



Records disposal schedule

Records Disposal Schedule School Management Department of Education

Disposal Schedule No. 2018/10

November 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 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.

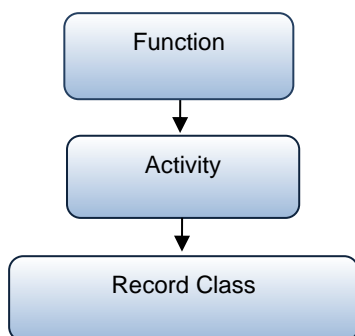
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

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 School Management of the Department of Education.

Scope

Application of this Records Disposal Schedule is mandatory for School Management records of the Department of Education.

This Records Disposal Schedule applies to School Management records in all formats.

Responsibility

The Chief Executive of the Department of Education 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 2018/10 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 Education on 7 November 2018 and is effective immediately.

Re-sentencing Records

All records sentenced under a superseded records disposal schedule General Disposal Schedule for School Records 1997/5 are to be re-sentenced using this schedule.

Regulatory Framework

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

- *Australian Education Act (Cth)*
- *Education Act*
- *Education and Care Services (National Uniform Legislation) Act*
- *Education (Board of Studies) Regulations*
- *Education (College and School Councils) Regulations*
- *Education (Infringement Notice) Regulations*
- *Education (Non-Government Schools) Regulations*
- *Higher Education Act*
- *Higher Education 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 Department of Education
- current authorised disposal schedules for Department of Education

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

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- 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
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

Disposal Schedule

<p>1. School Management</p> <p>The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.</p>		
<p>1.1 Advice</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting advice and instruction from the Department in relation to school education regulation services to schools, such as policies and procedural requirements.</p> <p>Includes circulars and memoranda.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>
1.1.2	<p>Records documenting routine advice to and from the community in relation to school education operations and regulations such as notices to parents and carers.</p>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.2 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.2.1	<p>Records documenting the establishment, negotiation, maintenance and review of agreements, such as with the Schools and the Electoral Commissions, Polly Farmer Foundation, Bluearth Foundation and Camp Australia for the use of school property.</p> <p>Includes service level agreements, memoranda of understanding, partnership and sponsorship agreements.</p>	<p>Temporary</p> <p>Destroy 7 years after expiry or termination of agreement</p>

1. School Management

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1.3 Awards

The processes associated with giving prizes, mark of recognition and honoring achievements.

Class No.	Description of Records	Status and Disposal Action
1.3.1	<p>Records documenting awards given to individual students, such as academic, behaviour, and sporting.</p> <p>Includes lists of students.</p> <p><i>NOTE: Provided that the individual awards are attached to the individual student file.</i></p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>
1.3.2	<p>Records documenting the appointments of school captains and prefects.</p> <p>Includes nominations, lists of students' names and other supporting documentation.</p> <p><i>NOTE: Provided that the individual nomination letters are attached to the individual student file.</i></p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>

1. School Management

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1.4 Client Service

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 major complaints in relation to school management from business, community bodies, members of the public, parents and carers. Includes written complaints, acknowledgement letters, newflashes, legal advice, correspondence with the Department and other supporting records.	Temporary Destroy 30 years after action completed
1.4.2	Records documenting minor complaints or appreciation received from business, community bodies and members of the public, including parents and carers of school children. Includes related correspondence.	Temporary Destroy 5 years after action completed
	Use COMMUNITY RELATIONS – CLIENT SERVICE for records documenting the review of client surveys, such as surveys.	

1. School Management

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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, appointments of members, terms of reference, proceedings, minutes, reports, agenda etc.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the representation of Departmental staff for school representative bodies, including independent public school boards and the appointments of chairpersons and members. Includes suspension notices and abolition by the Minister. May includes gazette notices, terms and conditions and terms of reference	Permanent Transfer to NT Archives Service 10 years after action completed
1.5.2	Records documenting inter-departmental committees such as the Principal Reference Committees and the School Education Committee in relation to school education regulation services.	Temporary Destroy 5 years after action completed

