



## **Records disposal schedule**

# **Records Disposal Schedule Charles Darwin University Governance Charles Darwin University**

**Disposal Schedule No. 2016/14**

**September 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 so<sup>1</sup>. 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 / vice chancellor 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](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.<sup>2</sup>

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.

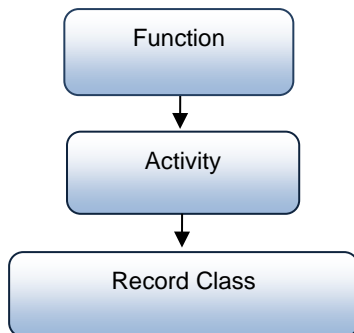
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> 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 Charles Darwin University Governance function of the Charles Darwin University.

### Scope

Application of this Records Disposal Schedule is mandatory for Charles Darwin University Governance records of the Charles Darwin University. This Records Disposal Schedule applies to Charles Darwin University records in all formats.

### Responsibility

The Vice Chancellor of the Charles Darwin University 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. 2016/14 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 Vice Chancellor of the Charles Darwin University on 8 September 2016 and is effective immediately.

### Re-sentencing Records

All records sentenced under a superseded records disposal schedule [name and number of schedule] are to be re-sentenced using this schedule.

### Regulatory Framework

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

- *Academic Board By-Laws*
- *Alumni Membership By-Laws*
- *Charles Darwin University Act*
- *Common Seal By-Laws*
- *Election of Members of Council By-Laws*
- *Information Act*
- *Library By-Laws*
- *Rules By-Laws*
- *Site and Traffic By-Laws*
- *Student Association By-Laws*
- *Student of the University By-Laws*
- *Student Residences By-Laws*
- *Student Conduct By-Laws*

- 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 Charles Darwin University
- current authorised disposal schedules for Charles Darwin University

## 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. Charles Darwin University Governance

The function of establishing the Charles Darwin University, including the establishment and management of the University Council, Nominations Committee, Alumni, Academic Board and the Student Association of the University. Includes the making of By-Laws and establishment of Trade Corporations under the *Charles Darwin University Act*.

#### 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 strategic advice given to teachers and staff across the University, including other education institutions and government bodies, such as legislative requirements, policies and procedures.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting operational advice given to teachers and staff across the University in relation to University Governance.	Temporary Destroy 3 years after action completed

## 1. Charles Darwin University Governance

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### 1.2 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting delegations of Council and the Vice-Chancellor, of its powers and functions to authorised persons.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting approved schemes submitted to the Administrator in relation to prescribed property as required under the Act. Includes gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.3	Records documenting the establishment of Institutes of Advanced Studies and other formal Institutes and Centres, including: <ul style="list-style-type: none"> <li>- Menzies School of Health Research</li> <li>- Research Institute for Environment and Livelihoods</li> <li>- Northern Institute</li> <li>- Research Centre for Health and Wellbeing</li> <li>- Northern Australian Centre for Oil and Gas</li> <li>- Centre for Renewable Energy</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.4	Records documenting the establishment of foundations, such as the Charles Darwin University Foundation, including the setup of the Trust fund. Includes Memorandum of Association, Articles of Association and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed

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### 1.3 By-Laws

The activities associated with developing and establishing By-Laws, in relation to University operations, to control the action of its staff members, students and visitors.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Master set of By-Laws as required under the Act such as:</p> <ul style="list-style-type: none"> <li>- <i>Academic Board By-Laws</i></li> <li>- <i>Alumni Membership By-Laws</i></li> <li>- <i>Common Seal By-Laws</i></li> <li>- <i>Election of Members of Council By-Laws</i></li> <li>- <i>Fees and Charges By-Laws</i></li> <li>- <i>Library By-Laws</i></li> <li>- <i>Rules By-Laws</i></li> <li>- <i>Site and Traffic By-Laws</i></li> <li>- <i>Student Association By-Laws</i></li> <li>- <i>Student of the University By-Laws</i></li> <li>- <i>Student Residencies By-Laws</i></li> <li>- <i>Student Conduct By-Laws</i></li> </ul> <p>Includes copies of Council minutes, legislative instruments, ministerial and gazette notices.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.3.2	<p>Records documenting the development of By-Laws.</p> <p>Includes drafting instructions to the Parliamentary Counsel, legal advice, consultation notes, draft versions and other supporting documenting.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

