

Records Disposal
Authority
Department of Defence,
Defence Science and
Technology
Organisation Salisbury

**Records 1947-1993 identified
in Collection Review**

Job no 2001/525

1 February, 2001



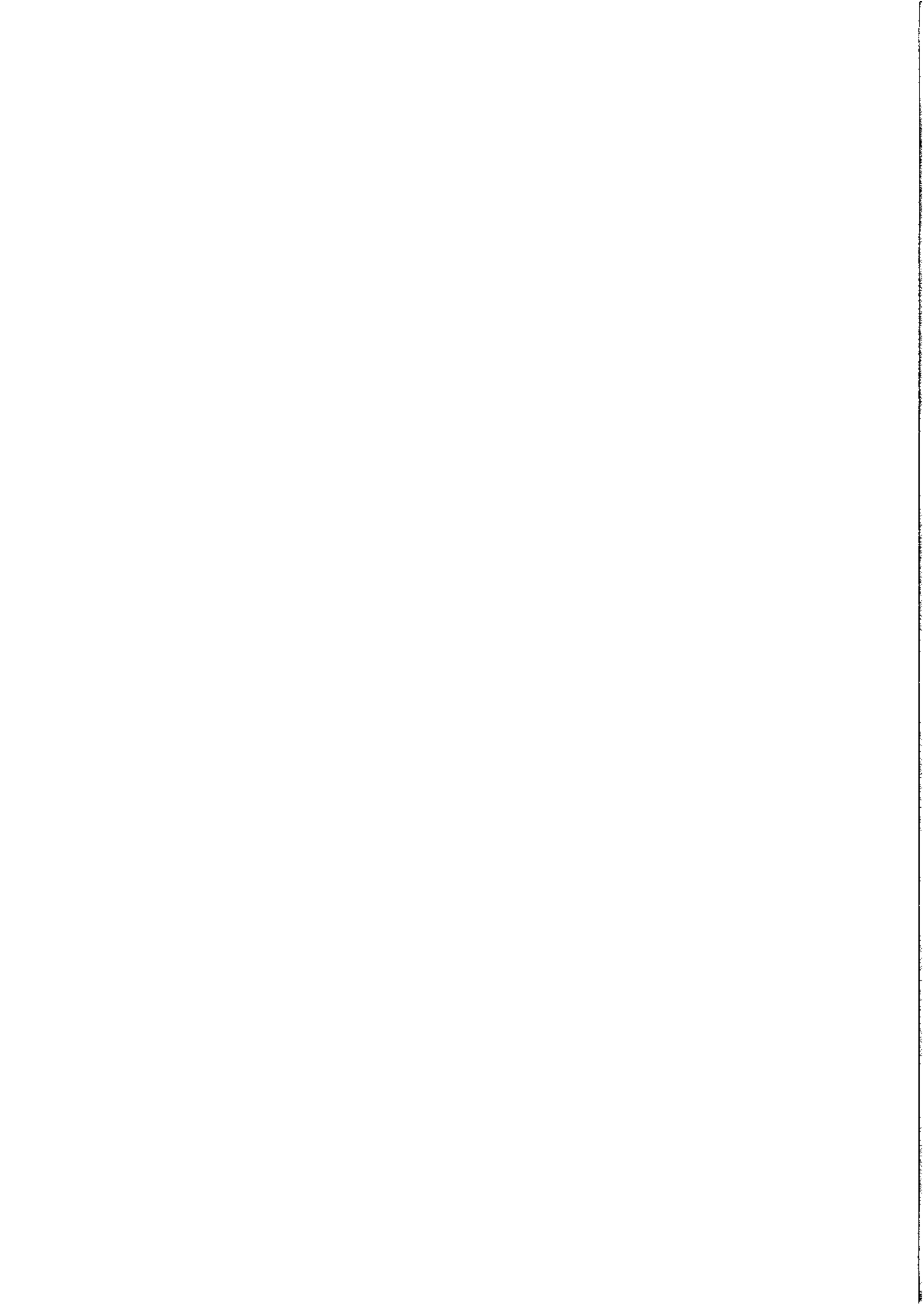
NATIONAL
ARCHIVES
OF AUSTRALIA

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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.

Application of this authority

This Records Disposal Authority cancels some classes in the following agency records disposal authorities:

RDA 1066 classes 1,2, 3, 4, 5, 8, 9.3 – 9.5,
RDA 1122 classes 1, 4, 5, 8, 9
RDA 596 classes 7, 8, 10 and 11 and
RDA 1285 class 1.1 are hereby cancelled.

