Records Disposal Authority

Department of Defence

Military personnel

Job no 2002/04896824

8 April 2003
CONTENTS

INTRODUCTION 5

Disposal authorisation 5
Purpose of this authority 5
Using this authority 5
Amendment of this authority 6

CONTACT INFORMATION 6

AUTHORISATION 7

CLASSES 9

Accredited Representatives 9
Appointment and Enlistment 10
Arrangements 11
Authorisation 11
Career Management 12
Casualties and Death 16
Complaints and Grievances 20
Compliance 22
Contracting-Out 22
Discharges and Transfers 23
Disciplinary Misconduct 25
Honours and Awards 28
Information Service 31
Leave (Service Members) 33
Pay and Entitlements 35
Planning 41
Policy and Procedures 42
Registering 46
Rehabilitation 49
Reporting 49
Security 51
Service History (Case File) 54
Service Recruiting 58
Standards Setting 63

INDEX 65
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INTRODUCTION

Disposal authorisation
Under section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority
This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well the Archives’ stakeholders’ interests in the selection and preservation of records as national archives. For information on the Archives’ appraisal objectives and the selection of records as national archives, see the Archives’ publication Why Records are Kept, Directions in Appraisal.

Using this authority
This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this 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 office.

Where the method of recording the information changes (e.g. from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency
believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies’ needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as ‘retain permanently’ using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places ‘freezes’ on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia
   Queen Victoria Terrace Tel: (02) 6212 3610
   Parkes ACT 2600 Fax: (02) 6212 3989
   PO Box 7425 Email: recordkeeping@naa.gov.au
   Canberra Mail Centre ACT 2610 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 website address above.
RDA Job No 2002/04896824

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:
The Secretary
Department of Defence
Russell Offices
CANBERRA ACT 2600

Purpose:
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:
Military personnel records

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

Date of issue: 8 April 2003

Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:
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MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Accredited Representatives
The activity of managing the service and administration of accredited civilian representatives from philanthropic organisations, other than casualties and death and honours and awards.

For personal support and amenities for military operations, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4655</td>
<td>Name-identified records documenting accredited representatives’ service. Includes: certificates, identification sheets, photographs (Date Range: 1903 - )</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td>3884</td>
<td>Records documenting administration of philanthropic and accredited representatives, not related to an individual. Includes field and annual reports. (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

Do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Appointment and Enlistment

The activity of managing the processes associated with appointment and enlistment of members. Includes other ranks’ enlistment, re-enlistment, and re-engagement, and officers’ appointment, re-appointment, transfers between services, and honorary appointments.

For recruiting service personnel, use MILITARY PERSONNEL – Service Recruiting.

For members’ honorary appointments to professional bodies, use MILITARY PERSONNEL – Career Management.

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| 3885  | Name-identified records for members involved in war and/or warlike operations:  
letter of appointment and enlistment  
attestation (informed consent) certificate  
appeals and petitions  
(Date Range: 1903 - ) | Retain as national archives. |
| 3886  | For members involved in war and/or warlike operations:  
name-identified records documenting appointment, engagement or enlistment, excluding:  
letter of appointment and enlistment  
attestation (informed consent) certificate  
appeals and petitions  
(Date range: 1903 - ) | Destroy 130 years after date of birth, or 10 years after last incident or investigation, whichever is later. |
| 3887  | For members not involved in war and/or warlike operations:  
name-identified records documenting the appointment or reappointment, appointment to honorary rank, and enlistment or re-enlistment.  
(Date Range: 1903 - ) | Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later. |
| 3888  | Records documenting appointment and enlistment routine administrative matters not related to an individual member.  
(Date Range: 1903 - ) | Destroy 7 years after last action completed. |
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For service members' postings, removals and relocation, use MILITARY PERSONNEL – Pay and Entitlements.

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<td>4650</td>
<td>Name-identified records documenting arrangements for service members to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas. (Date Range: 1903 - )</td>
<td>Destroy 2 years after last action completed.</td>
</tr>
</tbody>
</table>

Authorisation

The process of delegating power to authorise an action, seeking and granting permission to undertake a requested action.

For delegations of power to staff to authorise financial activities and transactions, use FINANCIAL MANAGEMENT – Authorisation.

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<td>3889</td>
<td>Records documenting the determination-making power of the Minister in relation to military personnel (eg recreation leave entitlements in the Australian Defence Force). (Date Range: 1903 - )</td>
<td>Destroy 7 years after delegation ends or after last action completed, whichever is later.</td>
</tr>
<tr>
<td>3890</td>
<td>Records documenting Instrument of Authorisation of Power under determinations in relation to military personnel (eg recreation leave approvals – Common Law Power). (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed.</td>
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</tbody>
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MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national
service members from recruitment to final discharge. Also includes managing deployed civilians (in
support of operations) for disciplinary misconduct and honours and awards. Activities include career
management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge
and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel,
superannuation and retirement benefits, grievances, casualties, non-compensable occupational
rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours
  and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members’ and families’ welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Career Management
The activity of managing individuals’ careers, postings, selection for promotions, and education and
training needs. Includes reclassification of service personnel, members’ posting management,
performance appraisal and post-service career opportunities.

For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.

For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.

For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.

For work performance awards, use MILITARY PERSONNEL – Honours and Awards.

Entry Description of Records Disposal Action
3891 For members involved in war and/or warlike operations:
name-identified records documenting the career management of the member:
- evidence of promotions and reclassifications
- evidence of postings (summary)
- evidence of movements (summary)
- special or important training attended and/or results (summary)
- qualifications attained
- assessment of technical ability for special operations (summary)
- appeals and petitions
(Date Range: 1903 – ) Retain as national archives.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Career Management – Continued

The activity of managing individuals’ careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members’ posting management, performance appraisal and post-service career opportunities.

For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.

For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.

For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.

For work performance awards, use MILITARY PERSONNEL – Honours and Awards.

Entry Description of Records Disposal Action
3892 For members involved in war and/or warlike operations: name-identified records (other than documents retained for national archives) documenting the career management of the member. Includes:
  - return of service obligations
  - performance evaluation reports
  - training needs analysis
  - training courses attended
  - routine education and training course results
  - honorary appointments to professional bodies
  - selection for promotion
  - notification of legal disclosure and detail
  - notification of subjects of subpoenas, discovery orders, and summonses
  - posting orders
  - attachments
(Date Range: 1903 – ) Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL. For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Career Management – Continued

The activity of managing individuals’ careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members’ posting management, performance appraisal and post-service career opportunities.

For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.

For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.

For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.

For work performance awards, use MILITARY PERSONNEL – Honours and Awards.

Entry: 3893

Description of Records: For members not involved in war and/or warlike operations:
- name-identified records documenting the career management of the member. Includes:
  - evidence of promotions and reclassifications
  - selection for promotion
  - evidence of postings (summary)
  - evidence of movements (summary)
  - special or important training attended and/or results (summary)
  - assessment of technical ability for special operations (summary)
  - return of service obligations
  - performance evaluation reports
  - training needs analysis
  - training courses attended
  - education and training course results
  - qualifications
  - honorary appointments to professional bodies
  - appeals and petitions
  - notification of legal disclosure and detail
  - notification of subjects of subpoenas, discovery orders, and summonses
  - posting orders
  - attachments

Disposal Action: Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

(Date Range: 1903 – )
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
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- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Career Management – Continued

The activity of managing individuals’ careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members’ posting management, performance appraisal and post-service career opportunities.

For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.

For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.

For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.

For work performance awards, use MILITARY PERSONNEL – Honours and Awards.

Entry 3894

Description of Records

Records documenting routine administrative career management matters not related to an individual member.

(Date Range: 1903 - )

Disposal Action

Destroy 7 years after last action completed.

[For records documenting the annual posting planning cycle, use MILITARY PERSONNEL – Planning.]
MILITARY PERSONNEL
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- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Casualties and Death
The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

For post mortems, and for deployed civilians' casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3895 For members involved in war and/or warlike operations:
- name-identified records documenting casualties (accidents, serious illness or injury) or death:
  - notification of casualty (summary)
  - notification of casualty or death to next of kin
  - missing in action or missing presumed dead (form)
  - statements of death
  - commemoration program and eulogy
  - statement of recognition
  (Date Range: 1903 -
  Retain as national archives.