1. School Management

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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	<p>Records documenting the school's compliance with regulatory requirements, including school reviews, internal audits and external audits.</p> <p>Includes audit reports, recommendations, responses and other supporting documents.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.1	Summary of student enrolment records held in the Department.	Permanent Retain in organisation (Department) (manage and migrate data to new platform during system upgrades) **For hardcopy registers Transfer to NT Archives Service 10 years after action completed
1.7.2	Incident register. Includes: <ul style="list-style-type: none"> - incident details - date of incident - medical details - police report number 	Temporary Destroy 45 years after student has left school
1.7.3	Sign in Registers for students going in and out of the boarding accommodation facility, such as the boarding facility at Nhulunbuy High School. Includes parent permission forms for leave to approved places with approved people.	Temporary Destroy 45 years after student has left school
1.7.4	Student Daily attendance registers includes daily and periodic attendance. Includes notices of student's non-attendance from parents and caregivers.	Temporary Destroy 45 years after student has left school

1. School Management

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1.7 Control

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

Class No.	Description of Records	Status and Disposal Action
1.7.5	<p>Visitor's Registers.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Names - Organisation Details - Purpose of visit - Dates - Time in / Time out 	<p>Temporary</p> <p>Destroy 45 years after last entry</p>
1.7.6	Suspension, exclusion and expulsion registers	<p>Temporary</p> <p>Destroy 45 years after last entry</p>
1.7.7	Schools Emergency Contacts	<p>Temporary</p> <p>Destroy 2 years after superseded</p>
1.7.8	Ochre Card Register, including council employees and volunteers.	<p>Temporary</p> <p>Destroy 5 years after last entry</p>
1.7.9	Relief Teacher work Register	<p>Permanent</p> <p>Retain in Organisation</p>
1.7.10	Volunteer Register	<p>Permanent</p> <p>Retain in Organisation</p>
1.7.11	First Aid Register	<p>Temporary</p> <p>Destroy 2 years after last entry</p>
1.7.12	Student Transfer Registers, including non-government and interstate schools.	<p>Temporary</p> <p>Destroy 7 years after last entry</p>
1.7.13	Vehicle Register.	<p>Temporary</p> <p>Destroy 2 years after last entry</p>

1. School Management

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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	Status and Disposal Action
1.8.1	Records documenting the promotion and awareness of schools to parents, caregivers and other stakeholders on relation to their school, including the provision of school information packs.	Temporary Destroy 5 years after action completed

1. School Management

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1.9 Examinations

The activities involved in management of student examinations, including booking examination venues, supervision of exams and making relevant adjustments.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Master set of examination papers, assessment outlines and other assessment instructions.	Temporary Destroy 15 years after last action
1.9.2	Printouts relating to Secondary School Certificate and Northern Territory Certificate of Education and Training results.	Temporary Destroy 2 years after examination
1.9.3	Records documenting examination scripts and other forms of assessment completed by students of the school, such as NAPLAN. Includes artwork, assignments, models, oral reports, performance reports, presentations and written reports.	Temporary Return to student or destroy 1 years after end of the appeal period
1.9.4	Records documenting the recording of student's attendance at examinations and other assessment activities.	Temporary Destroy 1 year after action completed
1.9.5	Certificates and examination results not collected by students.	Temporary Destroy 1 year after action completed

1. School Management

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1.10 Food Services

The activities associated with the management and operation of food and catering services, such as the school canteen and the tuck-shop. Includes stock control, licenses and compliance with food safety requirements.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting registration of food premises, such as canteens and inspections by the regulatory body. Includes recommendations and written responses.	Temporary Destroy 7 years after registration expires or ceases
1.10.2	Records documenting incidents such as food contamination and food poisoning. Includes file notes, photographs and other supporting documentation.	Temporary Destroy 7 years after action completed
1.10.3	Records documenting the running of food services, including stock management, equipment maintenance. Includes menus, posters and equipment maintenance registers.	Temporary Destroy 7 years after action completed

1. School Management

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1.11 Functions and Events

The activities associated with arranging, managing and attending functions and events.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting events, celebrations, ceremonies and functions organised by Government schools, such as fetes, NAIDOC week, fundraising events and musical productions.</p> <p>Includes letters, invoices, administrative arrangements and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
1.11.2	<p>Records documenting school sport carnivals and other sporting events.</p> <p>Includes communication letters to parents, agendas, rosters, results and other administrative arrangements.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>
	<p>Use 1.15 MEMORABILIA for records documenting school's historical events or memorable people, including photographs and honour boards.</p>	

