

**Records
Disposal Authority
Australian Wool
Research Promotion
Organisation**

**Transfer of custody and
Ownership of records**

Job no 2000/499

17 January, 2001



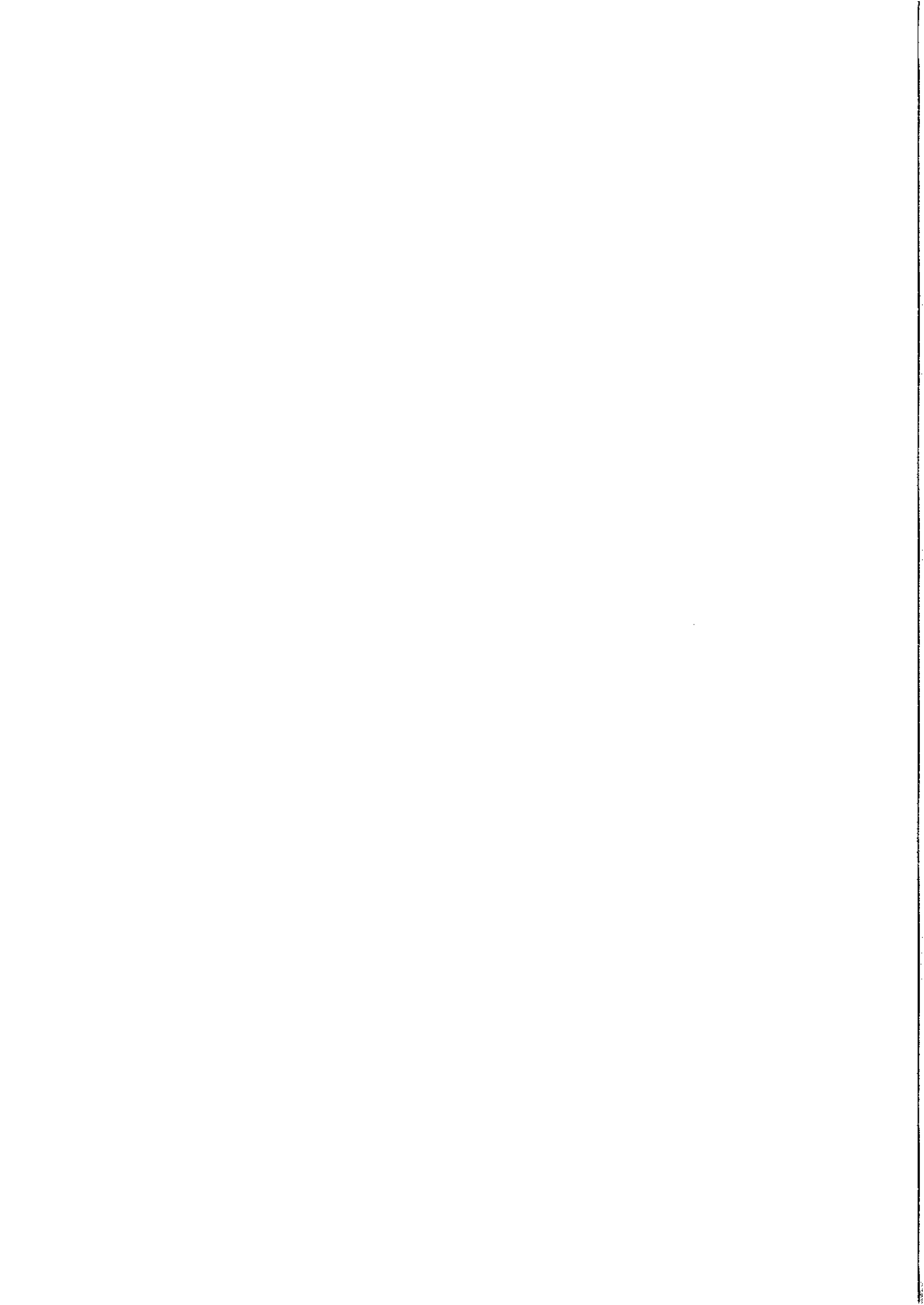
**NATIONAL
ARCHIVES
OF AUSTRALIA**

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INTRODUCTION

The appraisal process

The appraisal of Commonwealth records is based on the methodology for Designing and Implementing Recordkeeping Systems (DIRKS) outlined in the Australian Standard AS4390-1996, *Records Management*, Part 1: General, Clause 1.3, and expanded in the DIRKS Manual. It is an analytical process that involves identifying which records should be created, assessing the value of records for future use, identifying those records with enduring value and deciding how soon the remainder can be destroyed or otherwise disposed of.

