

# Record-keeping

## Financial disclosure factsheet – Legislative Assembly

*Disclaimer: This factsheet is a general overview provided by the Northern Territory Electoral Commission (NTEC) and should not substitute legal advice. Unless specified otherwise, all references are to the Electoral Act 2004 (NT), effective from 1 July 2021. Please consult the legislation and seek independent legal advice as necessary.*

### How long do records need to be kept?

If a person makes or obtains an article that is or includes a record relating to a matter particulars of which are, or could be, required to be stated in a return relating to an election, the person must keep the record for at 4 years from election day.<sup>1</sup>

If a registered party or associated entity makes or obtains an article that is or includes a record relating to a matter particulars of which are, or could be, required to be stated in an annual return, the party or entity must keep the record 4 years from when the date the return was due.<sup>2</sup>

If a person, registered party or associated entity (the transferor) would, in the normal course of business or administration, transfer to someone else a required record:<sup>3</sup>

- the transferor is taken not to have contravened the subsection by transferring the record, and
- the person to whom the record is transferred must keep the record for the period for which the transferor would have been required to keep the record if the record had not been transferred.

These requirements are in addition to other legislative requirements, such as maintaining tax records.

Version	Date	Author	Changes made
2.0	19 April 2024	Chris Brack, Financial Disclosure and Compliance Manager	Updated for 2024 Territory Election

<sup>1</sup> See section 220(1)

<sup>2</sup> See section 220(2)

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<sup>3</sup> See section 220(3)