

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Financial Management Information	Information regarding Financial Management, includes budgets, accounts and financial reporting for whole of agency as well as individual business units and advice from other agencies (i.e. Treasury Circulars)	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Reference Material	Includes information used by the agency as reference material, includes information from a variety of sources	Yes	Electronic and	No	No	Yes - Some Parts
Correspondence	Includes correspondence from Business Units and agency as a whole, includes media releases and ministerial correspondence	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Advice	Information relating to advice to and from agency as well as internally and with Ministerial Offices on various topics	Yes	Electronic and	No	No	Yes - Some Parts
Aboriginal issues	Aboriginal Development, Aboriginal Development Sub Committee, Aboriginal Employment & Career Development Strategy, Aboriginal Local Roads Coordination, Bush Mob, Bush Telegraph, IAD, Native Title, Reconciliation, ATSIC	Yes	Electronic and Hardcopy	No	No	No
Accountable Forms	All accountable forms, including Cab Charge books and records, departmental fuel cards, Vehicle Maintenance Order books, RTM Receipt books, credit notes and debit notes	Yes	Hardcopy	No	No	No
Action taken under Audit Act (Government administrative actions only)	Working papers: Auditor-General's triennial strategic review; engage consultant to conduct review, Auditor-General's appointment and oath of office declaration, appointment of A/Auditor-General, suspension, retirement & removal of Auditor-General	Yes	Hardcopy	No	No	No
Action under the Remuneration Tribunal Act and Remuneration (Statutory Bodies) Act	Working papers to appoint Tribunal member; review MLA's allowances & Minister's additional office salary; Tribunal enquiry's re: remuneration of Magistrates, Judges & statutory body members; Executive Council submissions, Administrator's determinations	Yes	Hardcopy	No	No	No
Administrative Arrangements Order	File series of new and amending Administrative Arrangements Orders (document signed by Administrator which sets out Ministers' agency and legislative responsibilities).	No	Electronic and Hardcopy	No	Yes	AAO is available in gazette form from Government Printer and Legislation Database (Government Website)