The process can involve making decisions about the alteration of records, and where records have already been created, the transfer of ownership or custody of these records. It also involves authorising the action arising from the assessment and putting the action into effect by sentencing. The appraisal process provides a framework of accountability for recordkeeping.

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.

Access to Commonwealth records

Where ownership of records is to be retained by the Commonwealth, either in the custody of National Archives or the Portfolio Department, copies of these records may be taken prior to privatisation for Australian Wool Services Ltd. To obtain copies of these records after privatisation, Australian Wool Services Ltd should be granted access to the records by agreement with the Portfolio Department.

Conditions attached to the disposal authority

In some circumstances, it may be necessary for the relevant Commonwealth agency to enter into contractual arrangements with the body taking custody or ownership of the records to ensure that the ongoing needs of the Commonwealth are protected. The contract may include clauses to:

- recover records at the completion of the contract, or at any other reasonable time
- ensure that the records are appropriately managed and maintained
- protect the security of the records
- ensure compliance with the provisions of the *Privacy Act 1988* as if the custodian was the 'Record Keeper' in accordance with that Act
- prevent unauthorised disclosure of information, in accordance with the provisions of the *Crimes Act 1914* and any legislation relevant to your agency
- provide for reasonable access to the records by the Commonwealth and its authorised agents
- limit the use of the records to legitimate purposes under the terms of the contract

You should seek specific legal advice on these matters.

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.

RDA Job No 2000/499

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of
authorisation is given:

The Secretary
Agriculture, Fisheries and
Forestry - Australia

Purpose:

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

Application:

All functional and administrative records recorded and
controlled by the Australian Wool Research and Promotion
Organisation, 1936 - 2000

