

**Records Disposal
Authority
Department of
Employment,
Workplace
Relations and Small
Business**

Job no 1999/86

Date of issue

30 January, 2001



**NATIONAL
ARCHIVES
OF AUSTRALIA**

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INTRODUCTION

The Disposal Process

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

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

Purpose of this Authority

This authority has been developed and amended under appraisal guidelines issued prior to 1999. The pre-1999 guidelines have now been superseded by a new appraisal methodology complying with the Australian Standard AS 4390, *Records Management* and which represents current best practice. In view of the fact that the amendments to this authority have been made under the pre-1999 guidelines, the scope of the authority is limited by the following:

- The purpose of this authority is to allow for the re-sentencing and destruction of the agency's records relating to the National Service first scheme held in Archives custody.
- In this new records disposal authority the disposal action for records previously identified for permanent retention has not been reviewed for records relating to the NS second scheme. The retention period for these records has been changed to 'Destruction not authorised. Retain in custody pending reappraisal'. The agency cannot transfer records with this disposal action into Archives custody. The records will need to be reappraised in accordance with the Archives new AS4390 compliant methodology.
- This authority should be used in conjunction with General Disposal Authorities including the *Administrative Functions Disposal Authority*, which have been issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.

Using this Authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority. This authority is to be used to sentence records. Sentencing is the process of identifying and classifying records according to a disposal authority and the disposal action specified in it.

Retention periods set down in this authority are the minimum ones and the agency may extend the period if it considers there is an administrative need to do so.

Where the format of the records has been changed this does not prevent the disposal classes from being used to sentence records which perform the same function. Where the method of recording the information changes (eg from a manual card system to an electronic system), this authority can still be used to sentence the records created provided the records perform the same function. The information must be accessible for the periods prescribed in the classes.

Agencies will need to ensure that any software, hardware or documentation required to gain continuing access to the data is available for the periods prescribed. Electronic records should be captured and retained in recordkeeping systems that have special functionality for maintaining the integrity of the digital data as full, accurate, reliable, accessible and durable evidence of government activity over time.

Review of this Authority

In March 2000 the Archives released guidelines for a new appraisal methodology that will enable agencies to conduct appraisal according to best practice. The methodology complies with AS4390 and follows the functions based approach outlined in that standard. The Records Disposal Authority will not be open to further amendments. Development of a functional RDA should be undertaken in consultation with the National Archives.

CONTACT INFORMATION

Canberra Office
Queen Victoria Terrace
Parkes ACT 2600

PO Box 7425
Canberra Mail Centre ACT 2600
tel: (02) 6212 3610
fax: (02) 6212 3989

Email : recordkeeping@naa.gov.au

Website: <http://www.naa.gov.au>

AUTHORISATION

RECORDS DISPOSAL AUTHORITY Job Number 1999/86

**Person to whom notice of
authorisation is given:**

Secretary
Department of Employment,
Workplace Relations and Small
Business
GPO Box 9879 Canberra ACT 2601

Purpose:

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

Application:

National Service Scheme Records – all states

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 30.01.01.



Date of Amendment

Expiry date

Class Number	Description of Records	Disposal Action
	<p>Scope Note: This records disposal authority cancels RDA 559. To be retained as national archives records sentenced for permanent retention in RDA 559 will need reappraisal. RDA 559 may no longer be used to sentence records.</p>	
2184	National Service Case Files including NS1 forms and supporting documentation - First Scheme registrants files (1951 – 1959)	Destroy on issue of this authority
2185	National Service Case Files including NS1 form and supporting documentation - Second Scheme registrants (1965 – 1973)	Destruction not authorised. Retain in custody pending reappraisal
2186	Name Index cards- Master Register card index (Forms NS3)	Destruction not authorised. Retain in custody pending reappraisal
2187	Name index cards – other indexes and listing related to the First Scheme including trade index, defaulters index, listings of medical specialists	Destroy on issue of this authority
2188	Name index cards – other indexes related to Second Scheme	Destruction not authorised. Retain in custody pending reappraisal
2189	Consolidated National Service statistical returns	Destruction not authorised. Retain in custody pending reappraisal
2190	Medical examination X-rays of National Service registrants – First and Second Schemes	Destroy on issue of this authority
2191	Training area maps	Destruction not authorised. Retain in custody pending reappraisal

Class Number	Description of Records	Disposal Action
2192	Court case hearings and other exemptions relating to First Scheme registrants	Destruction not authorised. Retain in custody pending reappraisal
2193	Listings of registrants and defaulters including microfiche copies	Destruction not authorised. Retain in custody pending reappraisal