

Records  
Disposal  
Authority  
Department of  
Industry, Science and  
Resources

**Records identified in  
Collection Review**

**Job no 2001/507**

**9 February, 2001**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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## **INTRODUCTION**

### **Appraisal of records in the National Archives' custody**

The process used to appraise the Commonwealth records that are in the custody of the National Archives 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.

The DIRKS methodology has been adapted to take into account a number of factors that are relevant in reviewing the status of a body of records that have been created some time before the appraisal takes place. Such records will usually represent only a small sample of the total records created by the organisation and there may not always be sufficient information available to provide a thorough understanding of the context in which the records were created.

Although the focus of the appraisals are initially on the records in Archives' custody, if other relevant records are also identified in agency custody at the time, they are also included in the scope of the appraisal.

Once the functional context has been ascertained, the National Archives determines those records that it considers need to be retained as national archives in accordance with the appraisal objectives identified in the National Archives' publication, *Why Records are Kept: Directions in Appraisal*. Stakeholder interests are also investigated to establish if there is a continuing need for the records or whether they can be destroyed. This disposal authority is produced as a result of this analysis and investigation.

### **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 destruction or other disposal of Commonwealth records as required by the Archives Act and may also contain descriptions of records to be retained as national archives.

It should be used in conjunction with the Administrative Functions Disposal Authority issued by the National 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, whether they are in the Archives' or agency custody, provided that the records are within the scope of the original appraisal. If similar records are found after the appraisal has been completed, care should be taken in ascertaining whether this authority is appropriate to use for those records.

There are minimum retention periods set down in this authority. The agency may extend the retention period if it considers that there is an administrative need to do so. Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) that are covered by this authority should now be re-sentenced using this authority.

**Amendment of this authority**

All amendments or variations to the classes in this authority must be approved by the National Archives of Australia. Officers using this authority should discuss any problems in application with the agency Records Manager.

**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](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://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 2001/507

**AUTHORISATION**  
RECORDS DISPOSAL AUTHORITY

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

The Secretary  
Department of Industry, Science and  
Resources

**Purpose:**

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

**Application:**

Records of the Book Publication Committee and the Book  
Sponsorship Committee

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

  
Venetia Beale

Date of Issue 9 February, 2001

Date of Amendment

Expiry Date

## **BOOK PUBLICATION AND SPONSORSHIP (WWII)**

The function of considering strategies and making recommendations to assist the publishing industry to continue operations during a time of strict industry restrictions; includes the preparation of typographical standards.

### ***Records of the Book Publication and the Book Sponsorship Committees***

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2284	<p>Records related to developing and implementing strategies for dealing with problems faced by the publishing industry during World War II.</p> <p>Records include: Advice and reports to the Minister, other Government Departments and industry bodies, including working parties;</p> <p>Applications, representations and submissions to either Committees and/or the Minister, expressing opinions on the effects of war on the publishing industry, and what publications should be made available for use;</p> <p>Details of surveys presented to and answered by publishing companies on the effects of war on production;</p> <p>Correspondence with associated bodies regarding initiatives to obtain supplies for publishers;</p> <p>Planning papers and reports;</p> <p>Working papers and final versions for the creation and implementation of typographical standards.</p>	Retain as national archives