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

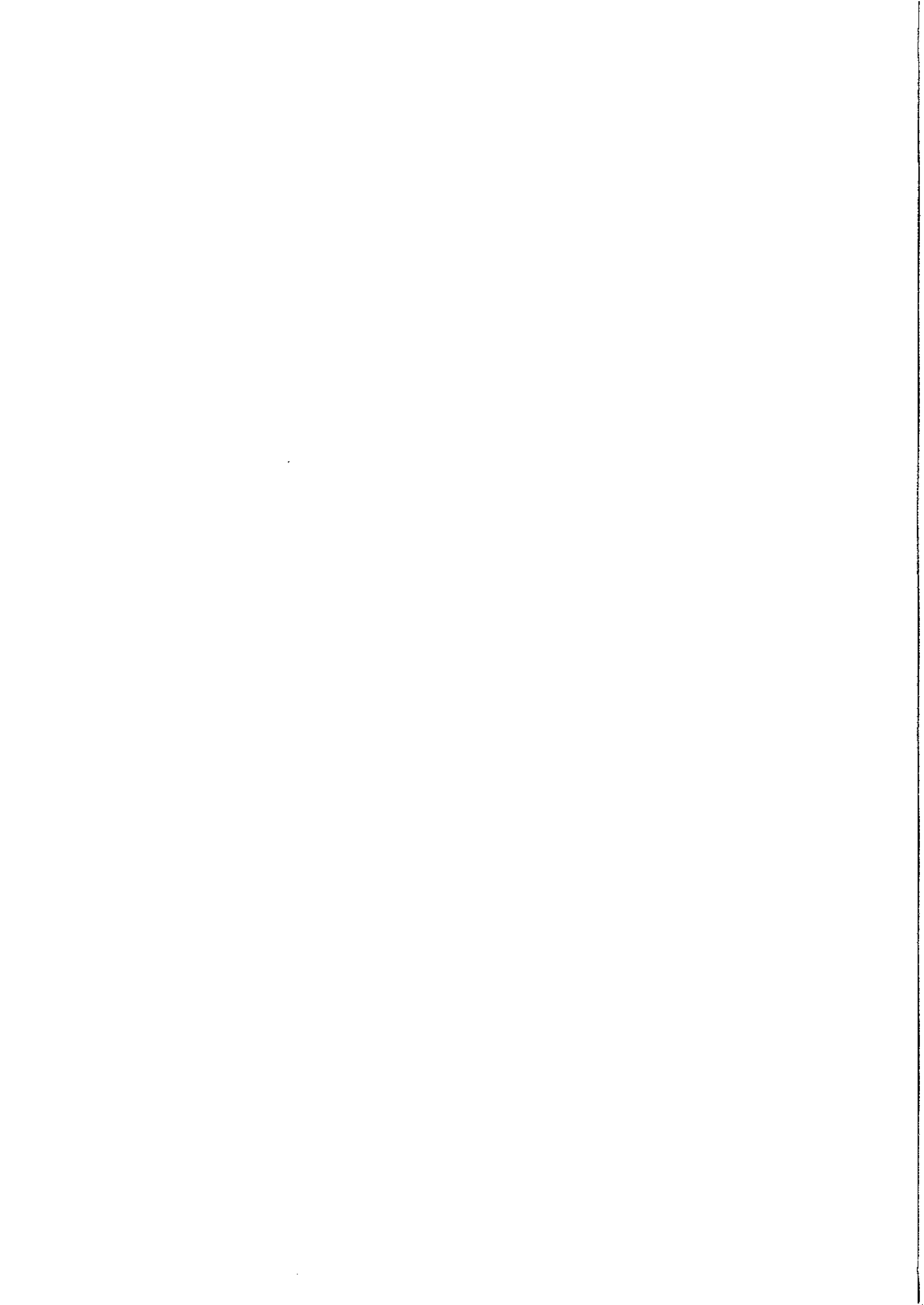


Rodney Teakle
A/g Director Recordkeeping Implementation

Date of Issue 17 January, 2001

Date of Amendment

Expiry Date



ADMINISTRATIVE FUNCTIONS

Records relating to the administrative functions performed by the Commonwealth and its agencies

All Activities

Entry No	Description of Records	Disposal Action
2277	Records sentenced for retention as national archives under the Administrative Functions Disposal Authority, issued February 2000	Commonwealth to retain ownership. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department.
2278	Records sentenced for temporary retention under the COMPENSATION, OH & S, PERSONNEL functions	Commonwealth to retain ownership. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department
2279	Records sentenced under the following entries: Entry 1138 Entry 1292 Entry 1303 Entry 1424 Entry 1436 Entry 1827 Entry 1839 Entry 1840 Entry 2020 Entry 2021	Commonwealth to retain ownership. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2280	Records sentenced under all other classes	Transfer ownership to Australian Wool Services Ltd.

INDUSTRY LIAISON

The function of cooperating and liaising with other bodies to further the wool industry nationally and internationally. This includes bodies such as:

Federal and State Government departments (eg AFFA, DFAT, DISR);
Grower and industry peak bodies and organisations (eg. Wool Council);
Rural research organisations (eg. GRDC);
International organisations (eg. IWS, Wool producing country boards, International Wool Textile Organisation, World Trade Organisation, Asian Development Bank); and
Governments of other countries (eg. Korea, India).

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Entry No	Description of Records	Disposal Action
2227	All records (Date Range: 1936 - 2000)	Destroy when reference ceases. Transfer ownership to Australian Wool Services Limited

Committees for Wool Advancement

Committees established by the Organisation for the purpose of advancing the wool industry or aspects of the wool industry by establishing liaison and communication. Includes Women in Wool, Zone Advisory Committees.

Entry No	Description of Records	Disposal Action
2228	Includes: Documents establishing the committees Agenda Minutes Reports Recommendations Supporting documents such as briefing and discussion papers (Date Range: 1936 - 2000)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department
2229	Working papers documenting the administrative arrangements made for the conduct of the committees. (Date Range: 1936 - 2000)	Destroy 5 years after action complete. Ownership to be transferred to Australian Wool Services Ltd

INDUSTRY LIAISON

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Federal and State Government departments (eg AFFA, DFAT, DISR);
Grower and industry peak bodies and organisations (eg. Wool Council);
Rural research organisations (eg. GRDC);
International organisations (eg. IWS, Wool producing country boards, International Wool Textile Organisation, World Trade Organisation, Asian Development Bank); and
Governments of other countries (eg. Korea, India).