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.12 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Records documenting the application for grants by schools to other organisation, groups or individuals where the grant is received. Includes applications, grant application, notification letter, payment approvals, progress reports, financial statements and acquittal information.	Temporary Destroy 7 years after grant acquitted
1.12.2	Records documenting the application for grants by schools to other organisations, groups or individuals where the grant is not received.	Temporary Destroy 2 years after application not approved, cancelled or withdrawn

<p>1. School Management</p> <p>The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.</p>		
<p>1.13 Investigations</p> <p>The acts and processes involved in ascertaining facts by enquiry or examination.</p>		
Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Records documenting investigations into serious incidents in relation to school management, such as a serious injury sustained in the school playground, school lockdown or type of abuse.</p> <p>Includes extracts of documents, witness statements, photos, file notes and other supporting documents.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.14 Media Relations

The activities associated with establishing a relationship between the media and the organization. Includes cultivating media contacts, coordinating access to the media, authorizing and issuing press releases and briefings, and organizing media interviews.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Records documenting the contact between schools and media organisations.</p> <p>Includes information and articles provided to the local media.</p>	<p>Temporary</p> <p>Destroy 1 years after action completed</p>

1. School Management

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1.15 Memorabilia

The activities associated collecting objects because of their connections with a person or event that is thought to be interesting.

Class No.	Description of Records	Status and Disposal Action
1.15.1	Memorabilia in relation to schools historical events or memorable people, including photographs, audio-visual material, honour boards, programs of school plays.	Permanent Transfer to NT Archives Service 10 years after action completed

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.16 Outside School Hours Care Services

The activities associated with the provision of outside school hours care services for primary school age children outside school hours and during school vacations and pupil free days.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Records documenting registrations in relation to outside school hours care services, such as approval of premises and license applications. Includes compliance assessments, quality rating visits, recommendations and responses.	Temporary Retain 30 years after registration expires or ceases
1.16.2	Records documenting: <ul style="list-style-type: none"> - Attendance - Medication - Incidents - Injuries - Illness - Staff Rosters 	Temporary Destroy 45 years after last entry
1.16.3	Records documenting individual students enrolled in outside school hours care services. Includes enrolment forms, incident forms, records of treatment provided to a child, file notes, health information, special needs information, parent / carer permission notes, complaints and related supporting documents. May include custodial circumstances, court orders and other related correspondence.	Temporary Destroy 45 years after child leaves service
1.16.4	Records documenting programs and activities in relation to outside school hours care services. Includes agendas, risk management plan, transportation details, venue details, catering details and other related correspondence.	Temporary Destroy 7 years after action completed

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.17 Planning

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

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting final versions of plans in relation to schools, such as school governance plans, school enrolment management plans and school management plans. Includes formal draft plans, written notices of approval to the principal.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.17.2	Records documenting the development of plans in relation to school management. Includes draft versions, consultation notes and related correspondence.	Temporary Destroy 5 years after action completed

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.18 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.18.1	Master set of guidelines and operating procedures in relation to school management, such as emergency procedures and behavioural management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.18.2	Records documenting routine procedures in relation to schools management, such as the parent information handbook, student handbook, and the staff handbook.	Temporary Destroy 5 years after action completed
1.18.3	Records documenting the development of procedures in relation to school's management. Includes draft versions and consultation notes.	Temporary Destroy 2 years after action completed

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.19 Program Management

The activities associated with the development and delivery of programs.

Class No.	Description of Records	Status and Disposal Action
1.19.1	<p>Records documenting the delivery of teaching and learning programs in schools, such as the Families as First Teacher Program, Animal and Crop Management Programs.</p> <p>Includes delivery plans, progress reports, file notes, minutes of meetings, statistics and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after program superseded</p>

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.20 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
1.20.1	Final versions of major reports prepared by the schools, such as the annual report.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.20.2	Records documenting school census and statistical reports given to the Department, other Government Bodies and the Australian Bureau of Statistics.	Temporary Destroy 10 years after action completed
1.20.3	Records documenting reports to the CEO, such as written notices to the CEO by principals of schools of where a child has completed year 10 of secondary education and is under the age of 17 years old and ceases to be enrolled in the school, including student non-attendance reports.	Temporary Destroy 5 years after action completed

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.21 Student Management

The activities associated with the management of student records in government schools. Includes enrolments, student's work, arrangements of school excursions, final assessments and examinations.

