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| This form should be completed for records that have been destroyed in accordance with an authorised records disposal schedule The form with any attachments should be completed electronically, or manually then scanned, and emailed to:  NTG.RecordsPolicy@nt.gov.au (ICT Policy and Governance, Department of Corporate and Information Services)  The original copy should be retained by the agency and all control records for the items that have been destroyed should be amended. | | | | | | | | |
| 1. **Agency Destroying the Records**   This is the agency responsible for administering the function of the records | | | | | |  | | |
| 1. **Managing Agency (if different from above)**   Agency which manages disposal on behalf of the responsible agency | | | | | |  | | |
| 1. **Contact Officer**   For enquiries regarding the sentencing and destruction of the records | | | Name: | | |  | | |
| Phone No: | | |  | | |
| Email: | | |  | | |
| 1. I hereby notify that the information contained on this form is an accurate description of the records destroyed.   I agree that the records described have been authorised for destruction by this agency and that they are no longer required for operational reasons and no outstanding action (legal or otherwise) exists. | | | | | | | | |
| CEO or Authorised Delegate of Agency: | | | |  | | | | |
| Date: | | | |  | | | | |
| **Note:** Before records can be destroyed against a disposal schedule, authorisation is required from the business unit responsible for that function in the agency. This is to ensure that no records are destroyed when there may be pending or current action or operational use for them, particularly in the case of litigation or legal hold. | | | | | | | | |
| 1. **Authorised Disposal Schedule(s)**   Official title and number of disposal schedule(s) used to destroy records | | | | |  | | | |
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| 1. **Method of Destruction**   Describe the way that the records were destroyed | | | Method: | |  | | | |
| By whom: | |  | | | |
| Date: | |  | | | |
| 1. **Certificate of Destruction Included**   Where records have been destroyed by a contractor, a certificate must be issued to verify the destruction has taken place. The original certificate should be retained by the agency responsible for the destruction and a scanned copy included here. | | | | | | | | Yes / No |
| 1. **Description of Records Destroyed**   This description should be a summary of records destroyed listing the disposal schedule used, the class number(s) from each schedule and date range of records destroyed. | | | | | | | | |
| Disposal Schedule | Class No. | Records Title and/or Description | | | | | Date Range | |
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