



Records disposal schedule

Records Disposal Schedule Driver Licensing and Vehicle Regulation Department of Transport

Disposal Schedule No. 2015/2

February 2015

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Preamble

Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so¹. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations (http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.²

Each class of records created by an agency is described using classifications based on business analysis.

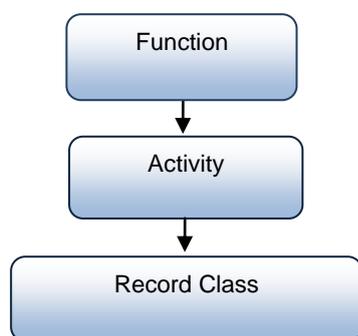
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

¹ S.145 *Information Act*

² S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

Permanent Records: Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

Temporary records: The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

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 Driver Licensing and Vehicle Regulation of the Department of Transport.

Scope

Application of this Records Disposal Schedule is mandatory for Driver Licensing and Vehicle Regulation records of the Department of Transport.

This Records Disposal Schedule applies to Driver Licensing and Vehicle Regulation records in all formats.

Responsibility

The Chief Executive of the Department of Transport 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. 2015/2 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 Department of Transport on 27 February 2015 and is effective immediately.

Re-sentencing Records

This schedule supersedes Disposal Schedule for Licensing and Registration 1993/2. Records sentenced under this superseded disposal schedule are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Motor Vehicles Act*
- *Motor Vehicles Regulations*
- *Motor Vehicles (Fees and Charges) Regulations*
- *Motor Vehicles (Standards) Regulations*
- *Motor Vehicles (Standards) Regulations Australian Vehicle Standards Rule*
- *Traffic Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489:2002-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 Department of Transport
- current authorised disposal schedules for Department of Transport

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. Driver Licensing and Vehicle Regulation

The function of regulating driver licensing and vehicle registration within the Northern Territory under the *Motor Vehicles Act* and other relevant legislation. Includes authorising motor vehicle registrations, permits, driver licences, conducting motor vehicle inspections, and maintaining motor vehicle and driver licensing registers.

Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

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 advice provided to and from the Minister on matters such as vehicle compliance, processes, licensing issues and strategies that may lead to significant policy or legislation changes. Includes working papers and other related documentation such as statistics.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.2	Records documenting gazette notices relating to Australian Design Rules for motor vehicles such as seat belts and anchorage points. Includes written notices to persons exempt from such rules.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.3	Records documenting directions given to the Registrar in relation to the administration of the demerit point scheme. Includes related correspondence.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.1.4	Records documenting advice given to other jurisdictions of offences committed and prescribed demerit points in the Territory by the	TEMPORARY Destroy 3 years after action completed

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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
	Registrar. Includes court summaries and written correspondence.	
1.1.5	Records documenting routine advice given to the public and industry regarding driver licensing and vehicle regulation operational processes, policies and standards such as Information Bulletins, driver licensing conditions, NT Demerit Points System, specific class licences, vehicles recalls and safety notices.	TEMPORARY Destroy 3 years after action completed

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1.2 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.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation, maintenance and review of major agreements, including service level agreements made between the agency, other government departments, and local authorities such as service level agreements with Jabiru Town Council. Includes final agreements, legal opinions, drafts and consultation notes.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements with government bodies or other non-government entities. Includes final agreements, drafts and consultation notes.	TEMPORARY Destroy 7 years after expiry or termination of agreement
1.2.3	Records relating to deeds of accreditation with registered training organisations such as Drive Safe NT. Includes agreements, terms and conditions, and audits.	TEMPORARY Destroy 7 years after expiry or termination of agreement

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting delegations of powers and functions by the Minister under the Act. Includes legal instruments.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting successful applications where the Registrar has approved an exemption of a particular vehicle class. Includes written instruments, applications and receipts of prescribed fees and gazette notices. May include unsuccessful applications.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.3	Records documenting appointment of authorised officers, including registrars, deputy registrars, medical testing officers and vehicle inspectors. Includes written appointments, legal instruments, terms and conditions, and resignations.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.3.4	Records documenting successful applications for all classes of drivers' licenses, including, exemptions and transfers for interstate and overseas licences and learners permits, temporary driving licences, and provisional licences. Includes applications, proof of identity, internal memos, and letters to applicant. May include copies of doctor's certificates, notification of changes of name and residential or postal address, copies of driver	TEMPORARY Destroy 15 years after action completed

