

| <u>Class No.</u> | <u>Description of Records</u> | <u>Status and Disposal Action</u> |
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| 1. | NTG LEGAL SERVICES | |
| 1.1 | ADVICE | |
| 1.1.1 | Crown Solicitor's advisings and related records | RETAIN PERMANENTLY Transfer to the NT Archives Service 15 years after action completed |
| 1.1.2 | Records relating to advice received from an internal or external legal service provider regarding Cabinet matters, international law, national security, NT Government-wide industrial issues, interpretation of legislation, matters of major public interest or controversy, matters which are precedent-setting in nature, matters resulting in significant changes to the NT Government's policy, procedures or proposals | RETAIN PERMANENTLY Transfer to the NT Archives Service 15 years after action completed |
| 1.1.3 | Records relating to other legal advice from external sources | TEMPORARY Destroy 9 years after action completed |
| 1.1.4 | Copies of legal advice | TEMPORARY Destroy when reference ceases |
| 1.2 | AGREEMENTS | |
| 1.2.1 | Records relating to major agreements eg performance of functions between the Attorney-General's Department and other government agencies, agreements between the NT Government and other governments (national, Commonwealth or state) | RETAIN PERMANENTLY Transfer to the NT Archives Service 10 years after action completed |
| 1.2.2 | Signed deeds of release, deeds of indemnity and other similar agreements (including supporting records) | RETAIN PERMANENTLY Transfer to the NT Archives Service 10 years after action completed |
| 1.2.3 | Signed agreements and contracts under seal and supporting records | RETAIN PERMANENTLY Transfer to the NT Archives Service 10 years after action completed |
| 1.2.4 | Final versions of minor agreements (not involving other governments) made covering the legal services function and supporting documents | TEMPORARY Destroy 7 years after expiry or other termination of agreement |