3898 Register of wills.
(Date Range: 1903 -
Retain permanently in agency.

3899 Register of deaths.
(Date Range: 1903 -
Retain permanently in agency.
MILITARY PERSONNEL

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Casualties and Death – Continued

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

For post mortems, and for deployed civilians' casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3896 For members involved in war and/or warlike operations: For members involved in war and/or warlike operations:
name-identified records (other than documents retained as national archives) documenting casualties (accidents, serious illness or injury) or death. Includes:
- notification to nominated person and service authority
- evacuation and/or funeral arrangements
- memorial service arrangement and details
- letters of condolence
- arrangements for members' property etc
- procedures for entry of members' remains into Australia

(Date Range: 1903 - ) Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Casualties and Death – Continued

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

For post mortems, and for deployed civilians’ casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

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<td>3897</td>
<td>For members not involved in war and/or warlike operations: name-identified records documenting casualties (accidents, serious illness or injury) or death. Includes: notification of casualty (summary) notification of casualty or death to next of kin missing in action or missing presumed dead (form) statements of death commemoration details statement of recognition notification to nominated person and service authority notification of casualty or death to next of kin evacuation and/or funeral arrangements memorial service arrangement and details letters of condolence arrangements for members’ property etc procedures for entry of members’ remains into Australia (Date Range: 1903 - )</td>
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Casualties and Death – Continued

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

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<tbody>
<tr>
<td>3901</td>
<td>Records relating to routine administrative casualties and deaths matters not related to an individual member. (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed.</td>
</tr>
<tr>
<td>3900</td>
<td>Individual members’ wills, including unclaimed and undelivered wills. (Date Range: 1903 - )</td>
<td>Return to member prior to or on discharge, or to member's estate immediately following discharge on death.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members’ and families’ welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Complaints and Grievances

The activity of handling and resolving complaints and grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties. Includes handling complaints and grievances relating to members’ service conditions, entitlements, termination and discharge conditions, discrimination and unacceptable behaviour by the process of administrative inquiries, redress of grievance or complaint resolution. Includes complaints to the Defence Force Ombudsman and matters referred to the Human Rights and Equal Opportunity Commission.

For requests for access and amendments to members’ service records, use MILITARY PERSONNEL – Information Services.

For appeals against disciplinary action, use MILITARY PERSONNEL – Disciplinary Misconduct.

For counselling, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3903 Name-identified records documenting complaints or grievances by a member. Includes:
- complaints
- reports
- recommendations
- reservists’ employment
- education protection
- complaints to the defence force ombudsman
- complaints to human rights and equal opportunity commission
- discrimination complaints
- unacceptable behaviour complaints
(Date Range: 1903 - ) Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

3904 Name-identified unit duplicate records documenting complaints or grievances by a member.
(Date Range: 1903 - ) Destroy 7 years after discharge or last action completed, whichever is later.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
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- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Complaints and Grievances – Continued
The activity of handling and resolving complaints and grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties. Includes handling complaints and grievances relating to members' service conditions, entitlements, termination and discharge conditions, discrimination and unacceptable behaviour by the process of administrative inquiries, redress of grievance or complaint resolution. Includes complaints to the Defence Force Ombudsman and matters referred to the Human Rights and Equal Opportunity Commission.

For requests for access and amendments to members' service records, use MILITARY PERSONNEL – Information Services.

For appeals against disciplinary action, use MILITARY PERSONNEL – Disciplinary Misconduct.

For counselling, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry  Description of Records                                      Disposal Action
3905  Name-identified records documenting complaints by employers of reservists relating to contravention of the Defence Reserve Service (Protection) Act 2001. (Date Range: 2001 - )   Destroy 7 years after last action completed.
3906  Records documenting routine administrative complaints and grievances matters not related to an individual member. (Date Range: 1903 - )   Destroy 7 years after last action completed.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For development and promulgation of standards, use MILITARY PERSONNEL – Standards Setting.

**Entry** 3907 **Description of Records** Records documenting Defence Force compliance with mandatory or optional standards or with statutory, legislative and regulatory requirements. Includes compliance with policies, plans, goals, objectives, performance measures, monitoring performance measures, reporting, frameworks, systems, frameworks and systems tools.

**Disposal Action** Destroy 7 years after last action completed, or item is superseded or cancelled, whichever is later.

(Date Range: 1903 - )

**Entry** 3909 **Description of Records** Records documenting the management of recruitment service and marketing contracts and contractors related to service recruiting. Includes:
- minutes of meetings with stakeholders
- performance and evaluation reports

**Disposal Action** Destroy 10 years after completion or other termination of contract or last action, whichever is later.

(Date range: 1903 - )

**Entry** 3908 **Description of Records** Records documenting the management of contracts (other than recruitment related contracts). Includes:
- minutes of meetings with stakeholders
- performance and evaluation reports

**Disposal Action** Destroy 7 years after completion or other termination of contract or last action, whichever is later.

(Date Range: 1903 - )
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Discharges and Transfers

The activity of managing any method of discharge from the Services. Includes resignation, retirement, dismissal, discharged in absentia, death, and to contest parliamentary elections. Includes discharge for purposes of transfer to another service.

For re-appointments and re-enlistments, use MILITARY PERSONNEL – Appointment and Enlistment.

<table>
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<tr>
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<tbody>
<tr>
<td>3910</td>
<td>For members involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer: application to resign commission application for discharge transfer documentation discharge proceedings discharge certificates appeals and petitions (Date Range: 1903 - )</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td>3911</td>
<td>For members involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer excluding: application to resign commission application for discharge transfer documentation discharge proceedings discharge certificates appeals and petitions (Date Range: 1903 - )</td>
<td>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.
For:
• civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
• managing medical and dental matters
• managing psychological matters
• conduct of accident investigations
• military training and education policy and programs
• members’ and families’ welfare
• members’ compensation claims and compensable rehabilitation
• conduct of inquests, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Discharges and Transfers – Continued
The activity of managing any method of discharge from the Services. Includes resignation, retirement, dismissal, discharged in absentia, death, and to contest parliamentary elections. Includes discharge for purposes of transfer to another service.

For re-appointments and re-enlistments, use MILITARY PERSONNEL – Appointment and Enlistment.

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<tr>
<td>3912</td>
<td>For members not involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer. Includes: application to resign commission application for discharge transfer documentation discharge proceedings discharge certificates appeals and petitions (Date Range: 1903 - )</td>
<td>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</td>
</tr>
<tr>
<td>3913</td>
<td>Records documenting routine administrative discharge and transfer matters, not related to an individual member. (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
• civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
• managing medical and dental matters
• managing psychological matters
• conduct of accident investigations
• military training and education policy and programs
• members' and families' welfare
• members' compensation claims and compensable rehabilitation
• conduct of inquiries, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Disciplinary Misconduct
The activity of managing the conduct of individual members and deployed civilians under the jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of investigations, charges, punishment, petitions and appeals.

For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL – Complaints and Grievances.

For provision of legal advice, and the management, process and conduct of summary trials, Defence Force Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action

3914 For members and/or deployed civilians involved in war and/or warlike operations:
name-identified records documenting disciplinary process investigations and outcomes of misconduct:
• members’ Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)
• evidence of disciplinary actions, eg censure, formal warning, counselling
• evidence of civil conviction reports
• appeals and petitions (Date Range: 1903 - ) Retain as national archives.

3917 Name-identified records for members and/or deployed civilians and/or groups of members involved in war and/or warlike operations:
• Military Police reports in relation to allegations or complaints against individual members and/or groups of members.
• criminal history checks
• responses to police investigations (Date Range: 1903 - ) Retain as national archives in the custody of the Australian War Memorial.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members’ and families’ welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Disciplinary Misconduct – Continued

The activity of managing the conduct of individual members and deployed civilians under the jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of investigations, charges, punishment, petitions and appeals.

For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL – Complaints and Grievances.

For provision of legal advice, and the management, process and conduct of summary trials, Defence Force Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action

3916 For members not involved in war and/or warlike operations:
name-identified records documenting disciplinary process investigations and outcomes of misconduct. Includes:
- members’ Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)
- evidence of disciplinary actions, eg censure, formal warning, counselling
- evidence of civil conviction reports
- appeals and petitions
(Date Range: 1903 - )

Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

3915 For members and/or deployed civilians involved in war and/or warlike operations:
name-identified records documenting disciplinary process investigations and outcomes of misconduct excluding:
- members’ Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)
- evidence of disciplinary actions, eg censure, formal warning, counselling
- evidence of civil conviction reports
- appeals and petitions
(Date Range: 1903 - )

Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national
service members from recruitment to final discharge. Also includes managing deployed civilians (in
support of operations) for disciplinary misconduct and honours and awards. Activities include career
management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge
and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel,
superannuation and retirement benefits, grievances, casualties, non-compensable occupational
rehabilitation and leave.

For civilian personnel, use PERSONNEL.
For:
• civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours
  and Awards, and Registering
• managing medical and dental matters
• managing psychological matters
• conduct of accident investigations
• military training and education policy and programs
• members’ and families’ welfare
• members’ compensation claims and compensable rehabilitation
• conduct of inquests, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Disciplinary Misconduct – Continued
The activity of managing the conduct of individual members and deployed civilians under the
jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of
investigations, charges, punishment, petitions and appeals.

For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL –
Complaints and Grievances.

For provision of legal advice, and the management, process and conduct of summary trials, Defence Force
Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current
disposal authorities as appropriate.

<table>
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<tr>
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</table>
| 3918  | Name-identified records for members and/or deployed civilians and/or groups of members involved in war and/or warlike operations, records excluding:
• Military Police reports in relation to allegations or complaints against individual members and/or groups of members.
• criminal history checks
• responses to police investigations
  (Date Range: 1903 - )                                                                                                           | Destroy 100 years after last action completed. |
| 3919  | Name-identified records for members and/or groups of members not involved in war and/or warlike operations:
• Military Police reports in relation to allegations or complaints against individual members and/or groups of members
• criminal history checks
• responses to police investigations
  (Date Range: 1903 - )                                                                                                           | Destroy 100 years after last action completed. |
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members’ and families’ welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Honours and Awards

The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.