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	test results, eyesight test results, statutory declarations and copies of any supporting documentation.	
1.3.5	Records documenting approved registrations of light and heavy motor vehicles, including trailers and motorcycles, interstate transfers, surrendered registrations and change of vehicle ownership. Includes proof of identity and residency, proof of acquisition, and receipts of prescribed registration fees. May include application for refunds, statutory declarations, approved stamp duty exemption applications and other supporting documentation.	TEMPORARY Destroy 15 years after action completed
1.3.6	Records documenting successful applications for the modification of motor vehicles, including individually constructed vehicles (ICV) that require approval by the Technical Advisory Committee. Includes application, engineering certificates and inspection reports.	TEMPORARY Destroy 15 years after action completed
1.3.7	Records documenting successful applications for the modification of heavy motor vehicles (4.5t GVM or greater) where assessments are completed by departmental officers. Includes applications, receipts of prescribed fees, terms and conclusions. May include temporary permits.	TEMPORARY Destroy 15 years after action completed

1. Driver Licensing and Vehicle Regulation

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.8	Records documenting unsuccessful applications for vehicle modifications, including light and heavy vehicle modification requests that have been unsuccessful with the department or the Technical Advisory Committee. Includes original applications, certificates, drawings, photographs and related written correspondence.	TEMPORARY Destroy 5 years after action completed
1.3.9	Records documenting the admission to the Dealer's Registration Scheme. Includes application, terms and conditions and a copy of their licensed motor vehicle dealer number.	TEMPORARY Destroy 15 years after action completed
1.3.10	Records documenting successful applications for minor or basic modification of motor vehicles where an assessment is not required by the Technical Advisory Committee such as fitment of car audio systems, bull bars, towbars and child restraint anchorages. Includes applications, engineering certificates, drawings, sketches, photographs, inspection reports, copies of written approvals in principal, and copies of modification certificate.	TEMPORARY Destroy 10 years after action completed
1.3.11	Records documenting the management of applications for vehicle number plates, customised plates, traders' plates, replacements for damaged, lost, stolen, destroyed, surrendered or missing plates, including the return of trader's plates. Includes applications, copies of proof of	TEMPORARY Destroy 10 years after action completed

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Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	identity, statutory declarations, receipts, documentation relating to the return of plates. May include unsuccessful applications for customised number plates.	
1.3.12	Records documenting successful oversize or over mass permit applications, including exemptions, suspensions and cancellations of permits. Includes applications, approvals from prescribed authorities such as Power Water, Telstra, NT Police, local authorities, NT Government (road projects) and building certifiers, copies of permits and terms and conditions. Also includes applications lodged under the NT Livestock Loading Scheme. May include unsuccessful applications.	TEMPORARY Destroy 10 years after action completed
1.3.13	Records documenting the renewal of all classes of driver licences, such as car licence, light rigid vehicle licence (LR), medium rigid (MR), heavy rigid (HR), heavy combination (HC), multi-combination (MC), rider motorcycle (R). Includes renewal application forms and supporting documentation.	TEMPORARY Destroy 7 years after action completed
1.3.14	Records relating to approved registration of driving instructors, including suspended, revoked and refused registrations. Includes applications and copies of qualifications and personal details.	TEMPORARY Destroy 7 years after action completed