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Administrator of the NT - Appointment	Working papers relating to the appointment of Administrators of the NT, Acting Administrators and Deputy Administrators, and functions of the various office holders.	Yes	Hardcopy	No	No	No
Advertising	Advertising orders raised for departmental and ministerial offices and consists of an access database, a filing cabinet with copies of advertising orders and a manual register of all advertising orders raised.	Yes	Electronic and Hardcopy	No	No	No
Agreements	Minutes & Drafts of treaties, MOU's etc. Regarding Petroleum & Mineral Development	NO	Electronic and Hardcopy	No	No	No
Alice in 10	Alice in 10 Projects	Yes	Electronic and Hardcopy	No	No	No, although when produced Alice in 10 Times distibuted free of charge, and available on the Internet. Individual
Alice Springs Businesses - private sector	Private sector correspondence	Yes	Electronic and Hardcopy	No	No	No
Alice Springs Issues	Local key issues	Yes	Electronic and Hardcopy	No	No	No
Alice Springs Town Council	ASTC, Festivals, Greatorex Building, Skate Park,	Yes	Electronic and Hardcopy	No	No	No
ALP Policy & Position Papers	File of ALP Policies, Position Papers, Ministerial Statements, Election Platforms.	No	Hardcopy	No	No	No
Appointment of Chief Executive Officers and Acting Chief Executive Officers	Two file series containing working papers generated in arranging the appointment of Chief Executive Officers and Temporary (Acting) Chief Executive Officers under the Public Sector Employment and Management Act.	Yes	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Apprentices and Cadets	Apprentices and cadets, OCPE and DCIS information re: employment of apprentices/cadets and applications received.	Yes	Hardcopy	No	No	No
Assets	Database of all DCM managed assets (capital and attractive) and their location, value and asset specification (serial numbers, etc.), asset stocktakes (Units and Minister's Office) - This function is now undertaken by DCIS (Department of Corporate and Information Services)	Yes	Electronic and Hardcopy	No	No	No
Audit Committees	Each Government Department has in place an Audit Committee, whereby a member from Risk Management Services sits on this committee to provide support services	NO	Electronic and Hardcopy	No	No	No
Authority to Act	Records and documentation recording ministers acting for and on behalf of another ministers.	No	Electronic and Hardcopy	No	No	No
Awards	Administering and assessing Young Achiever Awards and Student Citizen Awards. Correspondence, memos, ministerials, application forms, posters, invitations, emails, spreadsheets, mailing lists, brochures, proposals, reports, certificates.	YES	Electronic and Hardcopy	No	No	No
Awards & Events	Records and documentation relating to awards and events sponsored or presented by the Office of Women's Policy.	YES	Electronic and Hardcopy	No	No	Newsletters, press releases, website and newspaper publications
Boorooloola	Boorooloola, Boorooloola File 2,	Yes	Electronic and Hardcopy	No	No	No
Bravery Awards	Nominations, information in support of nomination and results of the Bravery Awards.	YES	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Business Contacts	Clients business cards, industry, association, board and council member details	YES	Electronic and Hardcopy	No	No	No
Cabinet Files	All papers formally considered by Cabinet including details of presentations to Cabinet. Copies of Cabinet Decisions are also included on the files.	No	Hardcopy	No	No	No
Central Australia Issues	Various development issues	Yes	Electronic and Hardcopy	No	No	No
Central Australia Tourism Industry Association	CATIA, Tourism Master Plan, Yulara,	Yes	Electronic and Hardcopy	No	No	No
Chief Minister	Parliamentary Breakfast, Chief Minister, Chief Minister's Office	Yes	Electronic and Hardcopy	No	No	No
Chief Minister's Round Table of Young Territorians	Correspondence, promotion of new members, applications, member details, travel, meetings, newsletters, memos, ministerials, LA briefs, quotes, financials, emails, mailing lists, media releases, minutes, photos, website, advertising, articles & flyers.	YES	Electronic and Hardcopy	No	No	Round About the NT Publication, brochure and website
Chief Minister's Study Award for Women	Publicity material, forms, mail list, requests for information, applications, correspondence with panel members & recipients, contracts, financial memorandums, legislative assembly and ministerial briefings	YES	Electronic and Hardcopy	No	No	Newsletters, press releases, website and newspaper publications
Clubs, Societies	AIM, BWCC, Ghan Preservation Society, Fred McKay Memorial Museum, IPAA, National Pioneer Women's Hall of Fame, National Road Transport Hall of Fame, RSL, Greening Australia	Yes	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Commissions of Inquiry into Electoral Matters	Courts of Disputed Returns, Inquiries into the conduct of Federal Elections by the Joint Select Committee on Electoral Reform, inquiries on electoral matters and High Court decisions.	No	Electronic and Hardcopy	No	No	No
Committees	Committees, boards and taskforces management; committee establishment, member appointments; TOR; proceedings, minutes, reports, agendas; Secretariat; Seniors Advisory Council; community consultations; PATF; CSMAC	YES	Electronic and Hardcopy	No	No	No
Committees	Documents kept in relation to various committees i.e. Integrated Logistics Network, Australian Freight Council Network, Logistics Council of Australia, NT Freight Working Group, etc	NO	Electronic and Hardcopy	No	No	No
Committees	Documents related to committees dealing with knowledge-based economy issues in the Territory and with other Governments	NO	Electronic and Hardcopy	No	No	No
Committees	Records & information re: Katherine Regional Coordination Committee, Executive Consultative - Defense Arrangements, Aboriginal Development Sub-Committee, Palmerston City Council - Partnership Agreements, Southern Region Coordination Committee, NORCOM - Op	Yes	Hardcopy	No	No	No
Committees	Records and documentation relating to all committees that OWP attends as members and includes Government and Non-Government Committees, such as the Inter-Departmental Committee on Domestic and Family Violence and the Equity and Diversity Sub-Committee.	NO	Electronic and Hardcopy	No	No	No
Committees and Working Groups	Committees and Working groups on various Govt matters including the Mineral Council on Energy working group, NT Research and development advisory group and Council of Australian Governments.	NO	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Committees Interstate	Office of Territory Development Membership of inter-govt. and intra-govt. working parties on various matters of Govt. policy.	NO	Electronic and Hardcopy	No	No	No
Committees NT	OTD membership of inter-gov't & intra-government working parties on various matters of Govt. policy.	NO	Electronic and Hardcopy	No	No	No
Commonwealth (Federal) Government	Canberra Regional Summit, Defense, Regional Summit Canberra 2, Australian Taxation Office, Australian Valuation Office - Sales Statistics, Canberra Viewpoint, Centenary of Federation, Defense File 2, Fringe Benefits/Taxation, GUST, Census	Yes	Electronic and Hardcopy	No	No	No
Commonwealth, State and Territory and Local Government's Communications	Correspondence, discussion papers, information papers, media releases, pamphlets and publications provided by Commonwealth, State and Territory Government agencies and Local Governments.	NO	Electronic and Hardcopy	No	No	No
Commonwealth, State, Territory and New Zealand Ministerial Conference on the Status of Women	Minutes, agendas, discussion papers, briefings papers, ministerial briefings, inter-jurisdictional correspondence, ministerial correspondence, media releases, regarding the status of women.	NO	Electronic and Hardcopy	No	No	Communiques from the MinCo, press releases, reports to the MinCo released with Ministerial approval
Commonwealth/State/Territory Working Party Papers	Commonwealth/State/Territory Working Party papers: regional skilled migration, overseas student visas, temporary residents, migrant & refugee settlement issues, temporary protection visa holders, NAATI, language services, citizenship issues, research advice	NO	Hardcopy	No	No	No
Communications	Records relating to desk phone and mobile phones used by the department and consists of two access databases TRIM Files and printouts from the access database stored by the general services manager.	Yes	Electronic and Hardcopy	No	No	No
Communities	Harrys Creek, Papunya, Imanpa, Mutitjulu, Papunya File 2, Yuendumu, Utopia,	Yes	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Community Government Elections	Chief Electoral Officer usually conducts elections on behalf of the Council Clerk. A separate file is maintained for each Community Government Council	No	Electronic and Hardcopy	No	No	No
Community Liaison	Requests for floral wreaths, floral arrangements and plaques	YES	Electronic and Hardcopy	No	No	No
Community Relations	Administrator's role, term and conditions; Functions or events the Administrator has hosted, attended; patronage, Official messages; Information and advice from the Administrator	Yes	Electronic and Hardcopy	No	No	No
Community Relations	Liaison with community bodies including Industry Association lists.	NO	Hardcopy	No	No	No
Conferences	Office of Territory Development participation in conferences a presenters, poster display, sponsor or attendee	NO	Electronic and Hardcopy	No	No	No
Consultancies	Documentation relating to advice and Projects conducted by consultants	NO	Electronic and Hardcopy	No	No	No
Consultancy	Records relating to Consultant Contracts and consists of contracts, procurement requirements, copies of invoices and any related correspondence or ministerials.	Yes	Hardcopy	No	No	No
Contact Lists	Lists of contact details for Government Ministers, Department Heads, Honorary Consuls, Defence Force VIP's and other Agencies, institutions and private organizations in the Northern Territory.	YES	Electronic and Hardcopy	No	No	Who What Where Publication, Website
Contacts Database	Access database of different groups concerned in/with Social Policy Unit activities (all other information sets) - used for mailing out information, contacting with details of activities, meetings etc	YES	Electronic	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Contract Administration	Contract Preparation and Administration. Particularly this set relates to word and excel documents used to prepare contracts for both Ministerial and Departmental staff and hard copies of such.	Yes	Electronic and Hardcopy	No	No	No
Contracting-Out	Contracts for supply of information or services	NO	Electronic and Hardcopy	No	No	No
Co-ordinate Committee	Records and documentation kept by this department on the coordination committee including meeting papers, agendas and minutes	Yes	Electronic and Hardcopy	No	No	No
Creation of Ministerial Offices and Appointment of Ministers	Working papers and instruments for the creation of ministerial offices i.e. ministerial portfolio titles and the appointment of Ministers.	No	Hardcopy	No	No	No
Cross Cultural	Cross Cultural Training and Administration, liaison, community and Government agencies with regard to providing training and workshop, includes training presentation, material handouts, Videos and administrative arrangements	NO	Electronic and Hardcopy	No	No	Handout materials to clients, course content
CSIRO	CSIRO, Blandy, CSIRO Tourism Futures Model,	Yes	Electronic and Hardcopy	No	No	No
Database Management - TRIM Audit Event Logs	TRIM Database Event Logs which are run weekly and used to record an audit trail on data updates, deletions, creations, amendments	Yes	Electronic	No	No	No
DBIRD	DBIRD, Resource Development, Water Sensitive Design, DPIF, DIB Personnel	Yes	Electronic and Hardcopy	No	No	No
DCDSCA	OAD, Sport & Recreation, Cultural Precinct, DCDSCA, Department of Local Government, Office of Aboriginal Development	Yes	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
DCIS	Registry, NT Fleet, Tender Board	Yes	Electronic and Hardcopy	No	No	No
DCM Agency Book	Contains details of personnel in NTPS agencies who have been given Read and/or Edit access to the Government Executive Reporting System database and the Statutory Bodies database. This database is the means by which personnel are given their access.	Yes	Electronic	No	No	No
DCM Cabinet Files 2001-2004	Draft Cabinet Submissions for comment, Submissions considered by Cabinet, Cabinet Decisions. Cabinet Business Lists & Cabinet Decisions are created with this database. Used as tracking system for Submissions, Decisions & an index of Cabinet Files	No	Electronic	No	No	No
DCM Darwin	Darwin related issues	Yes	Electronic and Hardcopy	No	No	No
DCM GERS 2001-2004	Contains details of Government initiatives to enable progress of implementation to be monitored as part of the Government Executive Reports System (GERS)	No	Electronic	No	No	No
DCM Graduate Traineeship Program	Records and documentation relating to research and development of a policy relating to recruitment and management of graduates.	No	Electronic and Hardcopy	No	No	Hardcopy Handout
DEET	Centralian College, NT Board of Studies, NT Employment and Training Authority, Dept of Education	Yes	Electronic and Hardcopy	No	No	No
Department of Justice	Alice Springs Correctional Centre, Attorney Generals Department, Dept of Justice, Gaol, NT Anti Discrimination, Ombudsman, Prison Officers Social Club,	Yes	Electronic and Hardcopy	No	No	No
Departmental Reviewing	Records and documentation relating to various reviews on specific units within DCM	No	Hardcopy	No	No	No