Records sentenced for permanent retention using these classes should be re-sentenced. Some records currently sentenced according to RDA 596 may need to be resentenced. Some classes in the above RDA's may have been replaced by classes in the Administrative Functions Disposal Authority and should also be resentenced.

Records appraised in the preparation of this authority were created by DSTO Salisbury and its predecessor agencies. The majority of these records were in the custody of the Adelaide Office of National Archives of Australia at the time of the appraisal.

It should be noted that records that relate to atomic testing and Maralinga are currently subject to a disposal freeze.

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

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 2001/525

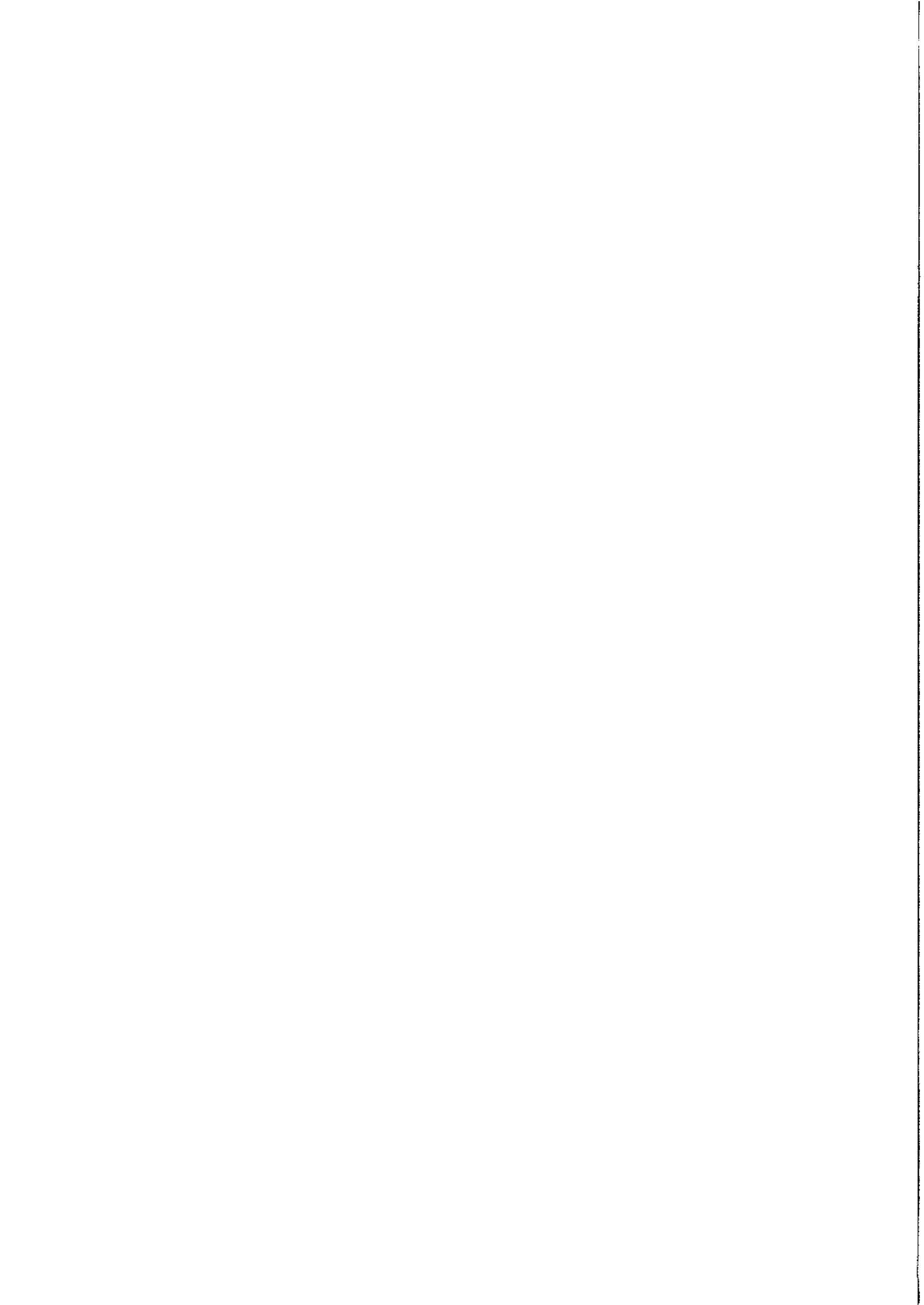
**AUTHORISATION
RECORDS DISPOSAL AUTHORITY**

| | |
|---|--|
| Person to whom notice of authorisation is given | Secretary Department of Defence Russell Offices Canberra ACT 2600 |
|---|--|

| | |
|-------------|---|
| Purpose | AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983 |
| Application | Department of Defence, Defence Science Technology Organisation (DSTO) Salisbury - Science and technology records 1947-1993. |

