

**Records Disposal
Authority**
**FOR THE TRANSFER OF
CUSTODY AND OWNERSHIP OF
REMOVALS AUSTRALIA
RECORDS.**



NATIONAL
ARCHIVES
OF AUSTRALIA

Disposal Authority Report for Job No 1999/00000122

13 Jan 2000

Job No	1999/00000122
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Introduction - Authority to Transfer Records (ATTR)

The Disposal Process

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

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

Purpose of this Authority

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

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

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

Using this Authority

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

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

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

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

Retention periods set down in this authority are minimum ones and the agency may extend the retention period of a record if it considers that there is an administrative need to do so. Where an agency wishes to retain records for substantially longer than the authorised retention period, the agency should request that the authority be amended to reflect this requirement.

Appropriate arrangements should be made with the National Archives of Australia when records are to be transferred into custody. The Archives no longer accepts unsentenced records. Records deposited may be withdrawn for official reference purposes through the lending service.

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

Amendment and Review of this Authority

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

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

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

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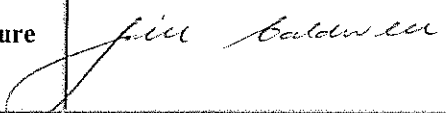
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Job No	1999/00000122		
Authority Purpose	Authorise arrangements for the disposal of records in accordance with Section 24 (2) (b) of the Archives Act 1983.		
Authority Application	Removals Australia National Office and States	Agency No	CA 8480
Person to whom notice of authorisation is given	The Secretary, Department of Finance and Administration		
Description of Records	Removals Australia Functional Records		
Authorising Officer	Jill Caldwell	Signature	
Issue Date	19 January 2000	Expiry Date	Not Applicable.
Scope Notes/Conditions of Authority	<p>The National Archives' approval to transfer ownership or custody of the records described in the Authority is based on the following conditions:</p> <ol style="list-style-type: none"> 1. Where ownership is transferred to the Buyer and the records are of no continuing interest to the Commonwealth no further conditions apply to the use of, treatment of, or access to the records. 2. Where the ownership or custody of records is not to be transferred to the buyer the Department of Finance and Administration (DoFA) will physically remove them from the premises where Removals Australia is located either to the custody of DoFA or to an alternate service provider chosen by DoFA before the sale day. 3. DoFA will provide copies to the buyer of those records which are required for the day to day operation of the business and are of value to the Commonwealth. Copies provided for the buyer will be transferred to the Buyer on Sale Day with no further conditions as to their use etc. 		

Heading or Activity	Business Function	Class No	Description and Disposal Action
Asset Management	Property Management	139	<p>Records relating to Removals Australia's own office relocations, vehicle policies and termination of vehicle hire documents.</p> <p>Commonwealth to retain ownership.</p> <p>Records to be transferred to DoFA prior to the new owner taking possession.</p> <p>Records to be sentenced in accordance with GDA 13 and GDA 14.</p>
Asset Management	Property Management	140	<p>Administrative records relating to Removals Australia property and asset management not covered in class 139. This includes, but is not confined to, telephone services, utilities, and maintenance.</p> <p>Transfer ownership to Buyer with no conditions.</p>
Accounting, policy and audit.	Finance	141	<p>Records documenting financial transactions including: payment of accounts, invoicing, recovery of monies, internal audit papers, bank schedules, budget estimates and submissions and policy formulation of fees and charges.</p> <p>Commonwealth to retain ownership.</p> <p>Records to be transferred to DoFA prior to the new owner taking possession.</p> <p>Records to be sentenced in accordance with GDA 12.</p>
Staff Training	Human Resource Management	142	<p>Records relating to training arrangements including training material.</p> <p>Commonwealth to retain ownership – provide copies of records to Buyer.</p> <p>Records to be sentenced in accordance with GDA 14.</p>

Heading or Activity	Business Function	Class No	Description and Disposal Action
Policy, contracting out, employment conditions, arrangements	Human Resource Management	143	<p>All other records relating to the implementation of human resource policy in Removals Australia, as well as working papers in employee surveys and questionnaires, recruitment of contract staff, staff appraisal and travel and attendance records.</p> <p>Commonwealth to retain ownership.</p> <p>Records to be transferred to DoFA prior to the new owner taking possession.</p> <p>Records to be sentenced in accordance with GDA 14 and GDA 17.</p>
Policies and Procedures	Operations	144	<p>Records relating to policy, procedures and instructions for Removals Australia's commercial arrangements with the removals industry. These records are defined within the scope and content of the Commercial Arrangements Household Removals Australia (CAHRA), Commercial Arrangements Vehicles Removals Australia (CAVRA) and Commercial Arrangements International Removals Australia (CAIRA).</p> <p>Commonwealth to retain ownership – provide copies of records to Buyer.</p> <p>Records to be sentenced in accordance with RDA 680.</p>
Individual Cases	Operations	145	<p>Requests for quotes, daily quotation schedules, removal files, volume assessment registers, preferred provider registers, variation request registers, provider performance files, feedback registers, receipt vouchers, uplift condition reports, workplace relocation files, repair items register.</p> <p>Transfer ownership to Buyer with no conditions.</p>

Heading or Activity	Business Function	Class No	Description and Disposal Action
Removals Management System Implementation	Operations	146	<p>Records relating to the development and implementation of the Relocations Management System (RMS). This includes development, implementation and support contracts and master sets of technical and user manuals.</p> <p>Commonwealth to retain ownership – provide copies of records to the Buyer.</p> <p>Records to be sentenced in accordance with RDA 680.</p>
Promotions, Quality Assurance and Records Management	Strategic management	147	<p>Records relating to Removals Australia's marketing, promotions, quality assurance and records management.</p> <p>This includes promotional materials, logos and insignia, quality assurance policy and procedure, records destruction lists and records documenting commercial storage arrangements for records.</p> <p>Commonwealth to retain ownership – provide copies of records to the Buyer.</p> <p>Records to be sentenced in accordance with RDA 680 and GDA 14.</p>
Marketing, Planning and Occupational Health and Safety	Strategic Management	148	<p>All other records relating to Removals Australia's strategic planning and marketing.</p> <p>These include marketing plans and strategies, market research, internal office newsletters, participation in exhibitions, displays, fairs and shows, strategic planning working papers, strategic, regional or business plans, strategic project work evaluation, implementation and monitoring, forms management, Occupational Health and Safety - Removals Australia policies and procedures, periodic activity reports (excluding annual reports and statistics).</p> <p>Transfer ownership to Buyer with no conditions.</p>