1-6 Months)</u> Vehicles hired to agencies to meet fluctuating needs.</p> <p><u>Short-Term Hire (1 day – 4 weeks)</u> Vehicles from the NT Fleet hire pool which incur a daily or weekly hire rate plus a kilometre rate.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after disposal of vehicle.</p>

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**1.12 LIAISON**

The activities associated with maintaining regular general contact between the organisation and others, including: professional associations; professionals in related fields; private sector organisations; community groups; and individuals. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.12.1	Records relating to regular contact with Professionals, Associations, Community groups and other private sector organisations.  Includes membership renewals, discussions, sharing informal advice, and collaboration on projects, eg. Australian Fleet Managers Association, Public Sector Fleet Managers Forum, Other State and Federal Government Fleet and the Motor Industry.	TEMPORARY  Destroy 6 years after action completed.

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**1.13 PLANNING**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.13.1	Records relating to strategic plans of initiatives relating to operational charter such as innovation in Fleet Management, eg: plans which have environmental benefits to the Northern Territory, such as greater fuel efficiency or use of alternative fuels that produce lower emissions while meeting cost effectiveness.	PERMANENT  Transfer to NT Archives 6 years after action completed.
1.13.2	Records relating to final versions of NT Fleet Business and Strategic plans. Includes forecasting and scheduling of performance indicators to gauge success of plans created. Outlines possible strengths, weaknesses, strategies, future possibilities, competitors and resources.	TEMPORARY  Destroy 6 years after action completed.
1.13.3	Records relating to action plans including drafts, comments, discussion papers, initial enquires and reports created to enable groups to achieve their goals within the overall business plan.	TEMPORARY  Destroy 1 year after action completed.

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**1.14 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. Add as a descriptor under either a functional or an administrative keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, eg. FLEET MANAGEMENT - POLICY - Private Vehicles.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.14.1	Records relating to the formulation of NT Fleet policy on functional activities and fleet management issues, including consultation papers, drafts, policy proposals, reports, research papers, master copies of policies and master set of comments. Includes Cabinet decisions, Cabinet information papers, financial business policies and directives, which framework the establishment of NT Fleet.	PERMANENT  Transfer to the NT Archives Service 6 years after action completed.
1.14.2	Records relating to NT Fleet's responsibility to provide policy advice, procedures and guidelines to the NT Government and its agencies including vehicle replacement criteria, executive contract vehicles, customer information, and guidelines for the use of Government vehicles and other fleet related activities.	TEMPORARY  Destroy 6 years after superseded.

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**1.15 PROCEDURES**

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

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.15.1	Master set of manuals, handbooks, directives etc detailing procedures and guidelines supporting the NT Fleet Management function.	TEMPORARY Destroy 5 years after superseded.
1.15.2	Copies of operating procedures and guidelines including manuals, handbooks and directives.	TEMPORARY Destroy once reference ceases

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**1.16 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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b>Class No</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.16.1	<p>Annual Reports –preparation of financial and operational information for Annual Reports, Executive Management reports, including Treasury and Government agencies, internal Branch / Section Head reports.</p> <p>Reports may include financial and operation information from the Fleet Business System (FBS) including annual vehicle replacement program, asset register, billing, service and maintenance, fuel usage, FBT, and disposal reports.</p>	<p>TEMPORARY</p> <p>Destroy 6 years after action completed.</p>

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**1.17 STANDARDS**

The process of developing and reviewing of industry or whole of government benchmarks to improve and enhance **an organisation** processes and/or services.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.17.1	Records relating to the compliance of NT Fleet with national industry standards in the management of the NT Government fleet.  Eg: Australian Vehicle Standards Rules, Australian Design Rules, Vehicle Standards Bulletins, or others provided by the Australian Government Department of Transport and Regional Services (DOTRS). (Also the Australian Accounting Standard (AAS 21) Acquisitions of Assets) and other Australian Standards relating to Fleet Management or governance of a Business Division.	TEMPORARY Destroy 3 years after reference ceases.

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**1.18 TENDERING**

The activities involved in developing issuing, receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or services, or for the production of work.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.18.1	<p>Records relating to the development, issue and evaluation of tender documentation where a signed contract by deed is executed under seal, (ie contracts executed under seal or signed by officers authorised by the contracting parties). Deeds may be the form of contract used for any requirement, however contracts arranged under deed on behalf of the Northern Territory Government are generally restricted to National Public Works Council Conditions of Contract and major contracts such as the IT Outsourcing Contract.</p> <p>Includes Statement of Requirements, Request for Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of the evaluation process, evaluation report, recommendations, public notices and records relating to post-offer negotiations and due diligence checks.</p>	<p>PERMANENT</p> <p>Transfer to NT Archives Service 6 years after action completed.</p>

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<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.18.2	<p>Records relating to the development, issue and evaluation of tender documentation where a simple contract is arranged on behalf of the Northern Territory Government. A simple contract may be made by an exchange of letters eg. The Tenderers Offer (Tender) and the Government's Acceptance documentation, alternatively service orders are another form of acceptance documentation.</p> <p>Includes Statement of Requirements, Request for Proposals, Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, public notices and records relating to post-offer negotiations and due diligence checks.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after completion of contract.</p>

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<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.18.3	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. Includes Statement of Requirements, Request for Approvals, Expression of Interest, Request for Tender (RFT), tenders received, record of the evaluation process, evaluation report, recommendations, public notices and records relating to post-offer negotiations and due diligence checks	TEMPORARY Destroy 2 years after tender process completed or decision made not to continue with the tender.
1.18.4	Tender evaluation working papers and copies of records described in Classes 1.42.1, 1.42.2, 1.42.3 and 1.42.4.	TEMPORARY Destroy when reference ceases.

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**1.19 VEHICLE HISTORY**

The activity of maintaining information relating to acquisition, repairs and maintenance, and disposal of individual vehicles.

Notes: NT Fleet is responsible for arranging and the cost of servicing and maintenance of vehicles on hire to their clients. Vehicles are serviced and maintained in line with manufacturers' recommendations. The majority of vehicle servicing is outsourced to motor industry contractors generally through panel contracts and repairer's agreements arranged by NT Fleet.

<b>Class No.</b>	<b>Description of Records</b>	<b>Status and Disposal Action</b>
1.19.1	<p>Records relating to vehicles, plant and equipment. Includes Passenger Vehicles, Light Commercial Vehicles, Heavy Vehicles, Special Purpose Vehicles and Trailers.</p> <p>Records Include:</p> <ul style="list-style-type: none"> <li>▪ Purchase request, order details, approvals for vehicles and optional equipment.</li> <li>▪ Application for Certificate of Exemption, if any.</li> <li>▪ Lease rate calculations.</li> <li>▪ Asset Receiving Report and Transfer of Assets form (contains user/custodian information).</li> <li>▪ Registration and compliance Inspection Reports.</li> <li>▪ Service and maintenance information and costs.</li> </ul>	<p>TEMPORARY Destroy 6 years after disposal of asset.</p> <p>To be held in agency for the first 2 years before transfer to secondary storage.</p>

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Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>▪ Short term and temporary hire invoices.</li> <li>▪ Warranty Details.</li> <li>▪ Accident Report – personal or fatal accidents and/or related Motor Accident Compensation Act (MACA) claims and schedule of quotes.</li> <li>▪ Disposal Inspection Report and supporting records including recommendations for disposal, reserve prices and whole of life analysis and disposal preparation costs.</li> </ul>	



DEPARTMENT OF CORPORATE  
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