For requests to the Minister regarding individual medal entitlements use GOVERNMENT RELATIONS – Representations.

For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

<table>
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<tr>
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<tbody>
<tr>
<td>3920</td>
<td>For individuals involved in war and/or warlike operations: name-identified records documenting recommendations, citations, commendations for, and forfeiture and restoration of, Australian and foreign honours and awards, that are not provided as a matter of course for routine service. (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
<tr>
<td>3921</td>
<td>For individuals not involved in war and/or warlike operations: name-identified records documenting recommendations, citations, commendations for, and forfeiture and restoration of, Australian and foreign honours and awards, that are not provided as a matter of course for routine service. (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
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- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
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Do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Honours and Awards – Continued

The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.

For requests to the Minister regarding individual medal entitlements, use GOVERNMENT RELATIONS – Representations.

For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

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<tbody>
<tr>
<td>3922</td>
<td>For individuals involved in war and/or warlike operations: name-identified records documenting nominations for, and granting, forfeiture, and restoration of, Australian, external, gallantry or meritorious service honours, bravery awards, commendations for service, and awards. (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
<tr>
<td>3923</td>
<td>For individuals not involved in war and/or warlike operations: name-identified records documenting nominations for, and granting, forfeiture, and restoration of, Australian, external, gallantry or meritorious service honours, bravery awards, commendations for service, and awards. (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
<tr>
<td>3924</td>
<td>Name-identified records documenting individuals' routine Australian and foreign service awards and medals. (Date Range: 1903 - )</td>
<td>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Honours and Awards – Continued
The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.

For requests to the Minister regarding individual medal entitlements, use GOVERNMENT RELATIONS – Representations.

For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

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<tr>
<td>3925</td>
<td>Records documenting honours and awards not related to an individual. Includes foreign decorations and honours and awards lists and registers, eg lists of Queen’s birthday honours. (Date Range: 1903 - )</td>
<td>Destroy 30 years after last action completed.</td>
</tr>
<tr>
<td>3926</td>
<td>Name-identified records documenting individual applications for replacement of medals and awards. (Date Range: 1903 - )</td>
<td>Destroy 10 years after last action completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.
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- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Information Service

The activity of supplying copies of individuals' records, and providing access to records, in response to requests from individuals, organisations, serving and ex-service members and their families. Includes requests for records under the Archives Act 1983, and other legislation, except for the Freedom of Information Act, and requests to amend or alter records in accordance with the privacy principles. Includes requests by subpoena and discovery orders. Includes evaluation and assessment of records only for the purpose of providing the release of information.

For requests under the Freedom of Information Act, including requests for release of limited personal information, use INFORMATION MANAGEMENT – Cases.

For requests for Australian Defence Force census data, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3927 For members involved in war and/or warlike operations: request to alter a record that relates to the member or the member’s service history, or records which document an amendment or alteration to a record that is part of the member’s service history that has been authorised by the Department of Defence. (Date Range: 1903 - ) Retain as national archives.

3928 For members not involved in war and/or warlike operations: request to alter a record that relates to the member or the member’s service history, or records which document an amendment or alteration to a record that is part of the member’s service history that has been authorised by the Department of Defence. (Date Range: 1903 - ) Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
**MILITARY PERSONNEL**

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use **PERSONNEL**.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use **MILITARY PERSONNEL**. Use other current disposal authorities as appropriate.

**Information Service – Continued**

The activity of supplying copies of individuals’ records, and providing access to records, in response to requests from individuals, organisations, serving and ex-service members and their families. Includes requests for records under the Archives Act 1983, and other legislation, except for the Freedom of Information Act, and requests to amend or alter records in accordance with the privacy principles. Includes requests by subpoena and discovery orders. Includes evaluation and assessment of records only for the purpose of providing the release of information.

For requests under the Freedom of Information Act, including requests for release of limited personal information, use INFORMATION MANAGEMENT – Cases.

For requests for Australian Defence Force census data, do not use **MILITARY PERSONNEL**. Use other current disposal authorities as appropriate.

**Entry**

<table>
<thead>
<tr>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3929 Name-identified records documenting requests for access to or copies of a member’s personal or service records. Includes: discovery order requests, subpoena requests, summonses</td>
<td>Destroy 7 years after request is actioned or last action completed, whichever is later.</td>
</tr>
</tbody>
</table>

[For subpoenas and discovery orders not related to military personnel, use INFORMATION MANAGEMENT – Enquiries.]

[For processing subpoenas and discovery orders related to military personnel, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.]

| 3930 Name-identified records documenting the disclosure and provision of information concerning a member, not related to amendments or alterations of records held on the member’s service history. | Destroy 7 years after last action completed. |

(Date Range: 1903 - )
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Leave (Service Members)

The activity of administering leave for service members. Includes unauthorised leave taken by service members.

For pay in lieu of leave, use MILITARY PERSONNEL – Pay and Entitlements.

<table>
<thead>
<tr>
<th>Entry</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3931</td>
<td>For members involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days.</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td></td>
<td>• applications and approvals for furlough leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• applications and approvals for leave without pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• applications and approvals for maternity or paternity leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• evidence of absence without leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• appeals and petitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date Range: 1903 - )</td>
<td></td>
</tr>
</tbody>
</table>

[For records documenting disciplinary matters relating to members absent without leave, use MILITARY PERSONNEL – Disciplinary Misconduct.]

3932  For members involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days (excluding absence without leave, furlough, maternity or paternity leave, and leave without pay). Includes:
- applications and approvals for leave
- administration of lump sum payments in lieu
- recognition of previous service
- authority to carry over credits
- requests and assessments on leave entitlements
(Date Range: 1903 - )

Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

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- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
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- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Leave (Service Members) – Continued

The activity of administering leave for service members. Includes unauthorised leave taken by service members.

For pay in lieu of leave, use MILITARY PERSONNEL – Pay and Entitlements.

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<th>Entry</th>
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<tr>
<td>3933</td>
<td>For members not involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days. Includes: applications and approvals for furlough leave; applications and approvals for leave without pay; applications and approvals for maternity or paternity leave; evidence of absence without leave; applications for other leave types; leave approvals; administration of lump sum payments in lieu; recognition of previous service; authority to carry over credits; requests and assessments on leave entitlements; appeals and petitions. (Date Range: 1903 - )</td>
<td>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</td>
</tr>
<tr>
<td>3934</td>
<td>Name-identified records documenting leave of up to 5 days. Includes: applications for leave; leave approvals; requests and assessments on leave entitlements; leave without pay; appeals and petitions. (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL. For:
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- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements
The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members’ leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

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<tr>
<td>3935</td>
<td>Name-identified pay records documenting a member’s pay: paper pay records card pay and allowance records pay books (Date Range: 1903 - 1950)</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td>3936</td>
<td>Paper and electronic register pay rate tables. (Date Range: 1951 - )</td>
<td>Retain permanently in agency.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements – Continued

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members’ leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

Entry | Description of Records | Disposal Action
--- | --- | ---
3937 | Name-identified records documenting reviews of entitlements for superannuation of a member who is discharged as medically unfit. (Date Range: 1903 - ) | Destroy 30 years after last action completed, or completion of review, whichever is later.
3938 | Name-identified records documenting a member’s relocation allowance entitlements. (Date Range: 1951 - ) | Destroy 30 years after last action completed.
3939 | Name-identified records documenting a member’s housing purchase scheme entitlements. (Date Range: 1980 - ) | Destroy 30 years after last action completed.

[For loans claims payments to Defence Housing Authority, use FINANCIAL MANAGEMENT – Accounting.]
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements – Continued

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

Entry Description of Records Disposal Action
3940 Name-identified records documenting a member’s pay and deductions. Includes:
- taxation declaration records
- reservists’ attendance records
- payroll deduction authorities
- deductions to satisfy a judgement debt and garnishment (eg child support)
- superannuation deductions
- pay records
- appeals and petitions
(Date Range: 1951 - ) Destroy 7 years after last action completed, or retain in agency for as long as required, whichever is later.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements – Continued

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members’ leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

Entry 3941 Name-identified records documenting a member’s entitlements and allowances (except relocation allowances and leave). Includes:
- salary packaging arrangements (travel, mobility, education, locality, meals, service overseas, benefits on termination or death)
- reimbursement of expenses
- war gratuity allowances
- reservists’ service protection entitlements
- domestic travel for postings and removals
- removal arrangements
- overseas relocations
- separation benefits
- appeals and petitions

(Date Range: 1951 - )

Disposal Action Destroy 7 years after last action completed.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
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- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements – Continued

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members’ leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

Entry | Description of Records | Disposal Action
---|---|---
3942 | Records documenting pay and entitlement matters, not relating to an individual member. Includes: war gratuity, allowances, salary packaging, reservists’ service protection, relocation and housing (Date Range: 1903 - ) | Destroy 7 years after last action completed.

[For war gratuity registers, use MILITARY PERSONNEL – Registering.]
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Pay and Entitlements – Continued
The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

For administering members’ leave, use MILITARY PERSONNEL – Leave (Service Members).

For arranging work related travel, use MILITARY PERSONNEL – Arrangements.