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Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	May include unsuccessful applications.	
1.3.15	Records documenting motor vehicle registration renewals for light and heavy motor vehicles. Includes renewal forms, copies of inspection reports and receipts of prescribed fees.	TEMPORARY Destroy 7 years after action completed
1.3.16	Records documenting successful applications for oversize load pilot and escort vehicle operator appointments. Includes renewal and upgrade applications, copy of training course certification, written references, and proof of criminal history checks. May include copies of first aid certificates and evidence of experience. May also include unsuccessful applications.	TEMPORARY Destroy 5 years after action completed
1.3.17	Records documenting the authorisation of transport inspectors for new vehicles, vehicles up to and including 4.5 tonnes Gross Vehicle Mass (GVM) plant and equipment, motorcycles, vehicles exceeding 4.5 tonnes GVM.. Includes assessment papers, interview reports, copies of qualifications, copies of references, proof of criminal history checks, inspection reports, proof of premises, copies of driver licenses, letter of appointments including terms and conditions. May include applications for appeals, change of transport inspector classification, change of premises advice and termination letters.	TEMPORARY Destroy 5 years after action completed

1. Driver Licensing and Vehicle Regulation

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Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.3.18	Records relating to the medical assessment of drivers, including declarations, investigations, and the monitoring of a driver's medical condition. Includes request for medical reviews, medical reports, practical assessments of the driver, written notifications to the driver and other supporting documentation. May include unsuccessful licence applications where a person is found to be unfit to drive.	TEMPORARY Destroy 5 years after licence or registration expires, is cancelled, suspended or surrendered
1.3.19	Records documenting suspended licences as a result of the demerit points reaching the suspension threshold. Includes suspension notices, terms and conditions, approved forms for electing to start a suspension period early or requesting the 12 Month Good Driving Behaviour option.	TEMPORARY Destroy 5 years after action completed
1.3.20	Records documenting dealer authorisation identity certificates for proof of identity where a dealer's employee has the authority to act on behalf of the Local Motor Vehicle Dealer (LMVD). Includes applicant's proof of identity, application letter, company or business extracts, company seals, and associated correspondence.	TEMPORARY Destroy 5 years after action completed
1.3.21	Records documenting Work Zone Traffic Management Identification card applications. Includes applications, replacements, renewal requests, evidence of identity and residency.	TEMPORARY Destroy 5 years after action completed

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1.3 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
	May include unsuccessful applications.	
1.3.22	Records documenting applications for special driver licensing status such as long term traveller status, dual residency status, and fly in fly out status. Includes applications, evidence of residency, copies of driver licences, and supporting documents. May include unsuccessful applications.	TEMPORARY Destroy 5 years after action completed
1.3.23	Records documenting applications for Pastoral Vehicle Permits. Includes permit applications, renewals, transfer of permits, terms and conditions. May include unsuccessful applications.	TEMPORARY Destroy 5 years after action completed
1.3.24	Records documenting applications for Evidence of Age Card. Includes evidence of identity and residency, replacement card applications where card is replaced, lost, defaced, destroyed, stolen or expired, or where personal details have changed. May include unsuccessful applications.	TEMPORARY Destroy 5 years after action completed
1.3.25	Records documenting applications for a reserved number plate under the Club Registration Scheme. Includes applications, renewal applications, category, support as a recognised club, transferring registration application, and evidence of vehicle acquisition. May include unsuccessful applications.	TEMPORARY Destroy 5 years after action completed

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1.4 Client Services

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 in relation to driver licensing and vehicle regulation that result in a significant policy change. Includes written complaints, responses, legal opinions and file notes.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the planning, monitoring and evaluation of client services, such as managing an enquiry desk or a telephone information service. Includes final report, survey data, questionnaires and other raw data.	TEMPORARY Destroy 5 years after action completed
1.4.3	Records documenting minor complaints received from the public and other external organisations on driver licensing and vehicle regulation matters. Includes email messages, file notes and written correspondence.	TEMPORARY Destroy 3 years after action completed
1.4.4	Records documenting letters of appreciation received by the Motor Vehicle Registry such as high quality customer service. Includes written letters, feedback forms and email messages.	TEMPORARY Destroy 3 years after action completed

1. Driver Licensing and Vehicle Regulation

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Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

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 national committees relevant to driver licensing and vehicle regulation where the NT Government representative is a committee member such as the Australian Motor Vehicle Certification Board (AMVCB), Australian Vehicle Standard Rules (AVSR) and the Australian Road Rules (ARR). Includes copies of discussion papers, agendas and minutes.	TEMPORARY Destroy 10 years after action completed
1.5.2	Records documenting internal and external committees formed to consider matters relating to driver licensing and vehicle regulation, such as the Technical Advisory Committee, Driver Training Industry Forum and Drive Safe Steering Committee. Includes documents establishing the committee, final versions of minutes, reports, recommendations and supporting documents such as briefing papers and discussion papers.	TEMPORARY Destroy 5 years after action completed

1. Driver Licensing and Vehicle Regulation

The function of regulating driver licensing and vehicle registration within the Northern Territory under the *Motor Vehicles Act* and other relevant legislation. Includes authorising motor vehicle registrations, permits, driver licences, conducting motor vehicle inspections, and maintaining motor vehicle and driver licensing registers.

Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

1.6 Compliance

The activities associated with complying 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	Status and Disposal Action
1.6.1	Records documenting the routine testing of approved heavy vehicle weighing machines such as weighbridges by an approved officer or inspection officer. Includes inspection reports and certificates of compliance.	TEMPORARY Destroy 10 years after action completed
1.6.2	Records documenting the sale or disposal of registered motor vehicles. Includes notice of disposal and signed transfer application forms. May include written authority letters by the true owner of the vehicle and other supporting documents.	TEMPORARY Destroy 7 years after action completed
1.6.3	Records documenting the suspension and cancellation of vehicle registration and driver licences. Includes declarations, investigation and monitoring of a medical condition for a driver. May include request for medical review, medical reports and practical assessments of the driver.	TEMPORARY Destroy 7 years after licence or registration expires, is cancelled, suspended or surrendered
1.6.4	Records documenting the assessment of applications received from heavy vehicle	TEMPORARY Destroy 5 years after action completed

1. Driver Licensing and Vehicle Regulation

The function of regulating driver licensing and vehicle registration within the Northern Territory under the *Motor Vehicles Act* and other relevant legislation. Includes authorising motor vehicle registrations, permits, driver licences, conducting motor vehicle inspections, and maintaining motor vehicle and driver licensing registers.

Use COMMERCIAL PASSENGER VEHICLE REGULATION for records relating to the licensing and accreditation of commercial passenger vehicle operators and vehicles.

1.6 Compliance

The activities associated with complying 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	Status and Disposal Action
	operators for compliance with accreditation schemes such as the National Heavy Vehicle Accreditation Scheme (NHVAS) Includes applications, audit reports and label numbers	
1.6.5	Records documenting the weighing of vehicles on approved weighing devices. Includes compliance reports.	TEMPORARY Destroy 3 years after action completed
1.6.6	Records documenting the roadworthiness of a vehicle, including validating the identity of vehicle records on an interstate or Written-off Vehicles Register. Includes certificates of roadworthiness and vehicle identity validation certificates.	TEMPORARY Destroy 3 years after action completed
1.6.7	Records documenting the change of nominated vehicle operator details. Includes notification of change of name and address, and transfer of ownership document under the National Heavy Vehicle Registration Scheme.	TEMPORARY Destroy 3 years after action completed
1.6.8	Records documenting the issuing of defect notices to vehicles that do not meet the standards for	TEMPORARY Destroy 3 years after action completed

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The activities associated with complying 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	Status and Disposal Action
	registration and roadworthiness requirements. Includes other jurisdiction notifications	
1.6.9	Records documenting the replacement of lost, destroyed, defaced or damaged number plates of all types. Includes receipt of prescribed fees, copies of police reports and signed statutory declarations.	TEMPORARY Destroy 3 years after action completed

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1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	<p>Driver licensing and vehicle registration business system (MOVERS).</p> <p>Includes</p> <ul style="list-style-type: none"> - records of all financial transactions and disbursements of monies received to the agency, TIO and customers - records of customer details, including digital images - records of vehicle details , including written-off vehicle register - records of vehicle and customer registration details including compulsory third party insurance - records of a customer's driver license information including traffic convictions - records of commercial vehicle licences and commercial passenger operators - register of various Identity card details - register of vehicle permits 	<p>PERMANENT</p> <p>Retain in organisation</p> <p>(Manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>