Cooperative Ventures

Joint ventures between the Organisation and cooperative stakeholders providing specified outcomes resulting in the development of the wool industry. Cooperative ventures involve either a contract, contribution of funds and/or time. Includes AIDAB development schemes and IWS support.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2230	All records (Date Range: 1936 - 2000)	Destroy 6 years after all legal contractual obligations are concluded Transfer ownership to Australian Wool Services Ltd

International Standards

Standards developed and issued by international bodies (eg. IWS, IWTO) and accepted by the Organisation.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2231	All records (Date Range: 1936 - 2000)	Destroy after reference ceases. Transfer ownership to Australian Wool Services Ltd.

INDUSTRY LIAISON

The function of cooperating and liaising with other bodies to further the wool industry nationally and internationally. This includes bodies such as:

Federal and State Government departments (eg AFFA, DFAT, DISR);
Grower and industry peak bodies and organisations (eg. Wool Council);
Rural research organisations (eg. GRDC);
International organisations (eg. IWS, Wool producing country boards, International Wool Textile Organisation, World Trade Organisation, Asian Development Bank); and
Governments of other countries (eg. Korea, India).

Policy and Procedure Development

Policy and procedures developed by the Organisation. Includes standards and policies that are referred to by industry participants (for example, pesticide residue)

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2232	Includes: Final policy documents and procedures Major drafts Research papers Results of consultation Supporting reports including reports of major trials Policy proposals (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2233	Reference material and copies of policy documents and procedures, supporting papers (Date Range: 1936 - 2000)	Destroy when reference ceases. Ownership to be transferred to Australian Wool Services Ltd.

INDUSTRY LIAISON

The function of cooperating and liaising with other bodies to further the wool industry nationally and internationally. This includes bodies such as:

Federal and State Government departments (eg AFFA, DFAT, DISR);
Grower and industry peak bodies and organisations (eg. Wool Council);
Rural research organisations (eg. GRDC);
International organisations (eg. IWS, Wool producing country boards, International Wool Textile Organisation, World Trade Organisation, Asian Development Bank); and
Governments of other countries (eg. Korea, India).

Representation to Advance Wool

Formal representation to advance the production of wool and the growth of the wool market.
Includes representation on IWS/IWTO committees

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2234	Records documenting representation on high level committees and consultations both nationally and internationally, including submissions. These records may include: Establishing documents Agenda Minutes Reports Recommendations Supporting documents such as briefing and discussion papers correspondence (Date Range: 1936 - 2000)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2235	Reference material, working papers documenting administrative arrangements and reference copies of documents. (Date Range: 1936 - 2000)	Destroy 5 years after action completed. Ownership to be transferred to Australian Wool Services Ltd

Stakeholder Reporting

Initiation or provision of a response to a situation or request and the provision of statements or findings to stakeholders

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2236	All records (Date Range: 1936 - 2000)	Destroy 5 years after action completed. Ownership to be transferred to Australian Wool Services Ltd.

MARKET INTELLIGENCE

The gathering, analysis and dissemination of information and data on the global textile industry and international economies, including wool production, wool demand, textile processing, promotion, trade, trade barriers, and marketing in Australia and overseas. To identify trends in the global wool supply, processing and demand from raw wool production to retail demand.

Research of Wool Consumer

Marketing research (commissioned and other) undertaken to identify wool use, consumption and consumer attitudes and purchasing behaviour. Including market research design and data collection.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2237	All records (Date Range: 1936 - 2000)	Destroy 6 years after date of report. Transfer ownership to Australian Wool Services Ltd

Wool Pipeline Analysis and Reporting

Analysis of information and data on the global wool industry from raw wool production and prices through to its processing to identify trends in the global wool supply and its location of processing. Analysis and reporting may be supplied to Stakeholders/Licensees or directly commissioned by non Stakeholders/Licensees.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2238	All records (Date Range: 1936 - 2000)	Destroy 6 years after date of report. Transfer ownership to Australian Wool Services Ltd.

PRODUCT AND PROCESS DEVELOPMENT

The function of developing new or existing processes or products, after assessment and approval. Includes the technical work associated with the machinery, plant set up, fabric development, processing of wool involving staff expertise and collaboration with industry partnerships.

[For non-disclosure and confidentiality agreements, management of Intellectual Property use LEGAL SERVICES - Intellectual Property from the Administrative Functions Disposal Authority, issued February 2000]

[For licensing agreements use LEGAL SERVICES - Agreements from the Administrative Functions Disposal Authority, issued February 2000]

Research Project Information Management

The processes of managing "live information" relating to current research projects as a reference source to facilitate and support project decision-making. Includes Portfolio system.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2239	All records (Date Range: 1936 - 2000)	Destroy when reference ceases. Transfer ownership to Australian Wool Services Ltd

Skill Registration

Activities involved in recording the level of skill achieved by industry workers in established programs (ie. Wool classing and shearing).

