



## **Records disposal schedule**

# **Records Disposal Schedule Aboriginal Sacred Sites Protection Aboriginal Areas Protection Authority**

**Disposal Schedule No. 2018/1**

**June 2018**

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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 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, 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.

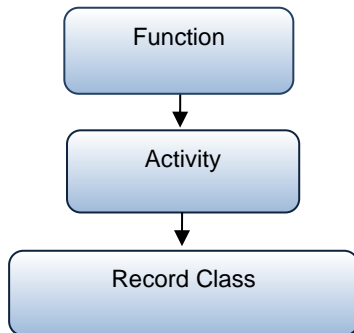
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<sup>1</sup> S.145 *Information Act*

<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 the function Aboriginal Sacred Sites Protection of the Aboriginal Sacred Sites Authority.

### Scope

Application of this Records Disposal Schedule is mandatory for Aboriginal Sacred Sites Protection records of the Aboriginal Areas Protection Authority.

This Records Disposal Schedule applies to Aboriginal Sacred Sites Protection records in all formats.

### Responsibility

The Chief Executive Officer of the Aboriginal Areas Protection Authority 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. 2018/1 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 Chief Executive of the Aboriginal Areas Protection Authority on 8 June 2018 and is effective immediately.

### Regulatory Framework

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

- *Aboriginal Land Rights (Northern Territory) Act*
- *Northern Territory Aboriginal Sacred Sites Act*
- *Northern Territory Aboriginal Sacred Sites Regulations*
- *Information Act*
- 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 Aboriginal Areas Protection Authority
- current authorised disposal schedules for Aboriginal Areas Protection Authority.

### 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.



<b>Compliance Checklist</b>			
<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. Aboriginal Sacred Sites Protection

The function of administering Aboriginal sacred site protection in the Northern Territory. Includes the establishment and meetings of the Aboriginal Areas Protection Authority, the issuing of Authority Certificates in relation to development applications, registering Aboriginal sacred sites, responding to requests for information on registered sacred sites, investigating site damage complaints and maintaining statutory registers as required under the *Northern Territory Aboriginal Sacred Sites 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	Examples	Status and Disposal Action
1.1.1	Records documenting the provision of advice to the Minister, other Government Bodies and Northern Territory Land Councils in relation to Aboriginal sacred sites protection.  Includes ministerials.	<ul style="list-style-type: none"> <li>• Ministerials</li> <li>• High Level Advice</li> </ul>	Permanent Retain in organisation
1.1.2	Records documenting requests for comments from the Authority to Government Bodies and private organisations, such as the Development Consent Authority with regards to development applications, the Environment Protection Authority and mining companies with regards to mining tenements.  Includes written requests, consultation notes, correspondence with the relevant Land Councils and written responses.	<ul style="list-style-type: none"> <li>• Development Assessment Applications</li> <li>• EPA Assessments</li> <li>• Mining Tenements</li> </ul>	Permanent Retain in organisation
1.1.3	Records relating to routine advice provided to the community with regards to Aboriginal sacred sites protection policies and procedures.	<ul style="list-style-type: none"> <li>• Routine Advice</li> </ul>	Permanent Retain in organisation

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<p><b>1.2 Agreements</b></p> <p>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 information agreements.</p>			
<b>Class No.</b>	<b>Description of Records</b>	<b>Examples</b>	<b>Status and Disposal Action</b>
1.2.1	<p>Records documenting the establishment, negotiation, maintenance and review of major agreements with other governments, government organisations or bodies in relation to Aboriginal sacred sites protection, such as the Indigenous Land Use Agreements.</p> <p>Includes high level agreements with the Commonwealth and memoranda of understanding.</p>	<ul style="list-style-type: none"> <li>Indigenous Land Use Agreements (ILUA)</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>
1.2.2	<p>Records documenting the establishment, negotiation, maintenance and review of formal minor agreements, such as data sharing agreements with agencies and Indigenous Ranger Groups.</p>	<ul style="list-style-type: none"> <li>Data Sharing Agreements</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>
	<p>*Note agreements may detail Aboriginal sacred sites or site custodians.</p>		