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal authority 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  Ms Venetia Beale Director Recordkeeping Implementation | Date of Issue 1 February, 2001 Date of Amendment Expiry Date |
|--|--|



PROJECT SUPPORT

The creating, building and modifying of various pieces of equipment and infrastructure to support experimental and observational requirements.

Design of Equipment/Infrastructure

The process of designing the appropriate equipment or infrastructure to support experiments or observations.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|---|
| 2285 | All records including equipment and infrastructure drawings, specifications, survey film and maps. (Date Range: 1947 - 1993) | Destroy 7 years after equipment or infrastructure dismantled or otherwise disposed of |

Maintenance and Disposal of Equipment/ Infrastructure

The maintenance and disposal of equipment or infrastructure to support experiments or observations.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|--|--|
| 2297 | All records including site management records, maintenance records, disposal records. (Date Range: 1947 - 1993) | Destroy when equipment or infrastructure is dismantled or otherwise disposed of. |

Production of Equipment/Infrastructure

The production of equipment or infrastructure to support experiments or observations.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|---|
| 2296 | All records including drawings, user manuals, modification charts, project requests, building and other contracts. (Date Range: 1947 - 1993) | Destroy 7 years after equipment or infrastructure dismantled or otherwise disposed of |

RESEARCH AND DEVELOPMENT

The carrying out of scientific research and development to support the capabilities of Australian and other countries' Defence Forces or in accordance with commercial agreement with industry or educational bodies.

Data Analysis

The evaluation or manipulation of raw data to prepare consolidated data sets which support meaningful conclusions.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|--|
| 2286 | All records including data summaries, consolidations, recommendations and conclusions. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |

Project Implementation

The collection of raw data according to the experiments, tests or trials set up in the design phase. Includes observational and experimental data collection.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|--|--|
| 2287 | Field and laboratory note books, raw experimental data in a variety of formats eg. film tapes, table plots, telemetry data. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |
| 2288 | Raw observational data, ionospheric sounding records. (Date Range: 1947 - 1993) | Retain until reference ceases |

Project Planning

The process of deciding ways in which the research and development policy of the department can be achieved. Includes the establishment of priorities, resources and liaison with potential partners.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|------------------------------------|
| 2289 | Agendas, minutes of various planning committees meetings, final work programs and plans. (Date Range: 1947 - 1993) | Retain as national archives |
| 2290 | All other papers including working papers, drafts of minutes, copies of work programs. (Date Range: 1947 - 1993) | Destroy on issue of this authority |

RESEARCH AND DEVELOPMENT

The carrying out of scientific research and development to support the capabilities of Australian and other countries' Defence Forces or in accordance with commercial agreement with industry or educational bodies.

Project/Task Management

The management of a research project including the allocation of personnel and other resources, monitoring of progress and provision of organisational support.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|--|
| 2298 | All records including agendas and minutes of meetings of project committees, records of visits from collaborating countries, of university and industry representatives, project specifications plans etc. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |

Research Design

The process of designing the means of gathering the data to support a particular hypothesis, or the methods to test processes or products.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|--|--|
| 2291 | All records including procedure manuals, feasibility studies, records documenting research allocation and budgeting, commercialisation and marketing plans. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |

Research Reporting

The process of internal dissemination of results of research and development, whether formally or informally. Includes seminar discussion papers reviews, partner briefings, partner briefings, written internal reports.

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|--|
| 2292 | All reporting records where the project outcome had significant influence on Australian or Defence production or usage and which were not published. For those project reports which were published use PUBLICATIONS Function in AFDA (Date Range: 1947 - 1993) | Retain as national archives |
| 2294 | All other records including seminar papers, technical memos, reference copies of research papers. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |

Testing and Trialing

| <i>Entry No</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|------------------------|---|--|
| 2295 | All records including those indicating the collection of data, registration of the trial or test, preparation of the test/trial environment. (Date Range: 1947 - 1993) | Destroy 15 years after project completed |

RESEARCH AND DEVELOPMENT

The carrying out of scientific research and development to support the capabilities of Australian and other countries' Defence Forces or in accordance with commercial agreement with industry or educational bodies.