Class No.	Description of Records	Status and Disposal Action
1.21.1	Records documenting assessment reports of students leaving the Northern Territory education system during or after years 9, 10, 11 or 12. May include the final report.	Permanent Retain in organisation (Department)
1.21.2	Records documenting student records such as enrolment forms, progress records and discipline actions. Includes medical details, secondary placement forms, parental information, emergency contact details, copies of immunisation records, parental notes, camp and excursion records, work experience records, file notes, suspension and welfare records, student behaviour agreements, and other supporting documents. May include applications for enrolment of an international student to the principal of a school, including enrolments in distance education centres by overseas students and applications from mature age students, including copies of criminal history checks. May also include accommodation agreements with boarding accommodation facilities.	Temporary Destroy 45 years after student has left the school system For students transferring to a new school, copy record and forward to the new school.
1.21.3	Records documenting repeated suspensions, exclusions and expulsion of students enrolled in a school by the principal, such as where the student is repeatedly disobedient or is guilty of a serious breach of discipline or where the student is charged with an offence.	Temporary Destroy 45 years after student has left the school system

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.21 Student Management

The activities associated with the management of student records in government schools. Includes enrolments, student's work, arrangements of school excursions, final assessments and examinations.

Class No.	Description of Records	Status and Disposal Action
	<p>Includes written notices given to the student and parent, terms and conditions, copy of notices of suspension and reports given to the CEO.</p> <p>May includes expelling of a student by the Minister under the Act.</p> <p>May include applications for a review of the decision by the student or parent where the decision has been confirmed, varied or substituted by a different decision.</p> <p>May include re-enrolments after expulsion.</p>	
1.21.4	<p>Records documenting the arrangements of school camps, excursions and other events requiring parental/carer permission.</p> <p>Includes camp and excursion permission forms, medical forms, camp notices to parents, risk management plans, travel arrangements, programmes and other supporting documentation.</p> <p>May include receipts of payments received.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>
1.21.5	<p>Records documenting incidents that occur at school or school activities, including sporting events.</p> <p>Includes incident reports, medical certificates, student statement, background file notes, photos, video footage and related correspondence.</p> <p>May also include police reports, workers compensation reports and related correspondence.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.21 Student Management

The activities associated with the management of student records in government schools. Includes enrolments, student's work, arrangements of school excursions, final assessments and examinations.

Class No.	Description of Records	Status and Disposal Action
1.21.6	Records documenting the management of school work experience. Includes work experience applications, teacher evaluation forms, employers report and other related documentation.	Temporary Destroy 45 years after action completed
1.21.7	Records documenting reports of students who have left the Northern Territory education system during years from Transition to year 8 inclusive.	Temporary Destroy 6 years after departure from school
1.21.8	Individual student examination papers for transition to year 10 curriculum containing student responses to examination questions, and marking sheets containing assessment data.	Temporary Destroy 6 months after notification of final result

1. School Management

The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.

1.22 Student Support

The activities associated with the provision of support and guidance to students through specialised student support programs. Includes programmes, implementation plans, progress reports, financial assistance payments and students educational and medical history.

Class No.	Description of Records	Status and Disposal Action
1.22.1	<p>Records documenting case files for students identified with additional needs that have been included in a student support service program, such as Student Support Learning Plan, Education Plan, Health Care Plan, Oral Eating and Drinking Care Plan and Health and Welfare Programs, including counselling and pastoral care.</p> <p>Includes support service requests, student support plans, child support background information forms, disability information summary reports, medical assessments and related correspondence.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>
1.22.2	<p>Records documenting the implementation of school programs, such as intervention programs, speech pathology programs, Foetal Alcohol Spectrum Disorders (FASD) interventions, gifted programs and Health and Welfare Programs.</p> <p>Includes implementation plans, invoices, reports, statistics, grant funding receipts and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>
1.22.3	<p>Records documenting extended school and recreational programs for students at boarding facilities such as the Nhulunbuy High School.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>

1. School Management		
	Includes shopping trips, watching football games, visiting recreation parks, swimming lessons and the homework club.	