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Desert Knowledge Australia	Blandy, DKA, Cool Communities,	Yes	Electronic and Hardcopy	No	No	No
Determinations	Determinations issued by OCOPE and agency specific Determinations instigated by DCM	Yes	Hardcopy	No	No	OCOPE Website
DHCS	Primary Health Care Facility, Territory Health Services, Laundry, Centre for Primary Health Care, Centre for Remote Health,	Yes	Electronic and Hardcopy	No	No	No
DIPE	General correspondence	Yes	Electronic and Hardcopy	No	No	No
Diplomatic Visits	Program of activities for visiting dignitaries to the NT: day to day itinerary organized by Protocol, the hospitality extended by the Government to the visitors, the Costings associated with the visit programs and the official visitors CV.	YES	Electronic and Hardcopy	No	No	No
Disciplinary Charges	Records and documentation re: disciplinary charges on DCM staff	Yes	Hardcopy	No	No	No
Domestic Violence Community Education Campaign	Videos, printed material, publications, mailing list, newsletters, audio cassettes, tender documents, CD's & diskettes, correspondence, promotional material, correspondence, legislative assembly and ministerial briefings	NO	Electronic and Hardcopy	No	No	Television, Radio and Print material
Domestic Violence Data Collection	Data collection forms, contact lists, a statistical database, correspondence, legislative assembly and ministerial briefings regarding domestic violence.	NO	Electronic and Hardcopy	No	No	Annual Collection Report, Newsletters, press releases, website and newspaper publications
Drafting Practice	Legislation templates and drafting directions	NO	Electronic and Hardcopy	No	No	No
East Timor	East Timor, Defence,	Yes	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Economic & Zoca Issues	Information on Gas: e.g.. Gas to South Australia	NO	Electronic and Hardcopy	No	No	No
Economic development strategy	Whole of Government reporting on the Economic Development Strategy - used to advise government on progress towards its Economic Development Strategy. Regular Ministerial statements made	NO	Electronic and Hardcopy	No	No	Hansard, and internet
Election Management System	The Election Management System is an Access data base system used for the conduct of Legislative Assembly and Municipal Council elections.	Yes	Electronic	No	No	No
Election Operations	Provision of equipment, contacts, policies and practices for the conduct of an election, remuneration of polling officials.	No	Electronic and Hardcopy	No	No	No
Elections Other	The NTEO conducts elections for organizations around the NT in accordance with their individual constitutions. It also assists with elections for other States and Territories. A separate file is maintained for each Organization.	No	Electronic and Hardcopy	No	No	No
Electoral Education	Electoral education information for general public & specific groups - school based & Local Government. Provision of an electoral education centre and the former Australian Electoral Commission Aboriginal and Torres Strait Islander information service	No	Electronic and Hardcopy	No	No	No
Electoral Enrolment	Electoral enrolment, Roll Maintenance, Policies, Advice, Statistics and Meetings with the Australian Electoral Commission and Electoral Roll Council.	No	Electronic and Hardcopy	No	No	No
Employment Conditions	Employment Conditions for employees: Code of Conduct, Outside Employment, Flexible Working Practices, Enterprise Bargaining, Redeployment, Secondments and Allowances.	Yes	Hardcopy	No	No	No
Employment Conditions	Managing the general conditions of employment for personnel. OST maintains a file containing OST job descriptions, recruitment agency consulting agreements and temporary employee's timesheets.	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Equity & Diversity Programs	Records and documentation relating a range of practical agency initiatives undertaken to manage diversity planning, flexible work conditions, initiatives designated for EEO groups and anti-discrimination training.	No	Electronic and Hardcopy	No	No	No
Estimates Committee	Secondary copies of questions and answers from Estimates committee.	Yes	Hardcopy	No	No	No
Ethnic Affairs Sponsorship Program	Administration - Individual files by applicant	YES	Electronic and Hardcopy	No	No	No
Ethnic Affairs Sponsorship Program	Policies and Procedures, Grants Program.	YES	Electronic and Hardcopy	No	No	Guidelines and application forms available in hardcopy and via internet
Ethnic Community Organisations	General correspondence with the ethnic community organizations, information on the names and contact details of the Executive Committee,	YES	Hardcopy	No	No	Multicultural Information Directory, hardcopy and website
Events	Arranging and managing official events including ceremonies exhibitions. OST sponsors Portrait of a Senior Territorian with Arts NT; and participates in Show Circuit	NO	Electronic and Hardcopy	No	No	No
Events - General	Records and documents re: Centenary of Federation, CROC Eisteddfod Festival, Festival of Darwin, Show Circuit, Territory YouthFest Month. Correspondence, correspondence, brochures, calendar of events, ministerials, grant recipients, invitations.	YES	Electronic and Hardcopy	No	No	No
Events - National Youth Week	Sponsorship, budget, funding arrangements, marketing & promotion, advertising, planning groups, calendar of events - correspondence, email, memos, ministerials, LA briefs, info packs, leaflets, media releases, flyers, mailing lists, financials, photos	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Executive	Executive Management of the NT Electoral Office, monthly reports, briefing papers, Cabinet handbook, program evaluation and strategic planning.	No	Electronic and Hardcopy	No	No	No
Executive Council Index	Records of all matters considered by the Executive Council and includes an index of council meetings, and submissions relevant to those meetings.	Yes	Electronic and Hardcopy	No	No	No
Executive Management Board Papers	Executive Management Board Reports, Agenda and Minutes of the Meeting	Yes	Electronic	No	No	No
Executive Remuneration Review Panel (ERRP)	Secondary copies of documents and records relating to ERRP	Yes	Hardcopy	No	No	No
External Relations/Liaison	Records and documentation relating to external relations and liaison e.g. EAS, Recruitment Agencies	No	Hardcopy	No	No	No
Fact Sheets	Facts Sheets relevant to major projects or matters of public interest associated with a project.	NO	Hardcopy	No	No	Distributed at public forums
Flexible Work Practices	Flexible Work Practices Policy, practices that assist employees to balance work and family issues, innovative practices include Carers Room and Job Rotation/multi-skilling arrangements.	No	Electronic and Hardcopy	No	No	No
FOI and Privacy	Policy and Procedures in relation to FOI and privacy	No	Electronic and Hardcopy	No	No	Yes
Foundations for Our Future	Records and documentation relating to the Foundations for Our Future program, which is no longer in effect	Yes	Electronic and Hardcopy	No	No	Hard Copy Brochures and Booklets

