Records Disposal Authority

Department of Foreign Affairs and Trade

Transfer of custody and ownership of records

Job no 2003/00050890

4 April 2003

NATIONAL ARCHIVES OF AUSTRALIA
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INTRODUCTION

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

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

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

This authority is to be used to determine the custody or ownership of Commonwealth records. This is done by a process known as 'sentencing'. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

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

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

CONTACT INFORMATION

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

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

Person to whom notice of authorisation is given:

Ian Kemish
First Assistant Secretary
Public Diplomacy, Consular and Passports Division
Department of Foreign Affairs and Trade
RG Casey Building
John McEwen Crescent
BARTON ACT 2600

Purpose:

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

Application:

Records described in the disposal classes in this authority.

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: 4 April 2003

Venetia Beale
Director
Recordkeeping Implementation

Date of Amendment

Expiry Date
APPLICATION

This disposal authority has been developed to facilitate the transfer of custody and ownership of folders of working papers used for the compilation of *Documents on Australian Foreign Policy, 1937 - 1949* from the Department of Foreign Affairs and Trade to the John Curtin Prime Ministerial Library.

The working papers are photocopies of records from original files that are now in the custody of the National Archives of Australia and, therefore, do not justify retention as national archives. However, because of the selection, arrangement and annotation processes involved in their compilation they are too valuable a research resource to be disposed of as duplicates.

Conditions

The Department of Foreign Affairs and Trade (the Department) will, by agreement with the John Curtin Prime Ministerial Library (the Library), ensure that:

- public access to the working papers is provided subject to the provisions of Commonwealth legislation; and
- the Library will provide the Department with copies of documents in the working papers if the original records cannot be located or if the original records are unreadable.

The resourcing of any request for an extensive search or a large number of copies is subject to negotiation between the Department and the Library.
**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE**

**Historical Records Working Papers**

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<th>Entry</th>
<th>Description of Records</th>
<th>Disposal Action</th>
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<td>5218</td>
<td>Folders of working papers used for the compilation of <em>Documents on Australian Foreign Policy, 1937-1949.</em> [Date range: 1971 - 2001]</td>
<td>Transfer custody and ownership to John Curtin Prime Ministerial Library</td>
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