1. School Management		
The function of delivering education programs to primary and secondary school aged children in the Northern Territory. Includes establishment of school representative bodies, managing students, including mature age students, curriculum delivery and school administration.		
1.23 Teaching and Learning		
The activities associated with teaching and learning, including curriculum planning and development, assessment, subject material, resources and evaluation.		
Class No.	Description of Records	Status and Disposal Action
1.23.1	Final set of curriculum material produced by the Board of Studies in relation to school's management. Includes course overviews, learning objectives, learning plans, assignments, scope and sequence, assessment rubrics, projects, reference material, assessment tools, teachers' notes and other supporting documentation. May include videos and presentations.	Permanent Retain in organisation (Department)
1.23.2	Teachers class programs. Includes draft programs, schedules, action plans, information hand out notes and reference material.	Temporary Destroy 2 years after action completed'
1.23.3	Records documenting information provided for students on subject choices.	Temporary Retain until reference ceases

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.1 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
2.1.1	Records documenting the provision of advice to Principals, the Department, other Government bodies and community organisations in relation to school management by school representative bodies. Includes written correspondence.	Temporary Destroy 10 years after action completed
2.1.2	Records documenting the provision and receipt of advice to and from schools, Government bodies and community organisations where a detailed response has not been provided. Includes written correspondence.	Temporary Destroy 3 years after action completed

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.2 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
2.2.1	Records documenting the establishment of school representative bodies, including independent public-school boards, Parent Consultative Groups and School Management Councils. Includes the appointments of chairpersons and members, suspension notices and abolition by the Minister. May includes gazette notices, terms and conditions and terms of reference	Permanent Transfer to the NT Archives Service 10 years after action completed
2.2.2	Records documenting internal sub committees, such as the canteen committee.	Temporary Destroy 3 years after action completed

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.3 Complaints Management

The acts and processes involved in evaluating complaints, including case management and organisation responses.

Class No.	Description of Records	Status and Disposal Action
2.3.1	Records documenting major complaints in relation to a school representative body staff member. Includes written complaints, acknowledgement letters, correspondence with the Department and other supporting records.	Temporary Destroy 30 years after action completed
2.3.2	Records documenting minor complaints received from business, community bodies and members of the public, including parents and carers of students.	Temporary Destroy 5 years after action completed

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.4 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
2.4.1	Records documenting the schools' representative bodies compliance with regulatory requirements, including audits and investigations conducted by the Department.	Temporary Destroy 15 years after action completed

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.5 Meetings

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes, etc. May be used for staff meetings.

Class No.	Description of Records	Status and Disposal Action
2.5.1	Records documenting Annual General Meetings. Includes administrative arrangements, agendas, attendance, discussion papers, minutes and reports.	Permanent Transfer to the NT Archives Service 10 years after action completed
2.5.2	Records documenting ad hoc meetings with organisations or school staff. Includes file notes and administrative arrangements.	Temporary Destroy 3 years after action completed

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.6 Personnel Management

The activities associated with managing employees of school representative bodies. Employees include school janitors and canteen staff.

Class No.	Description of Records	Status and Disposal Action
2.6.1	<p>Records documenting the employment history of staff employed by school representative bodies, such as canteen staff, janitors and relief teachers.</p> <p>Includes letters of offer, employee contracts, employee personal and payroll details, taxation details, working with children clearance, superannuation details, separation notices and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 71 years after date of birth or 7 years after separation, whichever is the later</p>
2.6.2	<p>Records documenting the recruitment action for staff employed by school representative bodies.</p> <p>Includes advertisements, applications, referee reports, interview notes, criminal history checks and notifications to unsuccessful applicants.</p>	<p>Temporary</p> <p>Destroy 1 year after recruitment process finalised</p>
2.6.3	<p>Records documenting attendance records, including attendance book, timesheets and duty rosters.</p>	<p>Temporary</p> <p>Destroy 45 years after action completed</p>

2. School Representative Bodies Management

The function of governing schools through school representative bodies allowing parents and community members involvement in school decision making. Includes school councils, joint school representative bodies and independent public-school boards. Includes their establishment, meetings and the development and ongoing monitoring of the school constitution.