For payments, use FINANCIAL MANAGEMENT – Accounting.

For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.

For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.

For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.

Entry Description of Records Disposal Action
3943 Data input source documents for allowances and deductions for Defence Force pay and personnel systems. Includes:
- pay variation messages
- authorities to deduct from salary
(Date Range: 1993 - ) Destroy 2 years after data entry completed or last action completed, whichever is later.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Planning
The process of formulating ways in which objectives can be achieved. Includes determination for services, needs and solutions to these needs.

For high level planning committees, use STRATEGIC MANAGEMENT – Committees.

For individual service member development planning as part of performance, use MILITARY PERSONNEL – Career Management.

For military workforce planning, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

<table>
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<tr>
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<tbody>
<tr>
<td>3944</td>
<td>Final versions of principal Defence Force military personnel plans, and major working papers. (Date Range: 1903 - )</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td>3945</td>
<td>Final versions of local or routine military personnel plans, and major working papers. (Date Range: 1903 - )</td>
<td>Destroy 7 years after plan is superseded or last action completed, whichever is later.</td>
</tr>
<tr>
<td>3946</td>
<td>Minor working papers used to develop all military personnel plans. Includes: workshop papers drafts comments (Date Range: 1903 - )</td>
<td>Destroy 7 years after plan is superseded or last action completed, whichever is later.</td>
</tr>
<tr>
<td>3947</td>
<td>Records documenting routine administrative matters relating to military personnel planning. (Date Range: 1903 - )</td>
<td>Destroy 2 years after plan is superseded or last action completed, whichever is later.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Policy and Procedures

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use STRATEGIC MANAGEMENT – Committees.

Entry | Description of Records | Disposal Action
--- | --- | ---
3948 | Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders, relating to members’ and accredited representatives’ appointment and enlistment, career management, casualties and death, disciplinary misconduct, honours and awards, registering, and service recruiting. Includes:
- policy proposals
- research papers
- results of consultations
- surveys
- supporting reports
- major drafts
- major working papers
- final policy documents
- minutes of meetings
(Date Range: 1903 - ) | Retain as national archives.

3949 | Records documenting the development of procedures (not included in joint policy and procedures documents) relating to members’ and accredited representatives’ appointment and enlistment, career management, casualties and death, disciplinary misconduct, honours and awards, registering, and service recruiting.
(Date Range: 1903 - ) | Retain as national archives.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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Policy and Procedures – Continued

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use STRATEGIC MANAGEMENT – Committees.

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<tbody>
<tr>
<td>4651</td>
<td>Master sets of departmental manuals and Defence Reference Books identified in a Defence Instruction. (Date Range: 1903 - )</td>
<td>Retain permanently in agency.</td>
</tr>
<tr>
<td>3950</td>
<td>Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders, relating to conditions of service. Includes: policy proposals, research papers, results of consultations, surveys, supporting reports, major drafts, major working papers, minutes of meetings. (Date Range: 1903 - )</td>
<td>Retain permanently in agency.</td>
</tr>
<tr>
<td>4652</td>
<td>Final policies and major operating procedures including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders other than policies and procedures to be retained as national archives. (Date Range: 1903 - )</td>
<td>Retain permanently in agency.</td>
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MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Policy and Procedures – Continued

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use STRATEGIC MANAGEMENT – Committees.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4653</td>
<td>Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders other than policies and procedures to be retained as national archives or to be retained permanently in agency. Includes: policy proposals, research papers, results of consultations, surveys, supporting reports, major drafts, major working papers, minutes of meetings. (Date Range: 1903 - )</td>
<td>Destroy 7 years after policy or procedure is superseded.</td>
</tr>
<tr>
<td>3951</td>
<td>Records documenting the development of procedures (not included in joint policy and procedures documents) other than policies and procedures to be retained as national archives or to be retained permanently in agency. (Date Range: 1903 - )</td>
<td>Destroy 7 years after policy or procedure is superseded.</td>
</tr>
<tr>
<td>3955</td>
<td>Records documenting the distribution and implementation of policy and procedures. (Date Range: 1903 - )</td>
<td>Destroy 7 years after implementation is completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Policy and Procedures – Continued

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use STRATEGIC MANAGEMENT - Committees.

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<tr>
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</thead>
<tbody>
<tr>
<td>3952</td>
<td>Records documenting local or routine policies and procedures, including local standing orders, directives or routine orders. (Date Range: 1903 - )</td>
<td>Destroy 5 years after policy or procedure superseded or last action completed, whichever is later.</td>
</tr>
<tr>
<td>3953</td>
<td>Master sets of instructions and procedures, eg departmental instructions, departmental circular memoranda, and DEFGRAMS. (Date Range: 1903 - )</td>
<td>Destroy when incorporated in a manual or defence instruction, otherwise destroy 5 years after superseded or cancelled.</td>
</tr>
<tr>
<td>3954</td>
<td>Administrative and minor working papers, surveys and research documenting the development of all policies. (Date Range: 1903 - )</td>
<td>Destroy 3 years after promulgation of new policy.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Registering
The activity of listing and indexing personnel for purposes other than file retrieval.

For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.

For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.

For registering of items, use activity Inventory in relevant functions.

<table>
<thead>
<tr>
<th>Entry</th>
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</thead>
<tbody>
<tr>
<td>3956</td>
<td>For members, deployed civilians and accredited representatives deployed or involved in war and/or warlike operations:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* records of nominal rolls and registers</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
<tr>
<td></td>
<td>* nominal rolls and registers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* registers of names and service numbers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* overseas graves and burial lists</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date Range: 1903 - )</td>
<td></td>
</tr>
</tbody>
</table>

| 3958   | For members not involved in war and/or warlike operations: | Retain as national archives. |
|        | * records of nominal rolls and registers                                                 |                                                                                 |
|        | * nominal rolls and registers. Includes master unit rolls                                 |                                                                                 |
|        | * registers of names and service numbers                                               |                                                                                 |
|        | * overseas graves and burial lists                                                     |                                                                                 |
|        | (Date Range: 1903 - )                                                                  |                                                                                 |

| 3959   | For reservists and unit reservists:                                                    | Retain as national archives. |
|        | * registers or listings                                                                |                                                                                 |
|        | (Date Range: 1903 - )                                                                  |                                                                                 |

| 3960   | For members discharged:                                                                | Retain as national archives. |
|        | * registers and indexes                                                               |                                                                                 |
|        | (Date Range: 1903 - )                                                                  |                                                                                 |
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members’ and families’ welfare
- members’ compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Registering – Continued

The activity of listing and indexing personnel for purposes other than file retrieval.

For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.

For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.

For registering of items, use activity Inventory in relevant functions.

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<tr>
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</table>
| 3961  | For members in the National Service:  
• registers and indexes  
(Date Range: 1950 – 1975) | Retain as national archives. |
| 3962  | For members who have received honours and awards:  
• nominal rolls and registers. Includes Master Unit Rolls  
• registers of names and service numbers  
(Date Range: 1903 - ) | Retain as national archives. |
| 3963  | For personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty, and involved in war and/or warlike operations:  
• registers or listings  
(Date Range: 1903 - ) | Retain as national archives in the custody of the Australian War Memorial. |
| 3957  | For members, deployed civilians, accredited representatives, personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty deployed or involved in war and/or warlike operations:  
• registers, including war gratuity registers, and rolls other than those retained as national archives  
(Date Range: 1903 - ) | Retain permanently in agency. |
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL. For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
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- management of Defence Force Cadets, and
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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Registering – Continued
The activity of listing and indexing personnel for purposes other than file retrieval.

For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.

For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.

For registering of items, use Inventory activity in relevant functions.

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</thead>
<tbody>
<tr>
<td>3964</td>
<td>For personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty, and not involved in war and/or warlike operations:_registers or listings (Date Range: 1903 - )</td>
<td>Retain permanently in agency.</td>
</tr>
<tr>
<td>3965</td>
<td>Duplicate nominal rolls, lists or specific registers kept by units. (Date Range: 1903 - )</td>
<td>Update Master Unit Roll, and destroy duplicates 7 years after last action completed.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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For:
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- management of Defence Force Cadets, and
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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Rehabilitation

The process of managing programs designed to restore injured workers to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable, consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

For medical rehabilitation, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3968 Name-identified records documenting a member's non-compensable occupational rehabilitation. Includes:
- member's assessment
- rehabilitation program and plans
- outcome of member's compensation claim
- services provided
(Date Range: 1903 - )
Destroy 7 years after rehabilitation end date or last action completed, whichever is later.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements, or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry Description of Records Disposal Action
3967 Records documenting final versions of formal internal reports and reports made to external authorised bodies or the Australian Government. Includes:
- major working papers
- final versions
(Date Range: 1903 - )
Retain as national archives.

3969 Records documenting major surveys with substantial action carried out.
(Date Range: 1903 - )
Retain as national archives.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Reporting – Continued

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements, or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3970</td>
<td>Records documenting final versions of periodic internal or routine reports on general administrative matters, incidents, and recurring activities. Includes:</td>
<td>Destroy 7 years after last action completed.</td>
</tr>
<tr>
<td></td>
<td>• major working papers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• final versions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date Range: 1903 - )</td>
<td></td>
</tr>
<tr>
<td>3971</td>
<td>Minor working papers, drafts and comments received documenting the development of all reports. (Date Range: 1903 - )</td>
<td>Destroy 1 year after report is produced or last action completed, whichever is later.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.