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2247	All records (Date Range: 1936 - 2000)	Destroy 4 years after registration lapses. Ownership to be retained by Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.

PRODUCT AND PROCESS DEVELOPMENT

The function of developing new or existing processes or products, after assessment and approval. Includes the technical work associated with the machinery, plant set up, fabric development, processing of wool involving staff expertise and collaboration with industry partnerships.

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[For licensing agreements use LEGAL SERVICES - Agreements from the Administrative Functions Disposal Authority, issued February 2000]

Technical Advice and Liaison

Support, advice and liaison provided to users of existing and new technologies to ensure that these are used to the maximum extent possible.

Includes activities, such as, advising overseas mills Examples include Technical Co-operation Project (TCP) & Processing Comparison Projects (PCP).

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2240	All records (Date Range: 1936 - 2000)	Destroy 6 years after all legal contractual obligations are concluded. Transfer ownership to Australian Wool Services Ltd.

PRODUCT AND PROCESS DEVELOPMENT

The function of developing new or existing processes or products, after assessment and approval. Includes the technical work associated with the machinery, plant set up, fabric development, processing of wool involving staff expertise and collaboration with industry partnerships.

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[For licensing agreements use LEGAL SERVICES - Agreements from the Administrative Functions Disposal Authority, issued February 2000]

Technology Proving

Arrangements to facilitate the proving of commercial usefulness of new products, processes and systems developed from research. Includes:

Management of R&D technology transfer programs including PIRDS & Woolmarket Link.

Trials undertaken in conjunction with research organisations and commercial partners

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2241	Final report and supporting documents for products, processes and systems that are either successfully or unsuccessfully proven: Records of incomplete projects (Date Range: 1936 - 2000)	Transfer ownership to Australian Wool Services Ltd
2242	Final report and supporting documents for products, processes and systems that are either successfully or unsuccessfully proven: Records of completed projects (Date Range: 1936 - 2000)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2243	Data collected to support technology proving activities (Date Range: 1936 - 2000)	Destroy 20 years after project completed or abandoned. Ownership to be transferred to Australian Wool Services Ltd.

Training and Skill Enhancement

Encouraging industry participants to develop their skills and abilities to maximise their potential and increase their productivity. Includes activities to improve overseas processor's understanding of the Australian Wool Industry.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2244	All records	Destroy 6 years after training session concluded. Transfer ownership to Australian Wool Services Ltd.

PRODUCT AND PROCESS DEVELOPMENT

The function of developing new or existing processes or products, after assessment and approval. Includes the technical work associated with the machinery, plant set up, fabric development, processing of wool involving staff expertise and collaboration with industry partnerships.

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[For licensing agreements use LEGAL SERVICES - Agreements from the Administrative Functions Disposal Authority, issued February 2000]

Transfer Implementation

Activities involved with facilitating and commercialisation of new technologies (involving the transfer of new technologies from developers to the wool industry).

Includes agreements, such as, licence to sell and licence to manufacture, and technology prototype hand-over agreements.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2245	Records of incomplete projects (Date Range: 1936 - 2000)	Transfer ownership to Australian Wool Services Ltd
2246	Records of completed projects (Date Range: 1936 - 2000)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Briefing Commercial Sector Participants

Activities involved in the development of skills and knowledge in the commercial sector (eg. Retail staff, architects, designers and specifiers) of wool products, processes, attributes and qualities.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2248	All Records (Date Range: 1936 - 2000)	Destroy 6 years after all legal contractual obligations are concluded. Transfer ownership to Australian Wool Services Ltd

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Briefing/Promotions to Non Wool Industry Sectors

The activity of briefing and raising awareness of the wool industry and products among other non-wool industry sectors. Includes processes of planning and strategy development, developing policy and procedures, reporting, undertaking research, management of committees and arranging events and exhibitions For example, promotional activities targeted at schools.