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Functions and events	Documentation relating to functions and events organized on behalf of Government including Ministerial approval, invitation and related correspondence, photographic documentation of the event	NO	Electronic and Hardcopy	No	No	No
Gas Task Force	Executive records and documentation relating to the Gas Task Force, a function now transferred to The Office Of Territory Development. This set also contains information from OTD Board meetings and the east arm development group.	Yes	Hardcopy	No	No	No
GERS and Statutory Bodies Access	Details of requests from NTPS agencies for personnel to be given Read and/or Edit access to the Government Executive Reporting System database and the Statutory Bodies database.	Yes	Hardcopy	No	No	No
GH Maillist	Access Database GHMaillist: names and addresses (official and private) of Government House and Administrator of the NT contacts, guests invited to official functions and guest lists	Yes	Electronic and Hardcopy	No	No	No
Government Commitments Database	Record of commitments made by Government, responsible Minister and Agency, financial implications, and record of progress	No	Electronic and Hardcopy	No	No	No
Government House Foundation	The Government House Foundation was established in 1998 to foster the interest and recognition of Government House as a heritage precinct and asset for the people of the NT and Australia	No	Electronic and Hardcopy	Yes	Yes	GHF Newsletter and Website - \$25.00
Government Relations	Committees Office of Territory Development Membership of inter-Govt & intragovernment working parties on various matters of Govt. policy.	NO	Electronic and Hardcopy	No	No	No

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Government Relations/Liaison	Government Relations and Liaison	No	Hardcopy	No	No	No
Grant Funding	Application for and receipt of grants. OST funds Life Be In It to conduct Senior Territorians Active in Recreation (STAR) program, a grants program for seniors month and sponsors the Council of the Aging - Northern Territory [COTA(NT)] to conduct some activities for Seniors Month	YES	Electronic and Hardcopy	No	No	No
Grants	Documentation kept by OTD regarding various grants i.e. Funding for the Transport, Engineering, Automotive Training Advisory Council (NT) Inc to pursue transport and logistics education and training initiatives (covering all modes).	NO	Electronic and Hardcopy	No	No	No
Grants and Donations	Records and documentation relating to requests from community organizations to the Government for grants and donations, ministerials regarding those requests.	No	Hardcopy	No	No	No
Grievances/Appeals	Grievances, promotion appeals,	Yes	Hardcopy	No	No	No
Guest Lists	Guests Lists compiled from the relevant Minister's office, Government Department and organizations. This guest list is used for invitations to Government functions and events.	YES	Electronic and Hardcopy	No	No	No
History and Research	Information on previous Administrators and Government Residents, Government House, in publications and historical data	Yes	Electronic and Hardcopy	No	No	Publication: The Residence and it's Residents
Honours and Awards	Names and addresses of all NT recipients of Honours and Awards, including Order of Australia, Bravery Decorations, Centenary Medal, British Honours and Awards, The Royal Humane Society of Australasia and awards/medals identified from other countries	Yes	Electronic and Hardcopy	No	No	No
Information Management - Control	Master control records, including registers, indexes, lists, of authorized indexable headings, Also including drafts/version of functional thesaurus , RMU forms, Amendment Log for the Thesaurus	No	Electronic and Hardcopy	No	No	No

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Information Management - Disposal	The process of transfers records to NTAS and other Government Agencies, lists of records to be reviewed and held at Pickfords, lists of records destroyed, Archive records, draft disposal schedules for records.	No	Electronic and Hardcopy	No	No	No
Information Management - Distribution	Lists for the distribution of informative items, such as Newspapers, Internal Memorandums/Circulars	No	Electronic and Hardcopy	No	No	No
Information Management - Implementation	Record relating to the implementation of a records management system within the agency. Also includes projects such as systems intergrations ( administrative changes), Information Audit.	No	Electronic and Hardcopy	No	No	No
Information Management - Inventory	List of files between 1976 to 1992, list of files transferred from other departments.	No	Electronic and Hardcopy	No	No	No
Information Management - Reporting	Reports and updates of business units activities and progress in relation to the Implementation of Records Management Systems and Policies.	No	Electronic and Hardcopy	No	No	No
Information Management - Security	Documentation of Agency security access to information	No	Electronic and Hardcopy	No	No	No
Information Technology	Information technology systems used by the NT Electoral Office, E-Government, Development and Strategic Plans for the office, outsourcing of desktops and telephone/facsimile services.	No	Electronic and Hardcopy	No	No	No
Information Technology Management	Minor System Enhancement; Y2k & Reports; Audit Software; Survey software; Service Request	NO	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Inter-government relations	Dealings with State and Commonwealth Government on issues related to the knowledge-based economy, includes partnership agreements, funding bids, information to public inquiries	NO	Electronic and Hardcopy	No	No	No
Inter-government relations	Documentation kept regarding inter-governmental relations, which include Integrated Logistics Network, Australian Freight Council Networks, NT/SA committees re: the AustralAsia Rail Project	NO	Electronic and Hardcopy	No	No	No
Intergovernmental Agreements	Agreements between the States/Territories and between the Commonwealth and the States/Territories	NO	Hardcopy	Yes	No	Photocopies are available to the public on request
Interim Order	Records of the Chief Minister's interim orders for ministers' overseas travel	Yes	Electronic and Hardcopy	No	No	No
Intranet Development	Records and documentation relating to the development of the Management Services internet site, information submitted from MANSER sections for inclusion.	No	Electronic	No	No	No
Investment Attraction	Documentation covering activities to attract potential freight logistics companies and other investors to establish value-adding operations in Darwin's Business Park.	NO	Electronic and Hardcopy	No	No	No
IT	Information Technology, Paperport, Requests for new accounts, Manuals, Optus, E-commerce, Backups, Drivers, Fonts	Yes	Electronic and Hardcopy	No	No	No
IT Operations	Documents on services supplied to the different Units within the Agency, Minutes to meetings for the DCM & DLA IT User Group, Minutes to meetings for the Operational Delivery Forum, Agency projects	No	Electronic and Hardcopy	No	No	No