For appeals against downgraded or rescinded clearances, use MILITARY PERSONNEL – Complaints and Grievances.

For security arrangements for visiting dignitaries, use GOVERNMENT RELATIONS – Security or COMMUNITY RELATIONS – Security.

For registering security clearances and passes for service members, industry personnel and individuals (not agency staff); and security matters relating to industry personnel, foreign nationals and other individuals (not staff), do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3972 For members involved in war and/or warlike operations:
- identification photographs
  (Date Range: 1903 - ) Retain as national archives.

3973 For members involved in war and/or warlike operations:
- name-identified records documenting security checks. Includes:
  - pre-enlistment security clearances
  - pre-appointment security clearances
  - periodic review security clearances
  - personal particulars
  - duplicates of personal documents
  - correspondence, character and police record checks
  - unsuccessful clearance applications
  - interview reports
  - record of notification of appeals
  - appeals and petitions
  (Date Range: 1903 - ) Destroy 70 years after date of birth and last action completed, or on notification of death and last action is completed, whichever is sooner.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Security – Continued
The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.

For appeals against downgraded or rescinded clearances, use MILITARY PERSONNEL – Complaints and Grievances.

For security arrangements for visiting dignitaries, use GOVERNMENT RELATIONS – Security or COMMUNITY RELATIONS – Security.

For registering security clearances and passes for service members, industry personnel and individuals (not agency staff); and security matters relating to industry personnel, foreign nationals and other individuals (not staff), do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Entry Description of Records Disposal Action
3974 For members not involved in war and/or warlike operations: name-identified records documenting security checks.
Includes:
- pre-enlistment security clearances
- pre-appointment security clearances
- periodic review security clearances
- personal particulars
- duplicates of personal documents
- identification photographs
- correspondence, character and police record checks
- unsuccessful clearance applications
- interview reports
- record of notification of appeals
- appeals and petitions
(Date Range: 1903 - )
Destroy 70 years after date of birth and last action completed, or on notification of death and last action is completed, whichever is sooner.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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Security – Continued

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.

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Entry | Description of Records | Disposal Action
--- | --- | ---
3977 | Name-identified identity and access control card history for a member, retired member or spouse of a member. (Date Range: 1903 - ) | Destroy 5 years after expiry date of card, or last action completed, whichever is later.
3978 | Name-identified records documenting administration of security clearances. Includes requests and inquiries for: 
- issue of clearances 
- withdrawn or cancelled applications and clearances (Date Range: 1903 - ) | Destroy 3 years after last action completed.
4654 | Records documenting routine security matters not related to individuals' security clearances. (Date Range: 1903 - ) | Destroy 3 years after last action completed.
3976 | Name-identified identity and access control cards for a member, retired member or spouse of a member. (Date Range: 1903 - ) | Destroy on expiry date of card, or destroy on discharge, whichever is sooner.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service History (Case File)

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

For registering or listing of members and nominal rolls, use MILITARY PERSONNEL – Registering.

Note

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<table>
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<tr>
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<tbody>
<tr>
<td>3979</td>
<td>Name-identified records of an individual's service history, in any format.</td>
<td>Use disposal classes identified for relevant activities in this function.</td>
</tr>
</tbody>
</table>

Service Recruiting
- application to join (successful)
- evidence of personal qualifications
- recruitment assessment documents

Appointment and Enlistment
- letter of appointment and enlistment
- attestation (informed consent) certificate
- accredited representatives engagement documents
- appeals and petitions

Accredited Representatives
- certificates
- identification sheets
- photographs

(Class continued next page)
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service History (Case File) – Continued
The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members’ service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals’ rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

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<tr>
<td>3979</td>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>cont’d</td>
<td>identification photographs</td>
<td></td>
</tr>
</tbody>
</table>

Career Management
- evidence of promotions and reclassifications
- evidence of postings (summary)
- evidence of movements (summary)
- special or important training attended and/or results (summary)
- qualifications obtained
- assessment of technical ability for special operations (summary)
- appeals and petitions

Leave (Service Members) (exceeding 5 days)
- applications and approvals for furlough leave
- applications and approvals for leave without pay
- applications and approvals for maternity or paternity leave
- evidence of absence without leave
- appeals and petitions

(Class continued next page)
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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• members’ and families’ welfare
• members’ compensation claims and compensable rehabilitation
• conduct of inquests, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service History (Case File) – Continued

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members’ service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals’ rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

For registering or listing of members and nominal rolls, use MILITARY PERSONNEL – Registering.

Note

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3979</td>
<td>Casualties and Death</td>
<td></td>
</tr>
<tr>
<td>cont’d</td>
<td></td>
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<tr>
<td></td>
<td>notification of casualty (summary)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>missing in action or missing presumed dead (form)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>statements of death</td>
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</tr>
<tr>
<td></td>
<td>commemoration program and eulogy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>statement of recognition</td>
<td></td>
</tr>
</tbody>
</table>

Disciplinary misconduct

• members’ Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)
• evidence of disciplinary actions, eg censure, formal warning, counselling
• evidence of civil conviction reports
• appeals and petitions

Information Service

• records documenting an amendment or alteration to the records held in a member’s service history, which has been authorised by the Department of Defence.

(Class continued next page)
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL. For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service History (Case File) – Continued

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

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<tbody>
<tr>
<td>3979 cont'd</td>
<td>Discharges and Transfers</td>
<td></td>
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<tr>
<td></td>
<td>application to resign commission</td>
<td></td>
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<td></td>
<td>application for discharge</td>
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<td></td>
<td>transfer documentation</td>
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<td></td>
<td>discharge certificates</td>
<td></td>
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<tr>
<td></td>
<td>appeals and petitions</td>
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</tr>
</tbody>
</table>

(Date Range: 2003 - )
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honour and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service Recruiting

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.

For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.

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<tr>
<th>Entry</th>
<th>Description of Records</th>
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<tbody>
<tr>
<td>3980</td>
<td>For members involved in war and/or warlike operations: name-identified records documenting recruitment of an individual member who proceeds with recruitment: application to join (successful) evidence of personal qualifications recruitment assessment documents (Date Range: 1903 - )</td>
<td>Retain as national archives.</td>
</tr>
<tr>
<td>3986</td>
<td>For recruitment campaigns for war and/or warlike operations: records documenting development and support of recruitment campaigns (excluding products): work in progress quarterly media and creative briefs communication strategies (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service Recruiting – Continued

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.

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<tbody>
<tr>
<td>3987</td>
<td>For recruitment campaigns for war and/or warlike operations: records documenting development and implementation (not master sets) of recruiting campaign products: video tapes of television commercials counselling videos press advertisements cinema advertising posters brochures (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
<tr>
<td>3988</td>
<td>For recruitment campaigns for war and/or warlike operations: records comprising the master sets of recruiting campaign products: video tapes of television commercials counselling videos press advertisements cinema advertising posters brochures (Date Range: 1903 - )</td>
<td>Retain as national archives in the custody of the Australian War Memorial.</td>
</tr>
</tbody>
</table>
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL. For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service Recruiting – Continued

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.

For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.

Entry    Description of Records                                      Disposal Action

3989     For recruitment campaigns for war and/or warlike operations:
                      records excluding records retained as national archives,
                      documenting development and support of recruitment
                      campaigns and products.  
                      (Date Range: 1903 - ) 
                      Retain permanently in agency.

3990     For recruitment campaigns not for war and/or warlike
                      operations:
                      records comprising the master sets of recruiting
                      campaign products. Includes:
                      • video tapes of television commercials
                      • counselling videos
                      • press advertisements
                      • cinema advertising
                      • posters
                      • brochures
                      (Date Range: 1903 - ) 
                      Retain permanently in agency.

[For the publishing process, use PUBLICATION – Production.]

3981     For members involved in war and/or warlike operations:
                      name-identified records other than documents retained
                      as national archives documenting recruitment of a
                      member who proceeds with recruitment. Includes
                      copies of personal documents. 
                      (Date Range: 1903 - )
                      Destroy 130 years after date of
                      birth of member, or 10 years after
                      last incident or investigation,
                      whichever is later.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national
service members from recruitment to final discharge. Also includes managing deployed civilians (in
support of operations) for disciplinary misconduct and honours and awards. Activities include career
management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge
and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel,
superannuation and retirement benefits, grievances, casualties, non-compensable occupational
rehabilitation and leave.
For civilian personnel, use PERSONNEL.
For:
• civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours
  and Awards, and Registering
• managing medical and dental matters
• managing psychological matters
• conduct of accident investigations
• military training and education policy and programs
• members' and families' welfare
• members’ compensation claims and compensable rehabilitation
• conduct of inquests, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service Recruiting – Continued
The activity of recruiting military personnel, including reservists and national service members.
Includes recruiting campaigns and marketing, counselling, screening, handling of applications,
selection, and interviews. For specific categories of enlistments includes screening and preselection of
suitable people for service selection boards for officers.

