

# **Territory Records (Records Disposal Schedule – Traffic & Transport Records) Approval 2025 (No 1)**

**Notifiable instrument NI2025-3**

made under the

**Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)**

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## **1 Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Traffic & Transport Records) Approval 2025 (No 1).

## **2 Commencement**

This instrument commences on the day after notification.

## **3 Approval**

I approve the Records Disposal Schedule – Traffic & Transport Records.

## **4 Revocation**

This instrument revokes:

Territory Records (Records Disposal Schedule – Traffic & Transport Records) Approval 2015 (No 1) NI2015-36.

Danielle Wickman  
Director of Territory Records  
2 January 2025



# **Records Disposal Schedule**

## **Traffic & Transport Records**

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## INTRODUCTION

The *Records Disposal Schedule - Traffic & Transport Records* is the official authority for the disposal of these ACT Government Records.

It is one of a series of Whole of Government Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is used in conjunction with other Territory Records Disposal Schedules.

## PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of traffic and transport records created or maintained by ACT Government Agencies.

## SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It also applies to consultants, contractors and other third parties undertaking functions on behalf of ACT Government Agencies.

It applies to records in any format, including electronic records.

## AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use.

Officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements under the *Territory Records Act 2002*, including any other applicable Records Disposal Schedule or approved Records Management Program.

**An Agency must take appropriate steps to meet the prerequisites for disposal in this and other applicable Records Disposal Schedules, including to ascertain whether disposal is prohibited, for example where the Records relate to any reasonably foreseeable legal action or current Records Disposal Freeze.**

This Records Disposal Schedule will remain in force until a new schedule revokes it or the Director of Territory Records withdraws it from use.

## **GUIDELINES FOR USE**

### *Coverage of authority*

The *Records Disposal Schedule - Traffic & Transport Records*:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- specifies the minimum period records should be kept (retention periods)
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

## **FORMAT OF RECORD**

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards/registers/microfilm/microfiche
- files;
- digital records, including various electronic media, and
- any other formats.

## **DESTRUCTION OF RECORDS**

Once an Agency is authorised to dispose of Records, appropriate arrangements for their destruction should be made. It is the responsibility of each Agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the applicable Records Management Program.

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Territory Records Office.

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Territory Records Office.

## **RELATED LEGISLATION**

The following legislation is related to the records classes covered by this Records Disposal Schedule:

*Evidence Act 2011*

*Freedom of Information Act 1989*

*Interstate Road Transport Act 1985 (Cwlth)*

*Interstate Road Transport Charge Act 1985 (Cwlth)*

*Limitation Act 1985*

*Liquor Act 2010*

*Motor Vehicle Standards Act 1989 (Cwlth)*

*NRMA-ACT Road Safety Trust Act 1992*

*Public Unleased Land Act 2013*

*Road Transport (Alcohol and Drugs) Act 1977*

*Road Transport (Driver Licensing) Act 1999*

*Road Transport (General) Act 1999*

*Road Transport (Mass, Dimensions and Loading) Act 2009*

*Road Transport (Public Passenger Services) Act 2001*

*Road Transport (Safety and Traffic Management) Act 1999*

*Road Transport (Third-Party Insurance) Act 2008*

*Road Transport (Vehicle Registration) Act 1999*

*Territory Records Act 2002*

*Work Health and Safety Act 2011*

## **RECORDS DISPOSAL SCHEDULE**



















































**RETAIN AS TERRITORY ARCHIVES**

















## **DEFINITIONS**

### ***Agency***

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### ***Appraisal***

The process of evaluating business activities to:

- determine which records need to be captured;
- determine how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### ***Business Classification Scheme***

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### ***Principal Officer***

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### ***Records***

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transition of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### ***Records of an Agency***

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

### ***Records Disposal Schedule***

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

### ***Records Management Program***

A document that complies with Section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

### ***Recordkeeping Systems***

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources that are applied within an agency to ensure that full and accurate records of business activity are made and kept.

### ***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

### ***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule that applies to the record and assigning a retention period consistent with that part.

### ***Territory Archives***

Records preserved for the benefit of present and future generations.