Records
Disposal
Authority
Australian
National Railways
Commission

Transfer of custody and Ownership of records
Job no 2000/00000464
15 November, 2000

NATIONAL ARCHIVES OF AUSTRALIA
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## AUTHORISATION

## CLASSES

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INTRODUCTION

The appraisal process
The appraisal of Commonwealth records is based on the methodology for Designing and Implementing Recordkeeping Systems (DIRKS) outlined in the Australian Standard AS4390-1996, Records Management, Part 1: General, Clause 1.3, and expanded in the DIRKS Manual. It is an analytical process that involves identifying which records should be created, assessing the value of records for future use, identifying those records with enduring value and deciding how soon the remainder can be destroyed or otherwise disposed of.

The process can involve making decisions about the alteration of records, and where records have already been created, the transfer of ownership or custody of these records. It also involves authorising the action arising from the assessment and putting the action into effect by sentencing. The appraisal process provides a framework of accountability for recordkeeping.

Disposal authorisation
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 can be obtained from any National Archives office.

Purpose of this authority
This authority authorises the transfer of custody or ownership, or other disposal, of Commonwealth records as required by the Archives Act.

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 determine the custody or ownership of Commonwealth records. This is done by a process known as 'sentencing'. 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 office.

Records remaining in Commonwealth custody should be sentenced in accordance with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other records common to most Commonwealth agencies and other specific Records Disposal Authorities issued to the agency. Records selected as national archives should be transferred into the custody of the National Archives. The Archives no longer accepts records which have not been sentenced in accordance with valid records disposal authorities. Commonwealth agencies may withdraw records for official reference purposes through the lending service.
Conditions attached to the disposal authority

In some circumstances, it may be necessary for the relevant Commonwealth agency to enter into contractual arrangements with the body taking custody or ownership of the records to ensure that the ongoing needs of the Commonwealth are protected. The contract may include clauses to:

- recover records at the completion of the contract, or at any other reasonable time
- ensure that the records are appropriately managed and maintained
- protect the security of the records
- ensure compliance with the provisions of the Privacy Act 1988 as if the custodian was the 'Record Keeper' in accordance with that Act
- prevent unauthorised disclosure of information, in accordance with the provisions of the Crimes Act 1914 and any legislation relevant to your agency
- provide for reasonable access to the records by the Commonwealth and its authorised agents
- limit the use of the records to legitimate purposes under the terms of the contract

You should seek specific legal advice on these matters.

Amendment of this authority

An amendment of this authority must be approved by the National Archives. Officers using the authority should advise the National Archives of any changes considered desirable.

CONTACT INFORMATION

1. For changes to this RDA contact the Canberra Office of the National Archives of Australia:
   - Queen Victoria Terrace
   - Parkes ACT 2600
   - PO Box 7425
   - Canberra Mail Centre
   - ACT 2610
   - Tel: (02) 6212 3610
   - Email: recordkeeping@naa.gov.au
   - Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives. The address and phone number of your local office can be found at the National Archives web-site address above.
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**AUTHORIZATION**

**RECORDS DISPOSAL AUTHORITY**

| Person to whom notice of authorisation is given: | The Chairman  
|                                                | Aust National Railways Commission  
|                                                | 1 Richmond Road  
|                                                | KESWICK SA 5035 |

**Purpose:**

**Authorises arrangements for the disposal of records in accordance with section 24(2)(b) of the Archives Act 1983**

**Application:**

Authorises the transfer and ownership of records relating to the lease of locomotives

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

**Authorising Officer, National Archives of Australia**

Venetia Beale

**Date of Issue 15 November, 2000**

**Date of Amendment**

**Expiry Date**
LOCOMOTIVES

Leasing
The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

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<tr>
<th>Entry No</th>
<th>Description of Records</th>
<th>Disposal Action</th>
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<tr>
<td>2226</td>
<td>Leases, agreements and associated correspondence relating to 3 locomotives that have been leased by the Australian National Railways Commission which are needed by the buyer for the continuing lease and operation of the locomotives.</td>
<td>Transfer ownership to National Rail Corporation Ltd</td>
</tr>
</tbody>
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1 January 1993 - 31 October 2000

Where the Commonwealth has ongoing liability, access to original and the ability to copy will be required by the Commonwealth for 7 years after the termination of the lease.