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1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
	- register of number plates	
1.7.2	Demerit points register. Includes names of persons, dates offences occurred, and number of demerit points. May include offences in other jurisdictions.	TEMPORARY Destroy 10 years after action completed (Manage and migrate data to new platform during system upgrades)
1.7.3	Register of car dealers authorised to certify roadworthiness of new vehicles.	TEMPORARY Destroy 10 years after action completed (Manage and migrate data to new platform during system upgrades)

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1.8 Disputes

The process of handling any disagreement. May include discussion, discovery, management, mitigation, negotiation and resolution of disputes. Includes disputes pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Records documenting disputes of ownership of a motor vehicle.</p> <p>Includes information on registration number, year, make, model, engine number and VIN / Chassis Number.</p> <p>May include written requests from the true owners notifying that he or she does not authorise the sale or disposal of vehicle, copies of written letters to the Registrar, written responses, copies of court orders and Statutory Declarations.</p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed</p>

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1.9 Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting requests for information that relate to personal information, motor vehicle crashes, vehicle registration, driver licence details, and confirmation of information.</p> <p>Includes application for disclosure of information.</p> <p>May include Police accident reports and statutory declarations.</p>	<p>TEMPORARY</p> <p>Destroy 3 years after action completed</p>

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1.10 Inspections

The process of official examinations of facilities, equipment, vehicles and vessels, to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting inspections of vehicles that have been involved in fatal accidents, such as inspections requested by the NT Police – Accident Investigation Unit. Includes photo of vehicles, screen dumps in MOVERS, defect notices and reports to NT Police signed by Traffic Inspectors.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting inspections of vehicles that have been involved in non-fatal accidents such as inspections requested by the NT Police – Accident Investigation Unit. Includes photo of vehicles, screen dumps in MOVERS, defect notices and reports to NT Police signed by Traffic Inspectors.	TEMPORARY Destroy 10 years after action completed
1.10.3	Records documenting inspections of written-off vehicles, including statutory written-off vehicles and repairable written-off vehicles. Includes inspection reports, written-off vehicle advice forms, vehicle make and model, vehicle identification number (VIN), registration number, vehicle class and status of registration.	TEMPORARY Destroy 10 years after action completed

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1.10 Inspections

The process of official examinations of facilities, equipment, vehicles and vessels, to ensure compliance with agreed standards and objectives.

Class No.	Description of Records	Status and Disposal Action
1.10.4	Records documenting inspections carried out on motor vehicles as a result of a complaint lodged by a member of the public. Includes inspection reports defect notices, maintenance management agreements, and call in letters.	TEMPORARY Destroy 3 years after action completed

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1.11 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
1.11.1	Master set of policies relating to driver licensing and vehicle regulation in the Northern Territory.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting the development of policies relating to driver licensing and vehicle regulation in the Northern Territory. Includes consultation papers, drafts, proposals, reports and research papers.	TEMPORARY Destroy 10 years after policy has been superseded

1. Driver Licensing and Vehicle Regulation

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1.12 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.12.1	Master set of procedures and guidelines relating to driver licensing and vehicle regulation.	TEMPORARY Destroy 5 years after procedures superseded
1.12.2	Records documenting the development of procedures for the purpose of driver licensing and vehicle registration. Includes internal memorandums, draft procedures and requests for advice and related responses.	TEMPORARY Destroy 2 years after action completed

1. Driver Licensing and Vehicle Regulation

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1.13 Standards

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

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting the implementation of national standards such as number plate appearance and size, data card elements and licence classifications.	TEMPORARY Destroy 10 years after action completed

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1.14 Training

The activities associated with all aspects of training.

Class No.	Description of Records	Status and Disposal Action
1.14.1	Final set of training material developed by the agency for the Motorcycle Education Training and Licensing Program (METAL). Includes delivery methods, assessment procedures, course material, and action plans.	PERMANENT Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development and review of the Motorcycle Educational Training and Licensing Program (METAL). Includes draft course development material, draft lesson plans, draft actions plans.	TEMPORARY Destroy 5 years after action completed
1.14.3	Records documenting the delivery of the Motorcycle Educational Training and Licensing Program (METAL). Includes course enrolment forms, student assessment forms and overall test results.	TEMPORARY Destroy 3 years after action completed