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
IT Outsourcing	Documentation on the outsourcing of the Desktop/LAN to CSC. The documentation consists of TRIM files.	No	Electronic and Hardcopy	No	No	No
Joint Defence Facility Pine Gap	Pine Gap Protest, Owen Springs Station	Yes	Electronic and Hardcopy	No	No	No
Katherine	Katherine Master Plan, Northern Australia Forum,	Yes	Electronic and Hardcopy	No	No	No
Kings Canyon	Kings Canyon Resort, Mereenie Loop Road	Yes	Electronic and Hardcopy	No	No	No
Kulgera	Ngurratjuta Air and Remote Airstrips	Yes	Electronic and Hardcopy	No	No	No
LA Brief - DCM Commitments	Briefings to Legislative Assembly on progress of current commitments of DCM	Yes	Hardcopy	No	No	No
Land Issues	Land & Water Resources, Greening Australia Land Use Objectives and Structure Plan, Land issues, Zoning Applications, Mt John Valley, Owen Springs, Steiner School	Yes	Electronic	No	No	No
Legal Issues	Information relating to Cabinet and Legislative Assembly documents, legislation, compensation matters relating to the acquisition of the railway corridor	NO	Electronic and Hardcopy	No	No	No

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Legal Services	Files and documentation relating to Legal advice and Litigation which the department is or has been involved in.	Yes	Hardcopy	No	No	No
Legislation	Copies of Commonwealth and Northern Territory Legislation, possible amendments to the Northern Territory Electoral Act.	No	Electronic and Hardcopy	No	No	No
Legislation Files	SU Files to prepare legislation in a form suitable for: Printing of bills for acts, Acts passed and assented to and made subordinate legislation, consolidated legislation in force, and numbered acts and regulations.	NO	Electronic and Hardcopy	No	No	Available on the current NT Legislation Database Website and Hardcopys can be obtained from GPO
Legislative Assembly Briefing Notes	Legislative Assembly briefing notes from each unit of OTD for the Legislative Assembly sittings	NO	Electronic and Hardcopy	No	No	No
Legislative Assembly Elections	A separate file is kept for each Legislative Assembly General Election or By-Election under the headings of Executive, Publicity, Training, Finance, Operations and Mobile Polling.	No	Electronic and Hardcopy	No	No	No
Liaison	Records and documentation relating to liaison, correspondence, and other involvement with other Government Departments, specifically DCIS Management board papers.	Yes	Hardcopy	No	No	No
LOG Database	Records receipt of Cabinet decisions and drafting instructions relating to bills for acts and subordinate legislation.	YES	Electronic	No	No	No
Mailing List	Access mailing list of young people, youth organizations, schools, government departments, Ministers, Round Table applicants and members (present and previous)	YES	Electronic	No	No	No

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Major Events	NT Major Events, Finke Desert Race, Major Events,	Yes	Electronic and Hardcopy	No	No	No
Major Events Support	Records and documentation relating to the Northern Territory Major Events Company and Hidden Valley this set also includes minutes etc from the Major Events Board	Yes	Hardcopy	No	No	No
Major Projects Group	Documentation relating to the Major Project Group.	Yes	Hardcopy	No	No	No
Management Board	Copies and working papers from and for the Excecutive Management Board meetings.	No	Hardcopy	No	No	No
Market Research Material	Outcomes of market research projects, responses to questions about Northern Territory issues, lifestyle etc	NO	Hardcopy	No	No	No
Marketing and Promotion	This information set contains press releases, newspaper articles, photos, pamphlets and videos relating to the marketing and promotion of NT Railway projects.	NO	Electronic and Hardcopy	No	No	Wide distribution to any interested party hardcopy and electronic
Martin Government Achievements & Significant Dates	Records and documentation relating to the achievements of election commitments, participation in significant community events, passing of significant legislation and changes to ministerial portfolios of responsibility.	No	Electronic and Hardcopy	No	No	No
Media	Centralian Advocate, Media, Media - Erwin Chlanda, Media Releases, Newsletters, Publications,	Yes	Electronic and Hardcopy	No	No	No although NTG media releases available on the NTG web Site <a href="http://www.nt.gov.au">www.nt.gov.au</a>
Meetings	Railway Executive Group, general correspondence, management meetings and status reports	NO	Electronic and Hardcopy	No	No	No

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Ministerial and Standing Committee for Immigration and Multicultural Affairs - Reports and Research Papers	Papers and research/discussion papers for the Ministerial Council for Immigration and Multicultural Affairs and the Standing Committee for Immigration and Multicultural Affairs	NO	Hardcopy	No	No	No
Ministerial Handbook	All records and documentation regarding the development of ministerial handbooks and codes of conduct.	No	Hardcopy	No	No	No
Miscellaneous Instruments Files	Drafting instructions for miscellaneous instruments; Draft instruments and related legal advice	YES	Electronic and Hardcopy	No	No	No
MLA's	Loraine Braham, Ministers List, Media Releases, Cabinet Approved Design List,	Yes	Electronic and Hardcopy	No	No	No although NTG media releases available on the NTG web Site <a href="http://www.nt.gov.au">www.nt.gov.au</a>
Modelling	Economic modeling undertaken by/for Office of Territory Development into project proposals	NO	Electronic and Hardcopy	No	No	No
Municipal Council Elections	Each of the NT's six Municipal Councils usually appoint the Chief Electoral Officer to conduct their elections. A separate file is kept for each Council election or by-election for Executive, Publicity, Training, Finance, Operations and mobile polling.	No	Electronic and Hardcopy	No	No	No
NAATI - Board of Management	Composition of the Board, scheduled meetings and minutes of meetings, reports and funding agreement	YES	Hardcopy	No	No	Annual Report, composition of the board.
National Counter Terrorism Committee	Records and documentation relating to the NCTC (formerly Sac Pav) including minutes and agendas and contains information regarding Public Sector security and critical infrastructure protection.	Yes	Hardcopy	No	No	No
Nhulunbuy	Nhulunbuy, East Arnhem Partnership Development, Gulf Region Development Plan, Gulf Region Development Plan File 2, Nhulunbuy Task Force,	Yes	Electronic and Hardcopy	No	No	No

