

Records Disposal Freeze Overview

A Records Disposal Freeze is issued and implemented in two key parts. The requirement for a specific disposal freeze is determined by the NT Archives Service and NT Records Service within the framework of the Policy and Implementation Advice. A notification is transmitted to public sector organisations for implementation to ensure disposal of relevant records is suspended.

NT Archives Service and NT Records Service Responsibilities

Disposal Freeze Policy for NT public sector organisations

Policy issued to establish the process for the issue of disposal freezes.

http://www.nt.gov.au/nreta/ntas/records/pdf/Disposal_Freeze_Policy.pdf

Records Disposal Freeze Implementation Advice for NT public sector organisations

Advice about procedures for agencies to implement a disposal freeze.

http://www.nt.gov.au/nreta/ntas/records/pdf/Disposal_freeze_implementation_advice.pdf

Notification of Records Disposal Freeze

A notification to government agencies to freeze the disposal for a specific group of records

Public Sector Organisations Responsibilities

Implement Disposal Freeze for organisations records

Upon receipt of a Notification of Records Disposal Freeze for a specific group of records, the organisation should determine which records are affected and implement procedures to ensure the records are suspended from any disposal action

Advise staff and other parties

Staff and other relevant parties (including third party storage providers) are advised of the scope of the records disposal freeze

Suspend disposal of relevant records

Records which are within the scope of the disposal freeze and due for disposal are identified and procedures are implemented to ensure their disposal is suspended for the duration of the freeze.