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### 1.3 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.1	Records documenting delegations of powers and functions given by the Authority to the Chairman, a member, a committee or the Chief Executive Officer of the Authority under the Act.	<ul style="list-style-type: none"> <li>Delegations</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting applications for Authority Certificates for carrying out work on land or sea, such as construction projects, essential services, major road upgrades and tourism projects as required under the Act, including issued Authority Certificates, variations, terms and conditions and refusals.  Includes applications, anthropology research reports, receipts of prescribed fees, receipts of cost recovery payments, copies of maps and drawings, consultation notes, photographs, audio, audio-visual footage, conference notes with custodians of sacred sites likely to be affected and other supporting documentation.  May include applications for Authority Certificate waivers.  May include requests for a review of decision. Includes Minister's final decision and supporting documentation.	<ul style="list-style-type: none"> <li>Authority Certificates</li> </ul>	Permanent Retain in organisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.3	Records documenting applications to the Authority for a site to be registered as a sacred site under the Act.  Includes applications, anthropology research reports, relevant custodian details, story of the site according to Aboriginal tradition, location and extent of the site, restrictions on activities, photographs, audio, audio-visual footage, maps and drawings, site data including physical features of the site, and any registration terms in accordance with the Act and other supporting documentation.	<ul style="list-style-type: none"> <li>• Sacred Site Registrations</li> </ul>	Permanent Retain in organisation
1.3.4	Records documenting site ratification applications received from site custodians or internal staff of the Authority that have been approved by the Authority.  Includes written requests, copies of anthropology research reports, photographs, audio, audio-visual footage, maps which include site data and custodian features, consultation notes and written responses and other supporting documentation.	<ul style="list-style-type: none"> <li>• Site Ratifications</li> </ul>	Permanent Retain in organisation

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### 1.3 Authorisation

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.3.5	<p>Records documenting applications for conferences with custodians as requested under the Act at any time during the Authority Certificate process.</p> <p>Includes written application, cost estimations, consultant fees, copies of invoices for equipment hire charges, accommodation, incidental food costs, mapping and production of documents, other costs reasonable incurred and research or other report on outcome of conference and related correspondence.</p> <p>May include Ministerial approval for an extension of time and correspondence with relevant land councils.</p>	<ul style="list-style-type: none"> <li>Conferences with Custodians</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>

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<p><b>1.4 Committees</b></p> <p>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.</p>			
<b>Class No.</b>	<b>Description of Records</b>	<b>Examples</b>	<b>Status and Disposal Action</b>
1.4.1	Records documenting the establishment of the Aboriginal Areas Protection Authority, including appointments of members, resignations and terminations.  Includes gazette notices, nominations of members, ministerials and other related correspondence.	<ul style="list-style-type: none"> <li>• AAPA</li> </ul>	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting meetings of the Authority, including agendas, minutes and discussion papers.	<ul style="list-style-type: none"> <li>• AAPA Meetings</li> </ul>	Permanent  Retain in organisation
1.4.3	Records documenting committees established by the organisation, such as the Research Methodology Group (RMG), Executive Management Group (EMG) and client meetings.  Includes agendas, minutes and discussion papers.	<ul style="list-style-type: none"> <li>• RMG</li> <li>• EMG</li> <li>• Client meetings</li> </ul>	Permanent  Retain in organisation

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### 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	Examples	Status and Disposal Action
1.4.4	Records documenting committees convened by other Government departments where the Authority is a member of the Committee, such as the Heritage Advisory Council.	<ul style="list-style-type: none"> <li>Heritage Advisory Committee</li> <li>Other Committees</li> </ul>	Temporary Destroy 5 years after action completed
	<b>USE</b> NTG Administrative Functions 2013/5 0.6.2 – COMMITTEES for records documenting internal administrative committees, such as the Risk Management Committee, the Audit Committee, the Library Committee and the ICT Governance Committee.		



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### 1.5 Compliance

The activities associated with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Examples	Status and Disposal Action
1.5.1	Records documenting investigations into persons or organisations suspected of contravening the Act, such as entering onto a sacred site without permission, unauthorised work on a sacred site, desecrating a site or disclosing information.  Includes written letters of complaints, witness statements, photographs, audio footage, investigation reports, copies of anthropology research reports and other supporting documentation.	<ul style="list-style-type: none"> <li>Investigations</li> </ul>	Permanent Retain in organisation
1.5.2	Records documenting requests for site fencing and signage at sacred sites received from indigenous organisations, site custodians and government bodies.  Includes written requests, photos, consultation notes and other related correspondence.	<ul style="list-style-type: none"> <li>Site fencing requests</li> <li>Signage requests</li> </ul>	Permanent Retain in organisation
	Use LEGAL SERVICES – LITIGATION for records documenting lawsuits or legal proceedings in relation to desecration of sacred sites.		