Entry No	Description of Records	Disposal Action
2249	Final papers documenting strategies for major campaigns or programs Includes: Final planning and policy documents Final reports and procedures Records documenting exhibitions or events. Final versions of minutes, reports, recommendations of committees established to consider issues relevant to the promotion function. (Date Range: 1936 - 2000)	Retain as national archives. Wool Services to be granted access to the records by agreement with Portfolio Department.
2250	Records of minor campaigns or programs (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2251	Planning records, administrative arrangements and supporting working papers Includes: records documenting arrangements for visits or tours to the organisation, and staff visiting other organisations. Background and/or supporting research papers Records documenting arrangements for a journey or trip, delivery of equipment or goods, usage made of facilities, vehicles, equipment and space. (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Compliance and Standard Testing

The application of quality standards to wool trademarks licensees products, through quality and performance tests (including retail surveillance, licensee samples, consumer complaints, carpet grading; and other new and regular testing).

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2252	All records (Date Range: 1936 - 2000)	Destroy 6 years after action completed. Transfer ownership to Australian Wool Services Ltd.

Maintaining Quality Assurance Standards

Maintaining wool trademark's product performance and quality standards for each of the wool brands and sub brands.

Includes Woolmark and Wool Blend and other standards issued by IWS / TWC

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2253	All records (Date Range: 1936 - 2000)	Destroy when superseded. Transfer ownership to Australian Wool Services Ltd.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Promotion of Services to the Wool Industry

The activities of developing and applying processes and techniques to increase industry participants awareness and use of Organisations' services (eg. marketing brochures).

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2257	Final papers documenting promotional strategies for major campaigns or programs Includes: Final planning and policy documents Final reports and procedures Records documenting exhibitions or events. Final versions of minutes, reports, recommendations of committees established to consider issues relevant to the promotion function. (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2258	Records of minor campaigns or programs. (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be transferred to Australian Wool Services Ltd.
2259	Planning records, administrative arrangements and supporting working papers Includes: records documenting arrangements for visits or tours to the organisation, and staff visiting other organisations. Background and/or supporting research papers Records documenting arrangements for a journey or trip, delivery of equipment or goods, usage made of facilities, vehicles, equipment and space (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be transferred to Australian Wool Services Ltd.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Promotion of Wool Trademarks

The activities of developing and applying programs and techniques to increase the use and consumption of wool and wool products.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2254	Final papers documenting promotional strategies for major campaigns or programs Includes: Final planning and policy documents Final reports and procedures Records documenting exhibitions or events. Final versions of minutes, reports, recommendations of committees established to consider issues relevant to the promotion function. (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2255	Records of minor campaigns or programs (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2256	Planning records, administrative arrangements and supporting working papers Includes: records documenting arrangements for visits or tours to the organisation, and staff visiting other organisations. Background and/or supporting research papers Records documenting arrangements for a journey or trip, delivery of equipment or goods, usage made of facilities, vehicles, equipment and space (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Registration of Wool Trademarks

The activities of developing brands and sub brands to identify wool products and legally registering subsequent trademarks.

Entry No	Description of Records	Disposal Action
2260	Records documenting successful attempts to develop brands and register trademarks (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2261	Records documenting unsuccessful or abandoned attempts to develop brands and register trademarks (Date Range: 1936 - 2000)	Destroy 7 years after action completed. Ownership to be transferred to Australian Wool Services Ltd.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Technical Marketing

The activities of developing and applying processes and techniques to promote and/ or increase specific markets of products to the commercial sector (eg Sportswool, protective clothing).

Entry No	Description of Records	Disposal Action
2262	Final papers documenting promotional strategies for major marketing programs (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2263	Records of minor marketing programs (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be transferred to Australian Wool Services Ltd.
2264	Planning records, administrative arrangements and supporting working papers (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be transferred to Australian Wool Services Ltd.

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Wool Products Promotion

The activities of developing and applying programs and techniques to promote and/or increase the markets for wool products (eg. media advertising and retail promotions, fashion development, fashions shows and trend forecasting).

Entry No	Description of Records	Disposal Action
2265	Final papers documenting promotional strategies for major campaigns or programs Includes: Final planning and policy documents Final reports and procedures Records documenting exhibitions or events. Final versions of minutes, reports, recommendations of committees established to consider issues relevant to the promotion function. (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2266	Records of minor campaigns or programs (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
2267	Planning records, administrative arrangements and supporting working papers Includes: records documenting arrangements for visits or tours to the organisation, and staff visiting other organisations. Background and/or supporting research papers Records documenting arrangements for a journey or trip, delivery of equipment or goods, usage made of facilities, vehicles, equipment and space (Date Range: 1936 - 2000)	Destroy 6 years after campaign/program completed. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department

PROMOTION

Push and pull programs used to stimulate global consumer demands. These programs include a brand marketing strategy based on the Woolmark, consumer advertising campaigns and support for merchandising and joint retail promotions. The programs are directed at those directly involved in production, processing, manufacture and retail and at the general public.