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### 1.4 Client Services

The process of seeking and granting permission to undertake requested action. The activities associated with the planning, monitoring, evaluating and delivery of services provided to clients by the organisation.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting complaints that lead into major investigations received from students, staff of the University, or members of the public.  Includes letters of complaints, statements, photos, file notes and responses.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting minor complaints received from students, teachers or staff of the University including members of the public.  Includes letters of complaints, statements, photos, file notes and responses.	Temporary  Destroy 5 years after action completed

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### 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 of the university council, including the appointment of the Chancellor, the Vice-Chancellor, the Chairperson, member persons appointed by the Administrator and other persons from the higher education, TAFE, undergraduate and postgraduate areas of the University.  Includes terms and conditions, vacations and terminations of members.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting the election process of Council members.  Includes, notices of elections, nominations, supporting statements by candidates and appointments of scrutineers.	Temporary  Destroy 3 years after action completed
1.5.3	Records documenting meetings of the Council.  Includes notices of meetings, agendas, minutes and decision registers.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.4	Records documenting the establishment and management of Committees by the Council under the Act	Temporary  Destroy 10 years after action completed
1.5.5	Records documenting the establishment and management of the Academic Board under the Act, including appointments of	Permanent  Transfer to the NT Archives Service 10 years after action

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### 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
	Board members, the chair and the deputy chair and their terms and conditions as mandated under the <i>Charles Darwin University (Academic Board) By-laws</i> .	completed
1.5.6	Records documenting meetings of the Academic Board and its sub-committees. Includes notices of meetings, agendas, minutes and discussion papers.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.7	Records documenting the establishment of the Alumni as required under the Act and the Charles Darwin University (Alumni Membership) By-laws.  Includes antecedent institutions such as the Northern Territory University, Centralian College, Darwin Community College, Darwin Institute of Technology, Menzies School of Health Research and the University College of the Northern Territory.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.5.8	Records documenting the establishment and management of the Student Association of the University under the Act and the <i>Charles Darwin University (Student Association) By-laws</i>  Includes mandated income and expenditure reports provided to the Vice-Chancellor, including financial estimate reports, audits and other related finance reports.	Permanent Transfer to the NT Archives Service 10 years after action completed



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### 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
1.5.9	Records documenting the establishment of the advisory board for the Institute of Advanced Studies, including appointments of members.	Permanent Transfer to the NT Archives 10 years after action completed
1.5.10	Records documenting the establishment and the management of the Vice-Chancellor's Advisory Group and sub-committees  Includes agendas, reports and discussion papers.	Permanent Transfer to the NT Archives 10 years after action completed
1.5.11	Records documenting the establishment of the Charles Darwin University's Foundation Board, including appointments of Board members.  Includes minutes, agendas and discussion papers.	Permanent Transfer to the NT Archives 10 years after action completed
1.5.12	Records documenting the membership of the Charles Darwin University Foundation.  Includes membership applications from individuals and corporate organisations.	Permanent Transfer to the NT Archives 10 years after action completed

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### 1.6 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
1.6.1	Master set of Policies of Charles Darwin University such as the Conflicts of Interest Policy, Delegations Policy, Investment Policy and the Risk Management Policy.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.6.2	Draft versions of policies, legal advice, consultation notes, and other supporting documents.	Temporary Destroy 6 months after action completed

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### 1.7 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
1.7.1	Final versions of formal reports, including annual reports of the Charles Darwin University as required under the Act.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.7.2	Draft annual reports, draft reports, consultation notes, statistics, reports and other supporting documents.	Temporary Destroy 6 months after action completed