For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL –
Accredited Representatives.

For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.

Entry Description of Records Disposal Action
3982 For members not involved in war and/or warlike
operations:
name-identified records documenting recruitment of
members who proceed with recruitment. Includes:
• application to join (successful)
• evidence of personal qualifications
• copies of personal documents
• recruitment assessment documents
(Date Range: 1903 - )
Destroy 130 years after date of birth of member, or 10 years after last incident or investigation,
whichever is later.

3992 For recruitment campaigns not for war and/or warlike
operations:
records documenting development, implementation and
delivery (not master sets) of recruiting campaign
products. Includes:
• work in progress
• quarterly media and creative briefs
• communication strategies
• presentations and displays
(Date Range: 1903 - )
Destroy 7 years after last action completed, or after campaign is superseded, whichever is later.
MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use PERSONNEL.

For:
- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
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do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Service Recruiting – Continued

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.

For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.

Entry | Description of Records | Disposal Action
--- | --- | ---
3991 | Records documenting development and implementation (not master sets) of recruiting campaign products, not related to war and/or warlike operations. Includes: video tapes of television commercials, counselling videos, press advertisements, cinema advertising, posters, brochures. (Date Range: 1903 - ) | Destroy 7 years after last action completed, or after campaign, or product is superseded, whichever is later.
3993 | Records documenting the service recruitment process, excluding an individual applicant’s records, recruitment contractor records, or recruitment campaigns. (Date Range: 1903 - ) | Destroy 7 years after last action completed.
3984 | Duplicate electronic recruitment records (contained in database). (Date Range: 1903 - ) | Destroy 5 years after last action completed.
3985 | Name-identified records documenting a withdrawn or rejected applicant, or enquirer who does not become an applicant. (Date Range: 1903 - ) | Destroy 2 years after last action completed.
MILITARY PERSONNEL
The function of managing all service members, accredited representatives, reservists and national
service members from recruitment to final discharge. Also includes managing deployed civilians (in
support of operations) for disciplinary misconduct and honours and awards. Activities include career
management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge
and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel,
superannuation and retirement benefits, grievances, casualties, non-compensable occupational
rehabilitation and leave.

For civilian personnel, use PERSONNEL.
For:
• civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours
  and Awards, and Registering
• managing medical and dental matters
• managing psychological matters
• conduct of accident investigations
• military training and education policy and programs
• members' and families' welfare
• members' compensation claims and compensable rehabilitation
• conduct of inquests, inquiries and investigations
• management of Defence Force Cadets, and
• Australian Defence Force structure
do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.

Standards Setting
The process of developing and promulgating standards, benchmarks, guidelines and best practice
frameworks. Includes implementing industry standards and organisational standards etc for service
and processes to enhance the quality and efficiency of the organisation.

For implementing standards and benchmarks etc, use MILITARY PERSONNEL – Compliance.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>3994</td>
<td>Final versions or master sets of developed mandatory or optional standards, best practice and benchmarks eg military pamphlets. (Date Range: 1903 - )</td>
<td>Retain permanently in agency.</td>
</tr>
</tbody>
</table>

[For development of statutory instruments, use GOVERNMENT RELATIONS.]

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3995</td>
<td>Records documenting the development of mandatory or optional standards, best practice and benchmarks. (Date Range: 1903 - )</td>
<td>Destroy 7 years after last action completed or after standard etc is superseded or cancelled, whichever is later.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>3996</td>
<td>Records documenting the promulgation of mandatory or optional standards, best practice and benchmarks. (Date Range: 1903 - )</td>
<td>Destroy 2 years after last action completed.</td>
</tr>
</tbody>
</table>
INDEX

This index lists the activities and related key terms for the MILITARY PERSONNEL function in the Department of Defence's Records Disposal Authority. Activities are shown in bold lower case and record types in plain lower case.

Class numbers are located after each reference. References are arranged alphabetically—by activity in the text, and by activity and record type in the index. You may have to use the arrangement of activity descriptors to find the approximate location of a reference in the text, because some class numbers are out of numerical order. Class number arrangement within an activity may also be out of numerical order. This practice is not followed in the index.

Indexed references should only be used as a guide to the Authority. The main access tool should be the activity descriptors of the business classification scheme, that is the functions and activities in the Records Disposal Authority.

A

absence without leave
  leave (service members), 3931, 3933
  service history (case file), 3979
absentia, discharge in, see discharges and transfers
access control cards, security, 3976–3977
access to records, information service, 3929–3930
accidents, see casualties and death
accountability, compliance, 3907
accredited representatives, 3884, 4655
  casualties and death, 3895–3901
  honours and awards, 3920–3926
  policy and procedures, 3948–3949
  registering, 3956–3957
  service history (case file), 3979
act of grace payments, see pay and entitlements
Acts, see legislation
advertisements, service recruiting, 3987–3988, 3990–3991
allowances, pay and entitlements, 3935, 3938, 3941–3943
alteration or amendment of records
  information service, 3927–3928
  service history (case file), 3979
annual reports (administration of), accredited representatives, 3884
appeals and petitions
  appointment and enlistment, 3885
  career management, 3891, 3893
  discharges and transfers, 3910, 3912
  disciplinary misconduct, 3914–3916
  leave (service members), 3931, 3933–3934
  pay and entitlements, 3940–3941
  security, 3973–3974
  service history (case file), 3979
applications
  discharges and transfers, 3910, 3912
  honours and awards, 3926
  leave (service members), 3931–3934
  security, 3973–3974, 3978
  service history (case file), 3979
  service recruiting, 3980, 3982, 3985
appointment and enlistment, 3885–3888
policy and procedures, 3948–3949
security, 3973–3974
service history (case file), 3979

see also accredited representatives; career management; discharges and transfers; honorary appointments; service recruiting

approvals, see authorisation; leave (service members)

Archives Act 1983, see information service

arrangements, 4650
casualties and death, 3896–3897
assessment documents
leave (service members), 3932–3934
rehabilitation, 3968
service history (case file), 3979
service recruiting, 3980, 3982

attachments, career management, 3892–3893
attendance records, reservists’, pay and entitlements, 3940
attestation certificates
appointment and enlistment, 3885
service history (case file), 3979

authorisation, 3889–3890
arrangements, 4650
information service, 3927–3928
leave (service members), 3931–3934
pay and entitlements, 3940, 3943

awards, see honours and awards

B

behaviour, complaints and grievances, 3903
see also disciplinary misconduct

benchmarks, standards setting, 3994–3996
benefits, see pay and entitlements
best practice, standards setting, 3994–3996
bravery awards, honours and awards, 3922–3923
briefs, service recruiting, 3986, 3992
see also reporting

broadcasting commercials, service recruiting, 3987–3988, 3990–3991
brochures and pamphlets
service recruiting, 3987–3988, 3990–3991
standards setting, 3994

bureau services, contracting-out, 3908–3909
burial lists, registering, 3956, 3958

C
campaigns, service recruiting, 3986–3990–3992
card pay records, pay and entitlements, 3935, 3940
career management, 3891–3894
complaints and grievances, 3903–3906
policy and procedures, 3948–3949
service history (case file), 3979
see also appointment and enlistment; discharges and transfers; disciplinary misconduct

casualties and death, 3895–3901
pay and entitlements, 3941
policy and procedures, 3948–3949
registering, 3956, 3958
rehabilitation, 3968
service history (case file), 3979
see also discharges and transfers
censure, see disciplinary actions
certificates
  accredited representatives, 4655
  appointment and enlistment, 3885
  discharges and transfers, 3910–3912
  service history (case file), 3979
character checks, security, 3973–3974
charges, see disciplinary misconduct
charities, see accredited representatives
child support, pay and entitlements, 3940
cinema advertising, service recruiting, 3987–3988, 3990
circular memoranda, policy and procedures, 3953
citations, honours and awards, 3920–3921
civil conviction reports
  disciplinary misconduct, 3914–3916
  service history (case file), 3979
civilians, see accredited representatives; deployed civilians; families of members; retired members
claims, non-compensable, rehabilitation, 3968
commemoration programs
  casualties and death, 3895, 3897
  service history (case file), 3979
commendations, honours and awards, 3920–3923
comments
  planning, 3946
  reporting, 3971
commercials, service recruiting, 3987–3988, 3990
commissions, applications to resign
  discharges and transfers, 3910, 3912
  service history (case file), 3979
Common Law Power, authorisation, 3890
communication strategies, service recruiting, 3986, 3992
compensable (non-) claims, rehabilitation, 3968
compensation, see pay and entitlements; rehabilitation
complaints and grievances, 3903–3906
disciplinary misconduct, 3917–3919
compliance, 3907
  see also standards setting
conditions of service, see pay and entitlements; policy and procedures
condolence, letters of, casualties and death, 3896–3897
conduct, complaints and grievances, 3903
  see also disciplinary misconduct
court documents and orders, pay and entitlements, 3940
courts, service recruiting, 3986, 3992
correspondence, see letters
counselling, see disciplinary actions
counselling videos, service recruiting, 3987–3988, 3990–3991
criminal history checks
  disciplinary misconduct, 3917–3919
  security, 3973–3974