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Non Government Youth Programs	Records and documentation relating to non Government organizations who deal specifically with youth programs. Specifically, correspondence, ministerials, information brochures, minutes from meetings	NO	Electronic and Hardcopy	No	No	No
NT Gas Task Force	Committee: Whole of Government approach to Major Projects	NO	Electronic and Hardcopy	No	No	No
NT Government Boards and Committees	Register of membership details & cost of statutory & non-statutory boards & committees - used to prepare financial & membership reports for Cabinet. Index of NTG statutory and non-Statutory boards and committees.	Yes	Electronic and Hardcopy	No	No	No
NT Police, Fire & Emergency Services	NT Safe, Counter Disaster, NT Emergency Services, NT Safe Grants,	Yes	Electronic and Hardcopy	No	No	No
NT Women's Register	Nomination forms, electronic database and electronic mail list, correspondence, legislative assembly and ministerial briefings regarding the NT Women's Register	YES	Electronic and Hardcopy	No	No	Available to other agencies by request
NTG Youth Programs	Records and documentation kept on all youth programs provided by Northern Territory Government agencies - correspondence ministerials, LA briefs, reports, research documents, mailing lists, interstate policy documents, media release.	YES	Electronic and Hardcopy	No	No	No
NTITS - TIS (Translating and Interpreting Service)	Information on Translators & Interpreters Service	NO	Hardcopy	No	No	TIS information brochures
NTITS - AUSIT	Information on AUSIT - Australian Institute for Interpreters and Translators	NO	Hardcopy	No	No	AUSIT Information leaflets

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
NTITS - Database	Northern Territory Interpreters Translators Service database	YES	Electronic	No	No	No
NTITS - Interpreters and Translators	Information on Interpreters and Translators, Consultancy Agreements, Training of I/Ts, Selection and recruitment of I/Ts, RDH-based on-site interpreters, Aboriginal Interpreter Service, feedback on NTITS services, interstate language service providers	YES	Electronic and Hardcopy	No	No	NTITS Information on services available, in hardcopy and via internet
NTPS Restructuring	Executive files and documentation relating to November 2002 restructuring of the public service.	Yes	Hardcopy	No	No	No
NTTC	Discovering the Alice, Mereenie Loop Road, NT Tourist Commission, CSIRO Tourism Futures Model	Yes	Electronic and Hardcopy	No	No	No
OCPE	Office of the Commissioner for Public Employment, Rolfe, Training, EBA 1999/2000, Management Skills for Women, NTPS Apprenticeships, Public Service Future Direction, Salary Rates/Levels, Service Level Agreements, Traineeships, Training,	Yes	Electronic and Hardcopy	No	No	No
OEA - Mailing Database	Mail Database: Contact details for migrant and ethnic community organizations, relevant agencies, interpreters and translators, MLA, consuls, schools and other relevant organizations.	YES	Electronic	No	No	No
OEA Publications	Publications	YES	Electronic and Hardcopy	No	No	OEA Newsletter, A handbook for Migrants Looking for Work, Multicultural Information Directory, in Hardcopy and via website
Office Files	Drafting Instructions for bills for acts and subordinate legislation; draft bills and subordinate legislation; related legal advice	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Office for Central Australia	Office for Central Australia, Toyne	Yes	Hardcopy	No	No	No
Official Cabinet Record	Original signed Cabinet Submissions and Cabinet Papers considered by Cabinet. Original signed Cabinet Decisions are also included.	No	Hardcopy	No	No	No
Operations - Asset Management	Invoice details; Risk Management Services Asset Register containing information of what assets are located in the office; CSC Computer asset register; hardware replacement	NO	Electronic	No	No	No
OQU - Assessments	Individual comparative educational assessments; Country Education Profile (CEP) guidelines; professional, vocational, technical and trade qualifications	YES	Electronic and Hardcopy	No	No	No
Order of Australia Nominations	Record of correspondence, minutes of meetings etc re nominations from the NT for the Order of Australia	Yes	Hardcopy	No	No	No
Owen Springs	Owen Springs Station, JDFPG, Land Issues, Owen Springs File 2,	Yes	Electronic and Hardcopy	No	No	No
Partnerships/Joint Ventures	Records and documentation relating to partnerships and joint ventures undertaken by this department specifically the NTG/NTU partnership.	Yes	Hardcopy	No	No	No
PAWA	Power & Water Authority, Street Light Banners, PAWC,	Yes	Electronic and Hardcopy	No	No	No
PCC Matters	Agendas and Minutes of Parliamentary Counsels meetings and PCC Information technology forums, draft legislation prepared by PCC. Correspondence and other papers relating to PCC business	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Performance Management and Development Program	Performance management and development - identifying, evaluating and developing the work performance of employees.	No	Electronic and Hardcopy	No	No	No
Planning	Planning to position organization/NT to max opportunity.	NO	Electronic and Hardcopy	No	No	No
Policy Advice & Coordination: Community Engagement	Community Engagement Strategy document and background notes and information, meeting notes and emails, correspondence from and to Community Engagement Division, TRIM files	YES	Electronic and Hardcopy	No	No	No
Policy Advice & Coordination: Government Enquiries	Poverty Inquiry - information from NT and Fed Govt agencies, background development documents	YES	Electronic and Hardcopy	No	No	No
Policy Advice & Coordination: Population Issues	NT Population Policy documents and background/development documents, meeting details, TRIM file	YES	Electronic and Hardcopy	No	No	No
Policy Advice & Coordination: Social Development Strategy	Documents developing Social Development strategy and the strategy document itself, background/development information, meeting notes, emails, TRIM files	YES	Electronic and Hardcopy	No	No	No
Policy Advice & Coordination: Social Policy Development	Development information collected from external sources, meeting notes and emails, working files, correspondence regarding social policy development.	YES	Electronic and Hardcopy	No	No	No
Policy Advice: Multicultural Policy	Multicultural policy documents and all background development information and working documents, meeting notes and emails, TRIM files	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Policy Coordination: Federal Government liaison/activities	Information distributed to and from Unit, to and from Federal Government Agencies and official working groups	YES	Electronic and Hardcopy	No	No	No
Policy Implementation: Domestic Violence & Aboriginal Family Violence	Domestic Violence and Aboriginal Family Violence Strategies, background information and development documents, meeting documents, membership of Advisory Council & Interdepartmental Committee, TRIM files	YES	Electronic and Hardcopy	No	No	Domestic Violence and Aboriginal family Violence Strategy Pamphlets, Hardcopy and via Website
Policy Priorities for Territory Women	Records and documentation relating to the Work Life Balance project, Leadership project and the action plan for Territory Women - Policy put in place by Chief Minister.	NO	Electronic and Hardcopy	No	No	No
Project Development	Documentation kept regarding project development including: Freight Regional Hubs, cold storage facilities and freight trials.	NO	Electronic and Hardcopy	No	No	No
Project development	Information relating to the development of knowledge-based economy initiatives such as Tropical Knowledge and Desert Knowledge.	NO	Electronic and Hardcopy	No	No	OTD Website
Project Development	Ongoing correspondence with information exchange. Project proponents as project moves beyond liaison.	NO	Electronic and Hardcopy	No	No	No
Project Facilitation	Documentation kept on negotiations regarding various project facilitation's e.g.. establishing cold storage facility and value-adding operations in Darwin	NO	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Project Management	Administration, contractual documentation, discussion papers, minutes related to the development of market research and marketing products	NO	Electronic and Hardcopy	No	No	No
Projects	Audit; Reviews; Advice; Investigation; Strategic Business Risk Assessments (SBRA); Risk Management Plans	YES	Electronic and Hardcopy	No	No	No
Property Management	History of Government House its grounds and the Office of the Administrator, Building information; Minor New Works; Repairs and Maintenance;	No	Electronic and Hardcopy	No	No	No
Property Management	Records relating to property management including allocation of keys, carparks and office space as well as maintenance orders and consists of lever arch folders kept by the general services manager.	Yes	Hardcopy	No	No	No
Public Reports	Reports commissioned by PMD to address matters such as economic benefit of project etc.	NO	Electronic and Hardcopy	No	No	No
Public Sector Coordination in relation to Indigenous Affairs	Governance, Economic Development, Social Development, Access to services, submissions, Report on Government Services, Land issues, COAG reconciliation framework (ICCP)	NO	Electronic and Hardcopy	No	No	Submissions are publically available on the committee websites. ICCP website also provides some information
Published Information	Marketing products such as brochures, videos, display materials and website information	NO	Electronic and Hardcopy	No	No	Various publications available to the general public
Purchasing	Records relating to purchases made by the agency, including stationery requisitions and consists of an access database, copies of all purchase orders and stationery requisitions as well as a manual registers of purchases.	Yes	Electronic and Hardcopy	No	No	Some information is available on the PRB Website