[For publications produced by the Organisation, use the appropriate classes under the PUBLICATION function of the Administrative Functions Disposal Authority, issued February 2000]

Wool Trademarks Licensing and Licensee Support

Licensing and support to generate income, establish and expand markets, ensure quality and differentiate products.

Includes wool logo licences, licensee files, marketing contact files, label approvals and scheme information.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2268	All Records (Date Range: 1936 - 2000)	Destroy 6 years after action complete. Ownership to be transferred to Australian Wool Services Ltd.

RESEARCH AND ADMINISTRATION

The function of funding, and administering research into development of new processes, products and materials.

For the results or outcomes of research, use **PRODUCT AND PROCESS DEVELOPMENT**
[For non-disclosure and confidentiality agreements, management of Intellectual Property use
LEGAL SERVICES - Intellectual Property from the Administrative Functions Disposal Authority,
issued February 2000]

[For licensing agreements use **LEGAL SERVICES - Agreements** from the Administrative
Functions Disposal Authority, issued February 2000]

Data Collection and Analysis

Data (raw data) collected, compiled and processed for research in the development of project outcomes by research providers and supplied to the Organisation. Includes project administrative records.

Entry No	Description of Records	Disposal Action
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2269	All records (Date Range: 1936 - 2000)	
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		Destroy 20 years after project completed. Transfer ownership to Australian Wool Services Ltd.
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Outcomes and Assessment

The activities of assessing the outcomes of research for effectiveness, achievement and validity, utilising technical assessment, milestone and final report achievement gate decisions.

Entry No	Description of Records	Disposal Action
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2270	Records of incomplete projects (Date Range: 1936 - 2000)	
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		Transfer ownership to Australian Wool Services Ltd
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2271	Records of completed projects (Date Range: 1936 - 2000)	
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		Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.
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RESEARCH AND ADMINISTRATION

The function of funding, and administering research into development of new processes, products and materials.

For the results or outcomes of research, use **PRODUCT AND PROCESS DEVELOPMENT**
[For non-disclosure and confidentiality agreements, management of Intellectual Property use
LEGAL SERVICES - Intellectual Property from the Administrative Functions Disposal Authority,
issued February 2000]

[For licensing agreements use **LEGAL SERVICES - Agreements** from the Administrative
Functions Disposal Authority, issued February 2000]

Proposal Assessment and Selection

The activities of assessing and selecting individual projects according to established criteria.
Includes agreements for research.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2272	All records (Date Range: 1936 - 2000)	Destroy 20 years after project concluded or decision made whichever is longer. Transfer ownership to Australian Wool Services Ltd.

Research Project Information Management

The processes of managing "live information" relating to current research projects as a reference source to facilitate and support project decision-making. Includes Portfolio system.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2273	All records (Date Range: 1936 - 2000)	Destroy when reference ceases. Transfer ownership to Australian Wool Services Ltd

Review of Research

Interim review and audit activities of ongoing research. Such activities focus on the effectiveness, achievement and validity of research, utilising technical assessment, gate decisions, and desktop reviews.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2274	All records (Date Range: 1936 - 2000)	Destroy 20 years after all administrative, financial and legal obligations concluded. Transfer ownership to Australian Wool Services Ltd.

RESEARCH AND ADMINISTRATION

The function of funding, and administering research into development of new processes, products and materials.

For the results or outcomes of research, use **PRODUCT AND PROCESS DEVELOPMENT**
[For non-disclosure and confidentiality agreements, management of Intellectual Property use
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Strategic Assessment

Identification of overall research strategies (objectives, direction, purpose, and plans) directed from the Organisation. Includes development of assessment and selection criteria for research projects and tasks.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2275	All records (Date Range: 1936 - 2000)	Retain as national archives Australian Wool Services Ltd to be granted access to the records by agreement with Portfolio Department.

Wool Research Fund Administration

Record of the trust fund operated for receipt, holding and distribution of funds for research.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2276	All records (Date Range: 1936 - 2000)	Destroy 6 years after administrative, financial and legal obligations completed. Transfer ownership to Australian Wool Services Ltd.