D
deductions, pay and entitlements, 3940, 3943
dead, see casualties and death; discharges and transfers
decorations, see honours and awards
defective administration payments, see pay and entitlements
Defence Force Discipline Act 1982, see Unit Conduct Records
defence force executive proposals, policy and procedures, 3948, 3950, 4652–4653
Defence Force Ombudsman, complaints and grievances, 3903
defence force orders, policy and procedures, 3948, 3950, 4652–4653
defence instructions, policy and procedures, 3948, 3950, 4651–4653
Defence Reference Books, policy and procedures, 4651
Defence Reserve Service (Protection) Act 2001, complaints and grievances, 3905
Defence Reservists, see reservists
DEFGRAMS, policy and procedures, 3953
delegation of power, authorisation, 3889–3890
departmental circular memoranda, policy and procedures, 3953
departmental instructions, policy and procedures, 3953
departmental manuals, policy and procedures, 4651
deployed civilians
  disciplinary misconduct, 3914–3915, 3917–3918
  honours and awards, 3920–3926
  registering, 3956–3957
determination-making power of Minister, authorisation, 3889
development of policy, see policy and procedures
directives, see orders; policy and procedures
discharges and transfers, 3910–3913
  complaints and grievances, 3903–3906
  pay and entitlements, 3937–3938, 3941–3942
  registering, 3960
  service history (case file), 3979
  see also appointment and enlistment; casualties and death
disclosure
career management, 3892–3893
information service, 3929–3930
discrimination, complaints and grievances, 3903
disciplinary actions
disciplinary misconduct, 3914–3916
  service history (case file), 3979
disciplinary misconduct, 3914–3919
  policy and procedures, 3948–3949
  service history (case file), 3979
  see also complaints and grievances
discovery orders, see subpoenas, discovery orders and summonses
discussion papers, see reporting
dismissals, see discharges and transfers
displays and presentations, service recruiting, 3992
distribution, policy and procedures, 3955
drafts
planning, 3946
policy and procedures, 3948, 3950, 4653
reporting, 3971
duplicate records
complaints and grievances, 3904
registering, 3965
security, 3973–3974
service recruiting, 3981–3982, 3984

E

education and training needs
career management, 3891–3894
education protection, complaints and grievances, 3903
education allowances, pay and entitlements, 3941
electronic records register, pay and entitlements, 3936
electronic records duplicates, service recruiting, 3984
employment of reservists, complaints and grievances, 3903, 3905
enlistment, see appointment and enlistment
entitlements, see pay and entitlements
eulogies
casualties and death, 3895
service history (case file), 3979
evacuation arrangements, casualties and death, 3896–3897
evaluation reports, contracting-out, 3908–3909
evidence
career management, 3891, 3893
disciplinary misconduct, 3914–3916
leave (service members), 3931, 3933
service history (case file), 3979
service recruiting, 3980, 3982
ex-members, see retired members
examinations, see investigations, reviews and inquiries
executive proposals, policy and procedures, 3948, 3950, 4652–4653
expenses, reimbursement of, pay and entitlements, 3941
external contractors, contracting-out, 3908–3909
external reports, reporting, 3967

F
families of members, security, 3976–3977
see also information service
fatalities, see casualties and death
field reports, administration of, accredited representatives, 3884
final versions
planning, 3944–3945
policy and procedures, 3948, 3950, 4652
reporting, 3967, 3970
standards setting, 3994
see also master sets
fiscal standards, compliance, 3907
foreign exchange personnel, honours and awards, 3920–3926
foreign forces, personnel enlisted with, registering, 3957, 3963–3964
foreign honours and awards, honours and awards, 3920–3925
foreign service, relocations, pay and entitlements, 3941
formal warnings, see disciplinary actions
frameworks, compliance, 3907
funeral arrangements, casualties and death, 3896–3897
furlough leave
leave (service members), 3931, 3933
service history (case file), 3979

G
gallantry, honours and awards, 3922–3923
garnishment, pay and entitlements, 3940
goals, compliance, 3907
graves, overseas, registering, 3956, 3958
grievances, see complaints and grievances
guidelines, see policy and procedures; standards

H
health, see casualties and death
higher duties, complaints and grievances, 3903–3906
see also career management; pay and entitlements
honorary appointments
appointment and enlistment, 3887
career management, 3892–3893
honours and awards, 3920–3926
  policy and procedures, 3948–3949
  registering, 3962
housing, pay and entitlements, 3939, 3942
Human Rights and Equal Opportunity Commission, complaints and grievances, 3903
husbands of members, security, 3976–3977
  see also information service

I
identification photographs
  security, 3972, 3974
  service history (case file), 3979
identification sheets
  accredited representatives, 4655
  service history (case file), 3979
identity cards, security, 3976–3977
illness, see casualties and death
implementation, policy and procedures, 3955
indexes, see registering
information service, 3927–3930
  service history (case file), 3979
  see also security
informed consent, see attestation certificates
injuries, see casualties and death
inquiries, see investigations, reviews and inquiries
instructions, policy and procedures, 3948, 3950, 3953, 4651–4653
Instrument of Authorisation of Power under Determinations, authorisation, 3890
internal reports, reporting, 3967, 3970
international standards, compliance, 3907
interview reports, security, 3973–3974
investigations, reviews and inquiries
  casualties and death, 3895–3901
  disciplinary misconduct, 3914–3919
  pay and entitlements, 3937
  security, 3973–3974, 3978
  see also reporting
itineraries, arrangements, 4650

J
journeys, arrangements, 4650
judgement debts, pay and entitlements, 3940

L
leave (service members), 3931–3934
  authorisation, 3889–3890
  service history (case file), 3979
leave without pay
  leave (service members), 3931, 3933–3934
  service history (case file), 3979
legal disclosure and detail, notification of, career management, 3892–3893
legislation
  complaints and grievances, 3905
  compliance, 3907
  see also information service
letters, correspondence
  appointment and enlistment, 3885
  casualties and death, 3896–3897
  security, 3973–3974
  service history (case file), 3979
  see also information service

lists, see registering
local plans, planning, 3945
local policies and procedures, policy and procedures, 3952
locality allowances, pay and entitlements, 3941
lump sum payments in lieu, leave (service members), 3932–3933

M

management of contracts, contracting-out, 3908–3909
mandatory standards, see standards
manuals, policy and procedures, 4651
marketing contracts and contractors, contracting-out, 3908–3909
  see also service recruiting
master sets
  policy and procedures, 3953, 4651
  service recruiting, 3988
  standards setting, 3994
  see also final versions
Master Unit Rolls, registering, 3958, 3962
maternity leave, see parental leave
meals, pay and entitlements, 3941
medals, see honours and awards
media advertisements, service recruiting, 3987–3988, 3990–3991
media briefs, service recruiting, 3986, 3992
medically unfit, discharges for, pay and entitlements, 3937
meetings, agenda of, see reporting
meetings, minutes of
  contracting-out, 3908–3909
  policy and procedures, 3948, 3950, 4653
memorial services, casualties and death, 3896–3897
meritorious service, honours and awards, 3922–3923
Military Police reports, disciplinary misconduct, 3917–3919
Minister, determination-making power of, authorisation, 3889
minutes, see meetings, minutes of misconduct
  complaints and grievances, 3903–3904
  disciplinary misconduct, 3914–3916
  policy and procedure, 3948–3949
  service history (case file), 3979
missing in action or missing presumed dead
  casualties and death, 3895, 3897
  service history (case file), 3979
mobility allowances, pay and entitlements, 3941
  see also relocations
mortality, see casualties and death
movements
  career management, 3891, 3893
  service history (case file), 3979
N

name-identified records
  accredited representatives, 4655
  appointment and enlistment, 3885–3887
  arrangements, 4650
  career management, 3891–3893
  casualties and death, 3895, 3897, 3900
  complaints and grievances, 3903–3905
  discharges and transfers, 3910–3912
  disciplinary misconduct, 3914–3919
  honours and awards, 3920–3924, 3926
  information service, 3929–3930
  leave (service members), 3931–3934
  pay and entitlements, 3935, 3937–3941
  rehabilitation, 3968
  security, 3973–3974, 3976–3978
  service history (case file), 3979
  service recruiting, 3980–3982, 3985
  see also photographs
  names, registering, 3956, 3958, 3962
  national service members, registering, 3961
  see also service recruiting
  national standards, compliance, 3907
  newspaper advertisements, service recruiting, 3987–3988, 3990–3991
  next of kin, casualties and death, 3895, 3897
  nominal rolls, registering, 3956, 3958, 3962, 3965
  nominated persons, notification to, casualties and death, 3896–3897
  nominations, honours and awards, 3922–3923
  non-compensable claims, rehabilitation, 3968
  notification of appeals, security, 3973–3974
  notification of casualties or death
    casualties and death, 3895–3897
    service history (case file), 3979

O

objectives, compliance, 3907
  occupational rehabilitation, rehabilitation, 3968
  officers, see appointment and enlistment; commissions, applications to resign; service recruiting
  official passports and visas, arrangements, 4650
  Ombudsman, complaints and grievances, 3903
  optional standards, see standards
  orders, policy and procedures, 3948, 3950, 3952, 4652–4653
  other ranks’ enlistment, see appointment and enlistment
  outsourcing, contracting-out, 3908–3909
  overseas exchange personnel, honours and awards, 3920–3926
  overseas forces, personnel enlisted with, registering, 3957, 3963–3964
  overseas graves, registering, 3956, 3958
  overseas honours and awards, honours and awards, 3920–3925
  overseas service, relocations, pay and entitlements, 3941

