Records Disposal Authority

FOR THE TRANSFER OF CUSTODY OR OWNERSHIP OF
MANUALS FOR OPERATING EQUIPMENT AT THE SITE
KNOWN AS COX PENINSULA
Introduction - Authority to Transfer Records (ATTR)

The Disposal Process

The disposal of Commonwealth records is the process of assessing the value of records for future use, identifying those which have enduring value and identifying how soon the remainder can be destroyed or otherwise disposed of. The process can also involve the transfer of ownership or custody of records and the alteration of records. Further, it involves authorising the action arising from the assessment and putting the action into effect by sentencing.

Section 24 of the Archives Act 1983 provides that records are not to be disposed of without the consent of the Archives unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice of which the Archives does not disapprove. Advice on the provisions of the Archives Act is obtainable from any of the National Archives of Australia offices.

Purpose of this Authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act.

This authority has been prepared as part of the records disposal program of the agency. Two important objectives of this program are to ensure that records are kept for as long as they are of value and to enable the destruction or other disposal of records once they are no longer of value. The authority’s provisions take into account both the administrative requirements of the agency in discharging its functional responsibilities and the potential research use of the records by the Government and the public.

This authority should be used in conjunction with General Disposal Authorities which are issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.

Using this Authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives of Australia office.

Where the format of the records has been changed this does not prevent the disposal classes from being used to sentence records which perform the same function.

Where the method of recording the information changes (eg from a manual card system to an electronic system), this authority can still be used to sentence the records created provided the records perform the same function. The information must be accessible for the periods prescribed in the classes. Agencies will need to ensure that any software, hardware or documentation required to gain continuing access to the data is available for the periods prescribed.

Retention periods set down in this authority are minimum ones and the agency may extend the retention period of a record if it considers that there is an administrative need to do so. Where an agency wishes to retain records for substantially longer than the authorised retention period, the agency should request that the authority be amended to reflect this requirement.
Appropriate arrangements should be made with the National Archives of Australia when records are to be transferred into custody. The Archives no longer accepts unsentenced records. Records deposited may be withdrawn for official reference purposes through the lending service.

When records are destroyed in accordance with the provisions of this authority, the National Archives of Australia should be notified on form NAS 45, Notification of Records Destroyed, within 30 days of the date of destruction.

**Amendment and Review of this Authority**

All amendments to this authority must be approved by the National Archives of Australia. Officers using the authority should advise the National Archives of Australia of any changes considered desirable.

The Archives will arrange a review of this authority after 10 years to establish whether its provisions are still appropriate. Either the agency or the Archives may propose a review of the authority at any other time, in the event of any changes in administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between the Archives and the agency. If the process of review reveals that this authority requires amendment, the necessary amendments will be made and authorised.

**CONTACT INFORMATION**

**Canberra Office**
Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre
ACT 2610
Tel: (02) 6212 3600
Fax: (02) 6212 3699

**Adelaide Office**
11-13 Derlanger Avenue
Collinswood SA 5081
PO Box 119
Walkerville SA 5081
Tel: (08) 8269 0100
Fax: (08) 8269 3234

**Sydney Office**
120 Miller Road
Chester Hill NSW 2162
Locked Bag 4
Chester Hill NSW 2162
Tel: (02) 9645 0100
Fax: (02) 9645 0108

**Brisbane Office**
996 Wynnun Road
Cannon Hill QLD 4170
PO Box 552
Cannon Hill QLD 4170
Tel: (07) 3249 4222
Fax: (07) 3999 6589

**Perth Office**
384 Berwick Street
East Victoria Park WA 6101
PO Box 1144
East Victoria Park WA 6101
Tel: (08) 9470 7300
Fax: (08) 9470 2787

**Darwin Office**
Kelsey Crescent
Nightcliff NT 0810
PO Box 24
Nightcliff NT 0810
Tel: (08) 8948 4577
Fax: (08) 8985 1617

**Melbourne Office**
31 Vision Drive
East Burwood VIC 3151
PO Box 8005
Burwood Heights 3151
Tel: (03) 9803 1099
Fax: (03) 9886 1267

**Hobart Office**
4 Rosny Hill Road
Rosny Park TAS 7018
Tel: (03) 6244 0105
Fax: (03) 6244 6834

**Internet**
Email: archives@naa.gov.au
WWW: <http://www.naa.gov.au>
<table>
<thead>
<tr>
<th>Job No</th>
<th>2000/00000268</th>
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<tbody>
<tr>
<td>Authority Purpose</td>
<td>Authorise arrangements for the disposal of records in accordance with Section 24 (2) (b) of the Archives Act 1983.</td>
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<tr>
<td>Authority Application</td>
<td>Domestic Property Operations Group</td>
</tr>
<tr>
<td>Person to whom notice of authorisation is given</td>
<td>The Secretary, Department of Finance and Administration</td>
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<tr>
<td>Description of Records</td>
<td>Manuals for operating broadcasting equipment at the site known as Cox Peninsula</td>
</tr>
<tr>
<td>Authorising Officer</td>
<td>Colleen McEwen</td>
</tr>
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<td></td>
<td>A/g Director</td>
</tr>
<tr>
<td></td>
<td>Canberra Operations and National Coordination</td>
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<tr>
<td>Issue Date</td>
<td>10 May 2000</td>
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<td>Expiry Date</td>
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**Scope Notes/Conditions of Authority**

The National Archives' approval to transfer ownership or custody of the records described in the Authority is based on the following conditions:

1. Where temporary custody of the records is transferred, DoFA and the licensee will ensure that the records:
   - are not added to, altered or damaged in any way;
   - are returned to the custody of the Department of Finance and Administration at or before the expiration of the licence;
   - are treated as Commonwealth records for the purpose of the Archives Act, 1983; and
   - remain accessible to the officers of DoFA for the purposes of the Act.

2. Where ownership is transferred to the Buyer and the records are of no continuing interest to the Commonwealth no further conditions apply to the use of, treatment of, or access to the records.
<table>
<thead>
<tr>
<th>Class No</th>
<th>Description</th>
<th>Disposal Action</th>
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<tbody>
<tr>
<td>149</td>
<td>All manuals relating to the operation of equipment at the site known as Cox Peninsula when the site is licensed.</td>
<td>Transfer custody to licensee for the duration of each licence. Return to Commonwealth when licence expires or is terminated.</td>
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<tr>
<td>150</td>
<td>All manuals relating to the operation of equipment at the site known as Cox Peninsula when the site is sold or the Commonwealth no longer has an interest in it.</td>
<td>Transfer ownership to owner of site if required by new owner or destroy after Commonwealth interest in the site ceases.</td>
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