2.7 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
2.7.1	Final versions of constitutions in relation to school representative bodies.	Permanent Transfer to NT Archives Service 10 years after action completed
2.7.2	Records documenting the draft versions of constitutions. Includes consultation notes.	Temporary Destroy 5 years after action completed

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.1 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
3.1.1	<p>Records documenting the registration of registered training organisations with the national regulator, Australian Skills Quality Authority.</p> <p>Includes application for registration, supporting documentation and related correspondence.</p> <p>May include applications to renew registrations.</p>	<p>Temporary</p> <p>Destroy 7 years after registration expires</p>
3.1.2	<p>Records documenting registered training organisations requests for approval to conduct courses from the national regulator body, Australian Skills Quality Authority.</p> <p>Includes copies of course documentation, training and assessment strategies, program plans and timetables, copies of trainers and assessor qualifications and related correspondence.</p>	<p>Temporary</p> <p>Destroy 5 years after application approved</p>

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.2 Compliance

The activities associated with complying with, or monitoring compliance 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
3.2.1	<p>Records documenting the monitoring of registered training organisations, including compliance audits by the national regulator body, Australian Skills Quality Authority and internal audits.</p> <p>Includes general directions, data reports, copies of training and assessment plans, copies of policies and procedures, copies of financial records, copies of trainer and assessor qualifications, copies of course modules, recommendations, responses, action plans and related correspondence.</p> <p>Also includes documents in relation to industry consultation, such as minutes of meetings, workplace visit reports, conference proceedings, workshop notes and file notes.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.3 Control

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

Class No.	Description of Records	Status and Disposal Action
3.3.1	Register of VET students. Includes: <ul style="list-style-type: none"> - Persons name - Persons contact details - Persons age - Course they are enrolled in - Results - Overall assessments - Withdrawals - Certificates 	Permanent Retain in organisation (manage and migrate data to new platform during system upgrades)

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.4 Course Documentation

The activities associated with the delivery of course curriculum, including assessment tools.

Class No.	Description of Records	Status and Disposal Action
3.4.1	Records documenting course delivery documentation. Includes course reports, course evaluations, action plans, lesson plans, and related administrative arrangements.	Temporary Destroy 5 years after action completed
3.4.2	Records documenting assessment tools used by registered training organisations in relation to vocational education training. Includes checklists for observations, questionnaires, presentations, case studies and portfolio documentation.	Temporary Destroy 5 years after documentation is superseded

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.5 Grant Funding

The activities associated with the application for and receipt of grants.

Class No.	Description of Records	Status and Disposal Action
3.5.1	<p>Records documenting approved funding agreements between the Northern Territory Government and Registered Training organisations for funding the delivery of training programs and other related activities.</p> <p>Includes funding agreement, variations, performance reports, remittance advices, acquittals and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 7 years after grant acquitted</p>
3.5.2	<p>Records documenting unsuccessful applications to the NT Government for grant funding of the delivery of training programs and other related activities.</p> <p>Includes applications and written notifications.</p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>

3. Vocational Education Training Services

The activities associated with managing vocational education and training services within northern territory government schools, including accreditation of registered training organisations, compliance audits and reporting, course delivery and the management of the student record.

3.6 Students Assessment History

The activities involved in documenting and preserving student training and assessment history.

Class No.	Description of Records	Status and Disposal Action
3.6.1	Attendance rolls in relation to vocational education training students kept by registered training organisations. Includes: <ul style="list-style-type: none"> - students name - units of competency - student identifier - dates of attendance - signature of lecturer 	Temporary Destroy 7 years after last entry
3.6.2	Records documenting students' qualifications in relations to the Australian Qualifications Framework. Includes qualifications, statements of attainments and record of results.	Temporary Destroy 30 years after completion of the course or after student has withdrawn from the course
3.6.3	Student's completed assessment items. Includes completed checklists for observations, questionnaires, presentations, case studies and portfolio documentation.	Temporary Destroy 6 months after the date on which the judgement of competence for the student was made
3.6.4	Records document enrolment forms in relation to vocational education training.	Temporary Destroy 5 years after action completed