P

pamphlets, see brochures and pamphlets
  parental leave
    leave (service members), 3931, 3933
    service history (case file), 3979
  parliamentary elections, see discharges and transfers
  passports, arrangements, 4650
  paternity leave, see parental leave
pay and entitlements, 3935–3943
  arrangements, 4650
  complaints and grievances, 3903–3906
  see also leave (service members)
pay books, pay and entitlements, 3935
pay records, pay and entitlements, 3935, 3940
pay rate tables, pay and entitlements, 3936
pay variation messages, pay and entitlements, 3943
payments in lieu, leave (service members), 3932–3933
payroll deduction authorities, pay and entitlements, 3940
performance appraisal, evaluation
  career management, 3892–3893
  contracting-out, 3908–3909
performance measures, compliance, 3907
periodic internal reports, reporting, 3970
periodic review security clearances, security, 3973–3974
permission, see authorisation
personal documents
  information service, 3929
  security, 3973–3974
  service recruiting, 3981–3982
personal information, particulars
  information service, 3927–3930
  security, 3973–3974
  see also name-identified records
personal qualifications
  career management, 3891, 3893
  service history (case file), 3979
  service recruiting, 3980, 3982
personnel files, see name-identified records; service history (case files)
petitions, see appeals and petitions
philanthropic representatives, see accredited representatives
photographs
  accredited representatives, 4655
  security, 3972, 3974
  service history (case file), 3979
planning, 3944–3947
  compliance, 3907
  rehabilitation, 3968
police investigations, disciplinary misconduct, 3917–3919
police record checks, security, 3973–3974
policy and procedures, 3948–3955, 4651–4653
  casualties and death, 3896–3897
  compliance, 3907
  see also reporting
policy proposals, policy and procedures, 3948, 3950, 4652–4653
post-service career opportunities, see career management
posters, service recruiting, 3987–3988, 3990–3991
postings
  career management, 3891, 3893
  pay and entitlements, 3941
  service history (case file), 3979
posting orders, career management, 3892, 3893
power, delegation of, authorisation, 3889–3890
pre-appointment, enlistment security clearances, security, 3973–3974
presentations, service recruiting, 3992
press advertisements, service recruiting, 3987–3988, 3990–3991
previous service, recognition of, leave (service members), 3932–3933
procedures
- policy and procedures, 3948–3955, 4651–4653
- casualties and death, 3896–3897
- compliance, 3907
  see also reporting
prisoners-of-war, casualties and death, 3895–3896
procurement, contracting-out, 3908–3909
professional bodies, honorary appointments to, career management, 3892–3893
promotions, see career management
property arrangements for members, casualties and death, 3896–3897
proposals, policy and procedures, 3948, 3950, 4652–4653
  see also reporting
protective security, security, 3972–3974, 3976–3978, 4654
punishment, see disciplinary misconduct
purchasing, contracting-out, 3908–3909

Q

qualifications, see personal qualifications
quality standards, see standards
quarterly media and creative briefs, service recruiting, 3986, 3992
Queen's birthday honours lists, honours and awards, 3925

R

reappointment, see appointment and enlistment
reclassifications, see career management
recognition, see statements of recognition
recognition of previous service, leave (service members), 3932–3933
recommendations
- complaints and grievances, 3903
- honours and awards, 3920–3921
  see also career management
recreation leave entitlements, authorisation, 3889–3890
  see also furlough leave
recruitment, see service recruiting
registering, 3956–3965
- casualties and death, 3898–3899
- honours and awards, 3925
- pay and entitlements, 3936
- policy and procedures, 3948–3949
regulatory standards, compliance, 3907
rehabilitation (non-compensable), 3968
reimbursement of expenses, pay and entitlements, 3941
release of information, information service, 3929–3930
relocations, pay and entitlements, 3938, 3941–3942
  see also discharges and transfers
remains (members'), entry to Australia, casualties and death, 3896–3897
removals, pay and entitlements, 3941
replacement of medals and awards, honours and awards, 3926
reporting, 3967, 3969–3971
- accredited representatives, 3884
- casualties and death, 3895–3901
- complaints and grievances, 3903
- compliance, 3907
- disciplinary misconduct, 3914–3919
- policy and procedures, 3948, 3950, 4653
reports of interviews, security, 3973–3974
  see also meetings, minutes of
representatives, see accredited representatives
requests, security, 3978
  see also authorisation; reporting
research papers, **policy and procedures**, 3948, 3950, 3954, 4653
reservists
- attendance records, **pay and entitlements**, 3940,
- complaints and grievances, 3903, 3905
- pay and entitlements, 3940–3942
- registering, 3959
- see also service recruiting
resignations, see **discharges and transfers**
responses, see **reporting**
results of consultation, **policy and procedures**, 3948, 3950, 4653
retired members
- honours and awards, 3920–3926
- security, 3976–3977
- see also **information service**
retirement benefits (superannuation), **pay and entitlements**, 3937, 3940
retirements, see **discharges and transfers**
return of service obligations, **career management**, 3892–3893
returns, see **reporting**
reviews, see investigations, reviews and inquiries
rolls, **registering**, 3956–3958, 3962, 3965
routine orders, **policy and procedures**, 3948, 3950, 3952, 4652–4653
routine plans, **planning**, 3945
routine policies and procedures, **policy and procedures**, 3952
routine reports, **reporting**, 3970

**S**

salaries, see **pay and entitlements**
salary packaging arrangements, **pay and entitlements**, 3941–3942
**security**, 3972–3974, 3876–3978, 4654
security clearances, **security**, 3973–3974, 3978
selection boards, see **service recruiting**
separation, see **discharges and transfers**
service authorities, notification to, **casualties and death**, 3896–3897
service history records, service dossiers
- **information service**, 3927–3929
- **service history (case file)**, 3979
service numbers, **registering**, 3956, 3958, 3962
service overseas, **pay and entitlements**, 3941
**service recruiting**, 3980–3982, 3984–3993
- contracting-out, 3909
- **policy and procedures**, 3948–3949
- **service history (case file)**, 3979
special operations, assessment of technical ability for
- **career management**, 3891, 3893
- **service history (case file)**, 3979
spouses of members, **security**, 3976–3977
- see also **information service**
stakeholder meetings, see **meetings**
standards
- **compliance**, 3907
- **standards setting**, 3994–3996
standing orders, **policy and procedures**, 3948, 3950, 3952, 4652–4653
statements, see **reporting**
statements of death
- **casualties and death**, 3895, 3897
- **service history (case file)**, 3979
statements of recognition
- **casualties and death**, 3895, 3897
- **service history (case file)**, 3979
statutes, see **legislation**
subpoenas, discovery orders and summonses
  career management, 3892–3893
  information service, 3929
supernannuation, pay and entitlements, 3937, 3940
supporting reports, policy and procedures, 3948, 3950, 4653
surveys
  policy and procedures, 3948, 3950, 3954, 4653
  reporting, 3969
systems tools, compliance, 3907

T
taxation declaration records, pay and entitlements, 3940
technical abilities, see education and training; special operations
  television commercials, service recruiting, 3987–3988, 3990–3991
termination of employment, see discharges and transfers
  transfers, see discharges and transfers
travel
  arrangements, 4650
  pay and entitlements, 3941

U
unacceptable behaviour, complaints and grievances, 3903
  see also disciplinary misconduct
unauthorised leave, see leave (service members)
unclaimed, undelivered wills, casualties and death, 3900
Unit Conduct Records
  disciplinary misconduct, 3914–3916
  service history (case file), 3979
unit-duplicate records, complaints and grievances, 3904
unsuccessful applications, security, 3973–3974
  see also service recruiting

V
vendors, contracting-out, 3908–3909
vetting (security clearances), security, 3973–3974, 3978
video tapes, service recruiting, 3987–3988, 3990–3991
visas, arrangements, 4650
vocational rehabilitation, rehabilitation, 3968

W
wages, see pay and entitlements
war gratuity
  pay and entitlements, 3941–3942
  registering, 3957
warnings, see disciplinary actions
wars and/or warlike operations, involvement in
  appointment and enlistment, 3885–3886
  career management, 3891–3892
  casualties and death, 3895–3896
  discharges and transfers, 3910–3911
  disciplinary misconduct, 3914–3915, 3917–3918
  honours and awards, 3920, 3922
  information service, 3927
  leave (service members), 3931–3932
  registering, 3956–3957, 3963
  security, 3972–3973
  service recruiting, 3980–3981, 3986–3989
wills, casualties and death, 3898, 3900
wives of members, **security**, 3976–3977

*see also* **information service**

work environment, organisation, **complaints and grievances**, 3903–3906

work in progress, **service recruiting**, 3986, 3992

working papers

**planning**, 3944–3946

**policy and procedures**, 3948, 3950, 3954, 4653

**reporting**, 3967, 3970–3971

workshop papers, **planning**, 3946