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| 1.2.5 | Signed simple contracts and agreements resulting from tenders and supporting records | TEMPORARY Destroy 7 years after completion or other termination of agreement or contract |
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| 1.3 | COMMITTEES | |
| 1.3.1 | Records of committees convened by or involving the Attorney-General's Department in regard to legal matters (with NTG agencies, external legal firms or other governments), including agenda, appointments, attendance, briefing and discussion papers, minutes, reports and submissions:- | |
| | (a) relating to major issues of public interest in the Northern Territory (eg the legal implications of the proposed Darwin to Alice Springs railway) or resulting in significant change to NTG policy or procedure | RETAIN PERMANENTLY Transfer to the NT Archives Service 7 years after action completed |
| | (b) all other issues | TEMPORARY Destroy 6 years after action completed |
| 1.3.2 | Records relating to the administration of committees, including draft agenda, distribution lists, invitations to attend, organising of venue and travel arrangements | TEMPORARY Destroy 2 years after action completed |
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| 1.4 | COMPANY LAW (<i>see AGREEMENTS</i>) | |
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| 1.5 | COMPLIANCE | |
| 1.5.1 | Records relating to agency compliance with mandatory or optional standards or with statutory requirements relating to legal services | TEMPORARY Destroy 7 years after action completed |
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| 1.6 | CONFERENCES | |
| 1.6.1 | Master copies of conference transcripts of speeches, proceedings and reports | RETAIN PERMANENTLY Transfer to the NT Archives Service 5 years after action completed |
| 1.6.2 | Duplicate copies of conference transcripts of speeches, proceedings and reports | TEMPORARY Destroy when reference ceases |
| 1.6.3 | Records relating to arrangements to hold conferences, including draft programs, topics, speakers, publicity, invitations, participants, venue, accommodation and catering | TEMPORARY Destroy 2 years after action completed |
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| 1.7 | CONTRACTING-OUT | |
| 1.7.1 | Records relating to the management of contracts for the legal services function | TEMPORARY Destroy 7 years after completion or other termination of contract |
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| 1.8 | CONVEYANCING (<i>see AGREEMENTS</i>) | |
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| 1.9 | CORPORATE STRUCTURES (<i>see AGREEMENTS</i>) | |
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| 1.10 | EVALUATION | |
| 1.10.1 | Records relating to instatement of a Justice of the Peace or Commissioner for Oaths | TEMPORARY Destroy 85 years after date of appointment |
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| 1.11 | INFRINGEMENTS | |
| 1.11.1 | Records relating to infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation, including notifications of breaches, investigations, negotiations, copyright, intellectual property and patents | TEMPORARY Destroy 7 years after action completed |
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| 1.12 | INQUIRIES | |
| 1.12.1 | Records relating to an inquiry with no direct relation to the agency's functions (eg a Royal Commission):- (a) where substantial input was provided by the agency, including statements, submissions, subpoenas, transcripts, final reports and responses to final reports (b) where no substantial input was provided by the agency | RETAIN PERMANENTLY Transfer to the NT Archives Service 7 years after action completed TEMPORARY Destroy 5 years after action completed |
| 1.12.2 | Records relating to legal support provided to an agency either conducting an inquiry or participating in an inquiry | TEMPORARY Destroy 3 years after final report of inquiry is released |
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| 1.13 | INTELLECTUAL PROPERTY | |
| 1.13.1 | Records relating to the establishment and general management of NT Government intellectual property, including patents, trademarks, designs, plant breeder's rights, circuit layouts, trade secrets, and all forms of copyright | RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed |
| 1.13.2 | Records relating to unsuccessful or abandoned attempts to establish intellectual property rights | TEMPORARY Destroy 7 years after action completed |
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| 1.14 | INTERNATIONAL TREATIES (<i>see AGREEMENTS</i>) | |
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| 1.15 | LIAISON | |
| 1.15.1 | Records relating to contact with professional associations, private sector organisations and community groups in regard to legal issues, including the sharing of informal advice, informal discussions, membership of professional associations | TEMPORARY Destroy 7 years after action completed |
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| 1.16 | LITIGATION | |
| 1.16.1 | Records relating to litigation matters where legal precedents are set, which are of major public interest or controversy, or result in significant changes to NT Government policy and/or procedures | RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed |
| 1.16.2 | Records relating to litigation matters that do not set legal precedents | TEMPORARY Destroy 7 years after action completed |
| 1.16.3 | Subpoenas and discovery orders received by the agency and records relating to agency responses | TEMPORARY Destroy 7 years after action completed |
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| 1.17 | MEETINGS <i>(for records of meetings of committees, task forces and any other formal group which meets on a regular basis use COMMITTEES)</i> | |
| 1.17.1 | Records relating to ad hoc meetings regarding legal services, including administrative arrangements, attendance, briefing and discussion papers, minutes and reports | TEMPORARY Destroy 6 years after action completed |
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| 1.18 | PLANNING | |
| 1.18.1 | Final version of agency-wide legal services plans and records and records relating to the development of the plans | RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed |
| 1.18.2 | Final version of a section or business unit's legal services plans and records relating to the development of the plans | TEMPORARY Destroy 5 years after plan is superseded |
| 1.18.3 | Copies of legal services plans | TEMPORARY Destroy when reference ceases |
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| 1.19 | POLICY | |
| 1.19.1 | Records relating to the development and establishment of the agency's policies, including policy proposals, research papers, results of consultations, supporting reports, major drafts, and final policy documents | TEMPORARY Destroy 7 years after policy is superseded |
| 1.19.2 | Records and working papers relating to comments made on the development of government-wide legal services policies | TEMPORARY Destroy 3 years after policy is superseded |
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| 1.20 | PRESENTATIONS | |
| 1.20.1 | Records relating to arrangements for presentations, seminars and information sessions | TEMPORARY Destroy 2 years after action completed |
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| 1.21 | PROCEDURES | |
| 1.21.1 | Master set of agency manuals, handbooks, directives etc detailing procedures supporting the legal services function and records relating to the development of the procedures | TEMPORARY Destroy when procedures are superseded |
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| 1.22 | REPORTING | |
| 1.22.1 | Final version of formal internal reports and reports made to external agencies relating to the legal services function | TEMPORARY Destroy 5 years after action completed |
| 1.22.2 | Working papers relating to the development of all reports, including drafts and comments received | TEMPORARY Destroy 1 year after action completed |
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| 1.23 | REPRESENTATIONS | |
| 1.23.1 | Records documenting the preparing of responses to questions raised in Parliament by Members of Parliament on behalf of their constituents, including community-based representations and representations directed to the agency seeking a formal response | TEMPORARY Destroy 3 years after action completed |
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| 1.24 | REPRESENTATIVES | |
| 1.24.1 | Records relating to the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups | TEMPORARY Destroy 2 years after action completed |
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| 1.25 | RESEARCH | |
| 1.25.1 | Records relating to research into the development of projects, standards and guidelines for government relations purposes:- | |
| | (a) final report (consolidated results of research) | TEMPORARY Destroy 5 years after action completed |
| | (b) research data, including literature searches, questionnaires, statistics, surveys, working papers and other raw data | TEMPORARY Destroy 1 year after production of report |
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| 1.26 | REVIEWING | |
| 1.26.1 | Records relating to a review of agency programs and operations supporting the legal services function, including documents establishing the review, final report and action plan | TEMPORARY Destroy 3 years after action completed |
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| 1.27 | SECURITIES (LEGAL) (<i>see AGREEMENTS</i>) | |
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| 1.28 | SUBMISSIONS | |
| 1.28.1 | Records relating to agency comments on NTG Cabinet Submissions | RETAIN PERMANENTLY Transfer to the NT Archives Service 4 years after action completed |
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| 1.29 | TRUSTS (LEGAL) (<i>see AGREEMENTS</i>) | |

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| 2. | PUBLIC TRUSTEE SERVICES | |
| 2.1 | COMMON FUND MANAGEMENT | |
| 2.1.1 | Records relating to the day to day operations of the common fund to ensure sufficient monies to pay out estates and trusts are available while optimising returns to beneficiaries | TEMPORARY Destroy 7 years after date of audit |
| 2.2 | ESTATE ADMINISTRATION | |
| 2.2.1 | Records relating to the process of collecting the assets of the estates, ascertaining the liabilities, dealing with ongoing and outstanding responsibilities ascertaining the beneficiaries, completing the legal requirements and distributing net assets to beneficiaries | TEMPORARY Destroy 25 years after date of closure of account |
| 2.3 | TRUST MANAGEMENT | |
| 2.3.1 | Records relating to the process of managing funds on behalf of and for the benefit of another according to ones wishes by order of the court | TEMPORARY Destroy 25 years after date of audit |
| 2.4 | WILLS | |
| 2.4.1 | Wills and records relating to the taking of instructions, preparation and execution of a will, and transfer of the will to the executor | TEMPORARY Destroy 25 years after date of transfer to the Executor |

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| 3. | REGISTRAR-GENERAL SERVICES | |
| 3.1 | INSTRUMENTS | |
| 3.1.1 | Original registers, instruments and supporting documentation from the Registrar of Births, Deaths and Marriages, and the Land Titles Office | RETAIN PERMANENTLY Transfer selected records to the NT Archives Service 4 years after action completed |