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Railway	Ghan, Railway, Harry Creek,	Yes	Hardcopy	No	No	No
Railway	Ghan, Railway, Harry Creek, Railway File 2,	Yes	Electronic and Hardcopy	No	No	No
Railway	Records and documentation kept by the executive regarding the railway. Specifically information relating to the railway board, the railway management group/committee and the railway finance committee.	Yes	Electronic and Hardcopy	No	No	No
Railway Construction	Issues relating to the construction of the railway including Aboriginal (sacred sites) matters and corridor acquisition	NO	Electronic and Hardcopy	No	No	No
Railway Issues	Information that relates to port, defence and access issues	NO	Electronic and Hardcopy	No	No	No
Records Management	Archived documents list, working papers & memo's to NT Archives; disposal schedule, index of files for destruction, disposal authority, disposal class authorisation report; project file index, thesaurus, classification guide, list of activities & keywords	NO	Electronic and Hardcopy	No	No	No
Redistribution	Procedures for redistribution of Legislative Assembly Electoral Boundaries, requests from Councils to assist deliberations re: boundaries, other States, redistributions by electronic means	No	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Referendum	A separate file is kept for each referendum. The Statehood Referendum has been only one referendum to date	No	Electronic and Hardcopy	No	No	No
Regional Issues	Regional Development, Regional Land Use, Regions Management Committee, Regional Australia Summit, Regional Chairpersons Report, Regional Development File 2, SEGRA,	Yes	Electronic and Hardcopy	No	No	No
Register of Legislation	Register of Legislation which contains details of all Legislation currently before the Legislative Assembly; introduced and passed in the Assembly and assent and commencement and Gazettal dates.	No	Electronic	No	No	Internet
Register of Registered Postal Voters	Voters who qualify as a Registered Postal Voter may apply to have their name entered on the register. The register is maintained in the Election Management System.	Yes	Electronic and Hardcopy	No	No	No
Registers	receipt of correspondence and cabinet decisions, opening/closing/archiving of office and misc. instruments files, introduction/passage of bills, assent and commencement of acts/regulations and allocation of reprint numbers.	YES	Electronic and Hardcopy	No	No	No
Religious Register	Electors who fail to vote because of their religious beliefs have their name and enrolled address entered on the Religious Register so that non voter notices are not sent to them following future elections.	Yes	Electronic and Hardcopy	No	No	No
Reporting	Formal responses to situations/requests, formal statements/findings of examination/investigation results; agendas, briefings, discussion papers, proposals, reports, reviews & returns; briefings to Minister, Executive, SAC, PATF and other agencies.	NO	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Representation	Information generated for/by Office of Territory Development, to support NT submission to Commonwealth regarding Sunrise development in the National Interest. Folders, CD's and Electronic on the I:/Drive	NO	Electronic and Hardcopy	No	No	No
Research	General Research/investigations under taken by officers in PMD or its precursor in commodities, processes, local comparative/competitive advantage, and funding sources	NO	Electronic and Hardcopy	No	No	No
Research - National Youth Affairs Research Scheme	Emails, draft reports and tenders for research regarding ongoing projects, representation on NYARS steering committee.	YES	Electronic and Hardcopy	No	No	No
Roll Management System	Section 27 NT Electoral Act, Commonwealth Joint Rolls Arrangement, NT Electoral Roll, Additions & Deletions of Electors for Members of Legislative Assembly, electoral rolls: Legislative Assembly, Municipal Councils & Community Government Council elections	Yes	Electronic	No	No	No
Sessions of Legislative Assembly	File series for each Session of the Legislative Assembly.: ministerial correspondence re: prorogation & calling together of each Parliament, correspondence from Chief Minister to Administrator	No	Hardcopy	No	No	No
Sexual Assault	Promotional & printed material, publications (fact sheets), website, correspondence, ministerial briefings and legislative assembly briefings regarding sexual assault.	NO	Electronic and Hardcopy	No	No	Fact sheets, media releases, information packages, training kits
Statehood	Briefing papers (including Legislative Assembly briefs), meeting agendas and notes, correspondence, discussion papers, policy.	YES	Electronic and Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Stock control database	Database for recording of all stock purchased for use in Government hospitality and ceremonial events including Ministers gifts.	NO	Electronic and Hardcopy	No	No	No
Strategic Audit Information Management System (SAIMS)	Project information on progress, completion, project details, client details, service provider details, expenditure, milestones, outcomes, document log and questionnaire.	YES	Electronic	No	No	No
Strategic Directions	Records and documentation relating to presentations given by the agency's CEO regarding Strategic Directions	Yes	Electronic and Hardcopy	No	No	No
Strategic HR Plan	Records and documentation relating to the employment practices in the agency focussing on strategic people management and development activities, including innovations, programs, policies or similar.	No	Electronic and Hardcopy	No	No	No
Strategic Management - Audits	Records and documentation relating to internal and external audits conducted by the auditor general and other external consultants.	No	Hardcopy	No	No	No
Strategic Management - Business Plan	Records and documentation relating to the Departments Annual Business Plans. This information is used in the production of the Annual Reports, and for reporting to the Executive Management Board.	No	Hardcopy	No	No	No
Strategic Management - Business Planning	Business planning workshop agenda; Business Plan template; Outcome Outputs; Risk Management Business Plans; Management Services Business Plan; Performance Monitoring;	NO	Electronic and Hardcopy	No	No	No
Strategic Management - Committees	Secondary copies of records and documentation relating to internal committees including IMC	Yes	Hardcopy	No	No	No
Strategic Management - Planning and Directions	Records and documentation relating to Strategic Management Planning and development for DCM.	Yes	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Strategic Management - Review By Auditor General	Peer Review completed by the Northern Territory Auditor General	NO	Electronic and Hardcopy	No	No	No
Strategic Management - Risk Management Future directions	Accountability to CEO and memo's; Executive Management Board Reports;	NO	Electronic and Hardcopy	No	No	No
Strategic Management - Working for Outcomes	Records and documentation associated with the implementation, operation and functionality of the Working for Outcomes project/policy.	No	Hardcopy	No	No	No
Strategic Management OEA	Formation of the Community Engagement Division	NO	Hardcopy	No	No	No
STS Leeuwin - Top End Explorer	Records and documentation in relation to the administration of the Leeuwin voyage. Specifically: advertising, applications, fax stream to young people, NTG, and non government organizations, approvals, ministerials etc.	YES	Electronic and Hardcopy	No	No	No
Study Assistance/HECS	Information and documents relating to Study Assistance/HECS, Study Assistance policy and approved applications.	Yes	Electronic and Hardcopy	No	No	No
Submissions	Submissions to Commonwealth and NT Government Reviews and Industry Groups	NO	Electronic and Hardcopy	No	No	No
Technology and Telecommunications - Electronic Government (eGovernment)	Records and documentation relating to the implementation of eGovernment, including agenda papers from eGovernment forums, progress reports and consultant reports and correspondence.	No	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Technology and Telecommunications - Information Management Committee	Operational records and implementation of the Departments IT Strategic Plan.	No	Hardcopy	No	No	No
Templates	Business Plan, memo; Performance Review, Induction Booklet, Letters, network access, PIPS access, Study Assistance, Training, Travel, Commission Assignment Brief, Debit Note, File Note, Evaluation form, PRB Forms, Budget, Checklists, Workplan, Reports	NO	Electronic	No	No	No
Tennant Creek	Barkly Blueprint, Tennant Creek Region, Barkly Aero Medical, Tennant Creek File 2, Barkly Medical Services, Davenport/Murchison Ranges National Park	Yes	Electronic and Hardcopy	No	No	No
Ti Tree	Anmatjere Community, Ti Tree, Land & Water Resources, Ti Tree File 2,	Yes	Electronic and Hardcopy	No	No	No
Training and Development	Information and documents relating to training and development, records of all staff training	Yes	Electronic and Hardcopy	No	No	No
Tribute to Northern Territory Women	Nomination forms, correspondence, tender documents, plans, designs, publicity materials, ministerial and legislative assembly briefings regarding the Tribute to NT Women.	YES	Electronic and Hardcopy	No	No	Newsletters, press releases, website and newspaper publications
Umbrella Cabinet Submissions	Secondary copies of all umbrella cabinet submissions.	Yes	Hardcopy	No	No	No
Use of the title "The Honourable"	Correspondence regarding applications by politicians to the Queen to have the title "The Honourable" bestowed for life.	No	Hardcopy	No	No	No