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### 1.6 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
1.6.1	<p>Register of Sacred Sites as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Name and addresses of the custodians</li> <li>- Name of sacred site</li> <li>- Description of Sacred site</li> <li>- The story of the site according to Aboriginal tradition</li> <li>- Restrictions according to Aboriginal tradition</li> <li>- Physical features that constitute the site</li> <li>- Period of registration</li> <li>- Restrictions with regards to information</li> </ul>	<ul style="list-style-type: none"> <li>• Register of Sacred Sites</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>
1.6.2	<p>Register of Certificates issued under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Applicant details</li> <li>- Application area details</li> </ul>	<ul style="list-style-type: none"> <li>• Register of Authority Certificates</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>

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### 1.6 Control

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

Class No.	Description of Records	Examples	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Digital spatial data</li> <li>- Proposed works or use description</li> <li>- Type of assessment (standard/non-standard)</li> </ul>		

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### 1.7 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	Examples	Status and Disposal Action
1.7.1	<p>Records documenting requests for information from Government Bodies, Private individuals and companies and site custodians in relation to Aboriginal sacred sites, including requests for abstract of records from the statutory registers, inspections of statutory registers and digital data requests.</p> <p>Includes written letters, abstracts of the register, copies of maps and drawings and other related correspondence.</p>	<ul style="list-style-type: none"> <li>• Requests for information</li> <li>• Requests for Abstract of Records</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>

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### 1.8 Extension Services

The activities involved in planning and developing educational activities and programs which raise awareness and understanding of the broader role of the organisation.

Class No.	Description of Records	Examples	Status and Disposal Action
1.8.1	<p>Records documenting the Authority's participation in forums, exhibitions, displays, information handouts and information sessions to promote or raise awareness of the Authority's functions and services, and how sacred sites can be protected.</p> <p>Includes briefs and designs and power point presentations.</p>	<ul style="list-style-type: none"> <li>• Information Handouts</li> <li>• Fact Sheets</li> </ul>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

<p><b>1. Aboriginal Sacred Sites Protection</b></p> <p>The function of administering Aboriginal sacred site protection in the Northern Territory. Includes the establishment and meetings of the Aboriginal Areas Protection Authority, the issuing of Authority Certificates in relation to development applications, registering Aboriginal sacred sites, responding to requests for information on registered sacred sites, investigating site damage complaints and maintaining statutory registers as required under the <i>Northern Territory Aboriginal Sacred Sites Act</i>.</p>			
<p><b>1.9 Reporting</b></p> <p>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.</p>			
<b>Class No.</b>	<b>Description of Records</b>	<b>Examples</b>	<b>Status and Disposal Action</b>
1.9.1	Records documenting the annual report as required under the Act.	<ul style="list-style-type: none"> <li>Annual Report</li> </ul>	Permanent Transfer to the NT Archives Service 10 years after action completed
1.9.2	Records documenting the development of the annual report.  Includes draft versions, consultation notes and related correspondence.	<ul style="list-style-type: none"> <li>Annual Report working papers</li> </ul>	Temporary Destroy 5 years after action completed

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### 1.10 Research

The activities involved in enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc, and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No.	Description of Records	Examples	Status and Disposal Action
1.10.1	Records documenting special research projects in relation to Aboriginal sacred sites protection, such as joint projects with other government departments and anthropological research projects.	<ul style="list-style-type: none"> <li>Special Research Reports</li> </ul>	Permanent Retain in organisation
1.10.2	Special collections, such as Land Claim Reports from the Aboriginal Land Commissioner that support anthropology research, including a range of private works and research gifted to the Authority by anthropology experts.  Includes maps, copies of anthropology research reports and other supporting documentation.	<ul style="list-style-type: none"> <li>Land Claim Reports</li> </ul>	Permanent Retain in organisation