

Records Disposal Authority

**FOR THE TRANSFER OF
CUSTODY OR OWNERSHIP OF
MANUALS FOR OPERATING
EQUIPMENT AT THE SITE
KNOWN AS COX PENINSULA**



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Disposal Authority Report for Job No 2000/00000268

10 May 2000

Job No	2000/00000268
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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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Job No	2000/00000268		
Authority Purpose	Authorise arrangements for the disposal of records in accordance with Section 24 (2) (b) of the Archives Act 1983.		
Authority Application	Domestic Property Operations Group	Agency No	CA 8480
Person to whom notice of authorisation is given	The Secretary, Department of Finance and Administration		
Description of Records	Manuals for operating broadcasting equipment at the site known as Cox Peninsula		
Authorising Officer	Colleen McEwen A/g Director Canberra Operations and National Coordination	Signature	
Issue Date	10 May 2000	Expiry Date	
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> <p>1. Where temporary custody of the records is transferred, DoFA and the licensee will ensure that the records:</p> <ul style="list-style-type: none"> • are not added to, altered or damaged in any way; • are returned to the custody of the Department of Finance and Administration at or before the expiration of the licence; • are treated as Commonwealth records for the purpose of the <i>Archives Act, 1983</i>; and • remain accessible to the officers of DoFA for the purposes of the Act. <p>2. 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.</p>		

Class No	Description	Disposal Action
149	All manuals relating to the operation of equipment at the site known as Cox Peninsula when the site is licensed.	Transfer custody to licensee for the duration of each licence. Return to Commonwealth when licence expires or is terminated.
150	All manuals relating to the operation of equipment at the site known as Cox Peninsula when the site is sold or the Commonwealth no longer has an interest in it.	Transfer ownership to owner of site if required by new owner or destroy after Commonwealth interest in the site ceases.
