



## **Records disposal schedule**

# **Records Disposal Schedule Government Revenue Management Department of Treasury and Finance**

**Disposal Schedule No. 2016/01**

**January 2016**

Disposal Schedule for Government Revenue Management of Department of Treasury and Finance	2016/01 January 2016
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## Preamble

### Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

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

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

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

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

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

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

### Structure of a Records Disposal Schedule

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

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

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

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

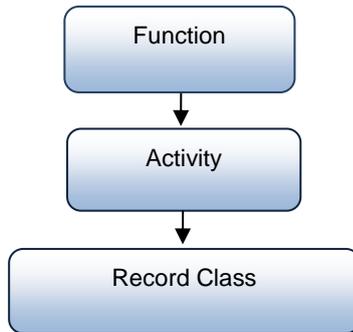
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<sup>1</sup> S.145 *Information Act*

<sup>2</sup> S.136A(3) *Information Act*

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

Diagram 1



## Function

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

## Activity

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

## Record Class

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

## Status and Disposal Action

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

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

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

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a

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disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of the Government Revenue Management of the Department of Treasury and Finance.

### Scope

Application of this Records Disposal Schedule is mandatory for the Government Revenue Management of the Department of Treasury and Finance.

This Records Disposal Schedule applies to the Government Revenue Management records in all formats.

### Responsibility

The Under Treasurer of the Department of Treasury and Finance is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

### Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2016/1 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT, Policy and Governance (The Records Service), and the Commissioner of Territory Revenue of the Department of Treasury and Finance on 15 January 2016 and is effective immediately.

### Regulatory Framework

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

- *Companies (Unclaimed Assets and Moneys) Act*
- *First Home Owner Grant Act*
- *First Home Owner Grant Regulations*
- *Gaming Control Act*
- *Gaming Machine Act*
- *McArthur River Project Agreement Ratification Act*
- *Merlin Project Agreement Ratification Act*
- *Mineral Royalty Act*
- *Mining (Gove Peninsula Nabalco Agreement) Act*
- *Payroll Tax Act*
- *Petroleum Act*
- *Racing and Betting Act*
- *Revenue Units Act 2009*
- *Soccer Football Pools Act*

- *Stamp Duty Act*
- *Superannuation Industry (Supervision) Act 1993 (Cmth)*
- *Taxation Administration Act*
- *Taxation and Royalty Appeals Tribunal Rules*
- *Totalisator Licensing and Regulation Act*
- *Unclaimed Superannuation Benefits Act*
- *Information Act*
- Records Management Standards for public sector organisations in the NT
- 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:

- Records Management Standards for public sector organisations in the NT – Standard 5 Disposal
- policies and procedures of the Department of Treasury and Finance
- current authorised disposal schedules for Department of Treasury and Finance

## 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 (for example information or reference copy)
- obviously unimportant (for example telephone message slips)
- of short term facilitative value (for example 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

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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.

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

## Disposal Schedule

### 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

#### 1.1 Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the organisation.

Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting revenue payments and receivables in relation to government revenue management. Includes: - bank reconciliations - reports - payment slips - receipts - electronic funds transfer remittance advices - payment advices  Includes correspondence and documentation relating to the payment or receipt of funds.	Temporary Destroy 7 years after action completed
1.1.2	Records relating to the recovery of debts in relation to government revenue management including: - write off requests - assessment documents  Also includes correspondence with debt collection agencies, tax payers and their advisers.	Temporary Destroy 7 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.2 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
1.2.1	Records documenting the provision of major advice given and received from the Minister, Treasurer, Commissioner of Territory Revenue and other government bodies in relation to government revenue management.  Includes ministerial and briefing notes.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting routine advice in relation to government revenue management, such as clarification on policies and procedures, including advice to the portfolio Minister where a detailed response has not been provided.	Temporary  Destroy 5 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.3 Agreements

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

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the establishment, negotiation and review of major agreements in relation to government revenue management, such as the Territory Revenue royalty agreements with mining companies.  Includes memorandum of understandings and ministerial.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.3.2	Records documenting the establishment, negotiation, maintenance and review of minor agreements in relation to government revenue management, such as with other jurisdictions and financial institutions.  Includes draft agreements, memoranda of understanding, contracts, and other related correspondence.	Temporary  Destroy 7 years after expiry or termination of agreement

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.4 Authorisation

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

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting appointments of the Commissioner by the Administrator under the <i>Taxation Administration Act</i> , including Deputy Commissioners and other authorised officers.  Includes instruments of delegations and terms and conditions.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.4.2	Records documenting the delegation of the Commissioner's powers and functions to authorised officers under the relevant Acts, including appointments to the Office of Secretary by the Minister.	Permanent  Transfer to the NT Archives Service 10 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.5 Budgeting

The process of planning the use of expected income and expenditure over a specified period.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting budget forecasts and revenue modelling in relation to government revenue management.	Temporary Destroy 5 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.6 Client Education

