

Records
Disposal
Authority
Agriculture, Fisheries
and Forestry -
Australia

**Transfer of custody and
ownership of records**

Job no 2001/524

12 February, 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.

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 2000/524

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:

Defunct functional records of controlled by the Australian Wool
Research and Promotion Organisation, 1963-1994
Management of Wool Marketing Schemes
Wool Marketing Management

This authorisation applies only to 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 12 February, 2001


Venetia Beale,
Director, Recordkeeping Implementation

Date of Amendment

Expiry Date



MANAGEMENT OF WOOL MARKETING SCHEMES

The function of managing the marketing schemes for wool including the reserve price scheme and government initiated grower support schemes.

Develop Policy and Guidelines for Grower Support Schemes

The process of developing appropriate procedures and guidelines to enable implementation of the various schemes. Includes development of policy and guidelines applying to marketing schemes such as:

Reserve Price Scheme (RPS)

Market Support Fund (MSF)

Flock Reduction Scheme (FRS)

Wool Marketing Service (WMS)

Wool Industry Supplementary Payments Scheme (WISPS)

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2299	Includes: Final policy documents and procedures Major drafts Research papers Results of consultation Supporting reports Policy proposals (Date Range: 1963 - 1994)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department
2300	Reference material, copies of policy and procedural documents and supporting papers (Date Range: 1963 - 1994)	Destroy when reference ceases. Transfer ownership to the Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department

MANAGEMENT OF WOOL MARKETING SCHEMES

The function of managing the marketing schemes for wool including the reserve price scheme and government initiated grower support schemes.

Implementation of Grower Support Schemes

The process of ensuring that the various grower support schemes are implemented according to the guidelines and procedures. Activities include:

Operation of marketing schemes such as the Reserve Price Scheme, the Market Support Fund, the Flock Reduction Scheme, the Wool Industry Supplementary Payments Scheme
Appraisal of wool to set reserve price, including wool sale catalogues
Inventory management of wool stocks
Testing of wool for catalogue descriptions
Sale of Reserve Price Scheme wool

Entry No	Description of Records	Disposal Action
2302	All records (Date Range: 1963 - 1994)	Destroy 6 years after action completed. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department

Reporting on Grower Support Schemes

The process of supplying information on the success or otherwise of grower support schemes to government and other bodies as required.

Entry No	Description of Records	Disposal Action
2303	Final reports (Date Range: 1963 - 1994)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department
2304	All other records (Date Range: 1963 - 1994)	Destroy 6 years after action completed. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access by agreement with the Portfolio Department

WOOL MARKETING MANAGEMENT

The function of managing the marketing of wool to ensure quality of clip presented for sale to maximise grower payments.

Arranging Wool Sales

The process of organising wool sales nationally. Include issuing rosters of sales dates.

Entry No	Description of Records	Disposal Action
2305	All records (Date Range: 1963 - 1994)	Destroy 6 years after action complete. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department

Develop, Establish and Inquire into Marketing Systems

The process of developing, establishing an reviewing appropriate systems for the marketing of wool. Involves investigation, analysis and reporting. Studies include:

Alternative marketing methods;

Sale by description/additional measurement;

Lot size;

Wool test methods;

Electronic selling, distribution and pre and post sales transport charges and freight rates, including negotiations.

Entry No	Description of Records	Disposal Action
2306	Includes: Final policy documents and procedures Major drafts Research papers Results of consultation Supporting reports Policy proposals (Date Range: 1963 - 1994)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department
2307	Reference material, copies of policy and procedural documents and supporting papers (Date Range: 1963 - 1994)	Destroy when reference ceases. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department

WOOL MARKETING MANAGEMENT

The function of managing the marketing of wool to ensure quality of clip presented for sale to maximise grower payments.

Formulation of Standards, Methods and Systems for the Marketing of Wool

The activity of developing standards and procedures for wool marketing. This process includes establishment and changes to the auction system including rules and regulations for sale, sales rosters, quantities and kinds, and condition of wool for sale, standards for clip preparation and receipt handling for dumping of wool.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2308	Includes: Final policy document, procedures and committee papers and minutes Major drafts Research papers Results of consultation Supporting reports Policy proposals (Date Range: 1963 - 1994)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department
2309	Reference material, copies of policy and procedural documents and supporting papers (Date Range: 1963 - 1994)	Destroy when reference ceases. Australian Wool Services to be granted access to the records by agreement with the Portfolio Department

Monitoring of Wool Marketing Standards and Procedures

The process of ensuring the appropriate application of the wool marketing standards in the sale process. Includes clip inspection and testing of wool to ensure it meets type and is free of contamination and pesticide residues (if not withheld for auction or export), and chemical residue testing.

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2310	All records (Date Range: 1963 - 1994)	Destroy 6 years after action completed. Australian Wool Services to be granted access to the records by agreement with the Portfolio Department

WOOL MARKETING MANAGEMENT

The function of managing the marketing of wool to ensure quality of clip presented for sale to maximise grower payments.

Monitoring of Wool Marketing Systems

The processes of ensuring that the marketing systems continue to be the most appropriate for the sale of wool in Australia. Includes monitor charges and processes associated with the marketing of wool. Also includes:

Monitoring dumping throughput

Monitoring broker handling charges

Monitoring lot size

Collection of details of wool sold outside auction system

Entry No	Description of Records	Disposal Action
2311	All records (Date Range: 1963 - 1994)	Destroy 6 years after action completed. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department

Reporting on Wool Sales

The process of analysing and reporting on wool sale activity to industry. Includes auction statistics reporting, weekly market summary and annual price summary.

Entry No	Description of Records	Disposal Action
2312	Master set of reports not lodged with the National Library (Date Range: 1963 - 1994)	Retain as national archives. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department
2313	Reference copies of reports (Date Range: 1963 - 1994)	Destroy when reference ceases. Transfer ownership to Portfolio Department. Australian Wool Services Ltd to be granted access to the records by agreement with the Portfolio Department