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Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Vehicles	Records and databases re: maintenance, transfer and disposal of all vehicles leased from NT Fleet, including short term vehicle hire, database of employee drivers licences and FBT	Yes	Electronic and Hardcopy	No	No	No
VIP Gifts	Selection of gifts purchased for VIP guests and visitors to Government House, including Wedgwood plate, Plaque, NT publications/books, Scarf, Tie	No	Electronic and Hardcopy	No	No	No
Visits	Visits by dignitaries including itineraries, briefings	NO	Electronic and Hardcopy	No	No	No
Website	Records and documentation relating to the set-up and management of the Office of Youth Affairs website.	YES	Electronic and Hardcopy	No	No	OYA Website
Website Development	Government House Darwin, Northern Territory website which can be accessed through the NT Government Intranet and Internet.	Yes	Electronic	Yes	No	Publication: The Residence and it's Residents as well as Government House website
Written Questions	Record of questions arising out of the Legislative Assembly directed to relevant Ministers and the answers provided by relevant Minister.	No	Electronic and Hardcopy	No	No	No
Year of the Outback	YOTO, Outback Expo, YOTO Grants	Yes	Electronic and Hardcopy	No	No	No
Young Women's Information Needs Project	Products, publications, mail/guests lists, correspondence via hardcopy & electronic and research regarding the Young Women's Information Needs Project.	YES	Electronic and Hardcopy	No	No	Newsletters, press releases, website and newspaper publications

Information Set	Description	Includes Personal	Storage	Section 11(1)(b)(i) May be inspected under other	Section 11(1)(b)(ii) May be Purchased?	Section 11(1)(b)(iii) Distributed Free of
Administrative Information	Various administrative information, including staffing and personnel records from various business units as well as various Policy's and Procedures	Yes	Electronic and Hardcopy	No	No	Yes - Some Parts
Youth Grants - Drug and Alcohol Free Entertainment	Records and documentation re: youth grants for drug and alcohol free entertainment - correspondence, memos, ministerials, forms, evaluation forms, payment details, evaluation, contracts; booklets, invoices, emails, spreadsheets, mailing list.	YES	Electronic and Hardcopy	No	No	No
Youth Grants - Excel Spreadsheets	Information used in relation to the administering, assessing of youth grants - correspondence, memos, ministerials, application forms, emails, spreadsheets, mailing lists, agreements, reports.	NO	Electronic	No	No	No
Youth Grants - National Youth Week	Correspondence, memos, ministerials, forms, evaluations, payment details, contracts; booklets, invoices, emails, spreadsheets, mailing list, photographs, brochures, website downloads, newspaper advertisements and articles.	YES	Electronic and Hardcopy	No	No	No
Youth Grants - Youth Development/Leadership	Correspondence, memos, letters, ministerials, forms, evaluations, payment details, contracts; booklets, invoices, emails, spreadsheets and mailing list.	YES	Electronic and Hardcopy	No	No	No
Youth Grants Program	The development of the program and each round of grants - correspondence, memos, ministerials, forms, mailing lists, email, spreadsheets, booklets and pamphlets	YES	Electronic and Hardcopy	No	No	Best Practice Guide, Major and Mini Grants Guide - Brochures
Youth Parliament	Drafting instructions for Youth Parliament Bills; Draft Bills for Youth Parliament	YES	Electronic and Hardcopy	No	No	No
Yulara	Ayers Rock Resort, Mereenie Loop Road, Uluru Kata Tjuta, Yulara	Yes	Hardcopy	No	No	No