The activities involved in planning and developing educational activities which raise awareness and understanding of client compliance with legislative and regulatory obligations.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting the promotion of awareness of territory taxation and royalties in the Northern Territory, including information sessions, networking events, public events and presentations.</p> <p>Includes background research, briefs and designs, copies of handouts and brochures.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.7 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
1.7.1	Records documenting high level committees where the Territory Revenue Officer is representing the NT.  Includes agendas, minutes, discussion papers and action items.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.7.2	Records documenting the Territory Revenue's Officer internal administrative committees, or inter-departmental formal committees.  Includes agendas, minutes, discussion papers and action items.	Temporary  Destroy 5 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.8 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
1.8.1	<p>Records documenting major investigations into potential breaches of taxation laws in relation to government revenue management where a breach has been found.</p> <p>Includes final reports, consultation notes, extracts of documents, witness statements and other supporting documentation.</p> <p>May include objections to decisions and appeals to the Court, including court orders and other supporting documentation.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.8.2	<p>Records documenting compliance activities in order to minimise losses of revenue in relation to government revenue management such as audits across payroll and stamp duty taxation, mining and petroleum, royalty payments and home grant subsidy schemes, includes minor investigations into potential breaches of taxation laws.</p> <p>Includes file notes, consultation notes and final reports.</p> <p>May include objections to decisions and appeals to the Court, including court orders and other supporting documentation.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.9 Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants, etc. Place published reports and proceedings in the organisation's library or information centre, and cross-reference to files. Includes workshops and seminars.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Master set of proceedings of conferences organised by the Territory Revenue Office such as the State and Territory Taxation Commissioner Conference.</p> <p>Includes final papers presented by centre staff.</p>	<p>Permanent</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.9.2	<p>Records documenting the administrative arrangements for conferences organised or attended by the Territory Revenue Office.</p> <p>Includes catering, draft programs, draft proceedings, publicity, speakers, travel arrangements, topics and venues.</p>	<p>Temporary</p> <p>Destroy 5 years after conference</p>

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.10 Control

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

Class No.	Description of Records	Status and Disposal Action
1.10.1	Register of unclaimed superannuation benefits as required under the <i>Unclaimed Superannuation Benefits Act</i> .	Permanent Retain in organisation (manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.10.2	Register of unclaimed moneys as required under the <i>Companies (Unclaimed Assets and Moneys) Act</i> .  This may include documentation to support an inclusion on the register and gazette notices.	Permanent Retain in organisation (Manage and migrate data to new platform during system upgrades) Transfer hardcopy register to the NT Archives Service 10 years after last entry
1.10.3	Applications from claimants to the unclaimed moneys and superannuation benefits registers	Temporary Destroy 3 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.11 Grants and Incentives

The process of administering the provision of grants and tax incentives by the Territory Government.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting the application for grants, subsidies, rebates, and concessions by organisations and individuals, where the application is approved, in relation to government revenue management, such as the Home Assistance Schemes and the First Home Owner Grant, including where applications are not approved.</p> <p>Includes applications, notification letter, payment approvals, progress reports, financial statements, acquittal information, and supporting documentation.</p> <p>May include objections and appeals.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.12 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
1.12.1	Final version of revenue management plans in relation to government revenue management, such as compliance plans.	Temporary Destroy 7 years after plan is superseded
1.12.2	Records documenting the development and review of government revenue management plans.  Includes draft versions, advice received from stakeholders and file notes.	Temporary Destroy 3 years after plan is superseded
	Use Administrative Functions of the NTG Disposal Schedule No. 2013/5 – 15.5 - STRATEGIC MANAGEMENT - PLANNING for records documenting corporate strategic plans.	

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.13 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
1.13.1	Master set of Territory Revenue Office policies, guidelines and rulings in relation to government revenue management.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.13.2	Records documenting the development of policies relating to government revenue management.  Includes consultation papers, drafts, policy proposals, research papers and comments.	Temporary Destroy 5 years after policy is superseded

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.14 Procedures

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

Class No.	Description of Records	Status and Disposal Action
1.14.1	Master set of procedures and guidelines of the Territory Revenue Office such as the Mineral Royalty Guidelines.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.14.2	Records documenting the development of procedures and guidelines in relation to government revenue management.  Includes background research, draft versions of procedures and notes on stakeholder consultation.	Temporary Destroy 3 years after procedures superseded

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.15 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
1.15.1	Final reports in relation to government revenue management prepared for senior management, including statistic reports.  Includes ministerial and working briefs.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.15.2	Records documenting draft versions of reports in relation to government revenue management that have been prepared for senior management.  Includes drafts, correspondence and feedback.	Temporary  Destroy 5 years after action completed

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.16 Tax Assessments

The activities involved in the assessment and determination of liabilities. Includes the determination of whether any exemptions or concessions apply.

Class No.	Description of Records	Status and Disposal Action
1.16.1	<p>Records documenting tax returns lodged and assessments made, including exemptions and withdrawn assessments.</p> <p>Includes returns, requests to pay by instalments, statements, taxation decisions, and other supporting documentation.</p> <p>May include applications to the Minister to waive, suspend or reduce annual fees, tax liabilities, or royalties payable. Also memorandums in relation to transactions under the <i>Stamp Duty Act</i>.</p> <p>May also include objections and appeals by persons affected by the Commissioner's decision of a tax, royalty payment or other payment liability. Including notices of appeals, court orders and written decisions.</p>	<p>Temporary</p> <p>Destroy 7 years after action completed</p>

## 1. Government Revenue Management

The function of collecting and administering Northern Territory Government revenue in accordance with the relevant tax and royalty legislation, including providing policy advice on taxes, gambling revenue, mining royalties, and the administration of grant and subsidy schemes.

### 1.17 Unclaimed Moneys

The activities involved in the management of unclaimed moneys. Includes the assessment of claims, the registration of entitlements to unclaimed money, and the payment of money to individuals and companies. Examples of unclaimed moneys are: dividends, salaries, bonds, cheques, trust money, and superannuation benefits.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting the assessment of claims of unclaimed moneys, including refund payments of unclaimed moneys in relation to companies and superannuation benefits by the Treasurer.  Includes applications, court orders, receipts of payments and other supporting documentation.	Temporary  Destroy 7 years after action completed