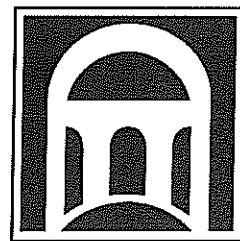


Records
Disposal
Authority
Pig Research &
Development
Corporation

**Transfer of custody and
ownership of records**

Job no 2001/676

14 August, 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 that have not been sentenced in accordance with valid records disposal authorities. Commonwealth agencies may withdraw records for official reference purposes through the lending service.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

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 2001/676

**AUTHORISATION
RECORDS DISPOSAL AUTHORITY**

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

The Secretary
Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

Purpose:

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

Application:

Transfer of custody and ownership of records of the Pig
Research & Development Corporation.

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**

Date of Issue 14 August, 2001



Venetia Beale
Director
Recordkeeping Implementation

Date of Amendment

Expiry Date

ADMINISTRATIVE FUNCTIONS

All Activities

Entry No	Description of Records	Disposal Action
3008	Records sentenced as retain as national archives from the Administrative Functions Disposal Authority (Date Range: 1971 - 2001)	Commonwealth to retain ownership. Transfer to National Archives.
3009	Records sentenced for temporary retention under the COMPENSATION, OCCUPATIONAL HEALTH & SAFETY or ESTABLISHMENT functions from the Administrative Functions Disposal Authority. For personnel records of the Corporation, use CORPORATE GOVERNANCE (Date Range: 1971 - 2001)	Commonwealth to retain ownership. Transfer to Portfolio Department
3010	Records sentenced for temporary retention under the COMMUNITY RELATIONS, EQUIPMENT & STORES, FINANCIAL MANAGEMENT, FLEET MANAGEMENT, GOVERNMENT RELATIONS, INDUSTRIAL RELATIONS, LEGAL SERVICES, PROPERTY MANAGEMENT, PUBLICATION, STAFF DEVELOPMENT, STRATEGIC MANAGEMENT or TECHNOLOGY & TELECOMMUNICATIONS functions of the Administrative Functions Disposal Authority. (Date Range: 1971 - 2001)	Transfer custody to Australian Pork Limited

CORPORATE GOVERNANCE

The function of providing governance to the Pig Research and Development Corporation

Annual General Meetings

The activity of convening Annual General Meetings, including preparation of agenda, room booking and minutes of meetings.

Entry No	Description of Records	Disposal Action
2974	Records documenting final versions of minutes of Annual General Meetings. (Date Range: 1971 - 2001)	Retain as national archives. Commonwealth to retain ownership. Transfer to Portfolio Department.
2975	Records documenting preparation of Annual General Meeting. May include: ·room bookings ·draft minutes ·agenda papers (Date Range: 1971 - 2001)	Destroy 5 years after final minutes distributed. Commonwealth to retain ownership. Transfer to Portfolio Department.

Appointments

The activity involved in the nomination and selection of persons for appointment to positions of Executive Director or Director within the Corporation

For employment records of other staff, use CORPORATE GOVERNANCE - Employment

Entry No	Description of Records	Disposal Action
2970	Records documenting the nomination and selection of a person to a position of Executive Director or Director. (Date Range: 1971 - 2001)	Destroy 75 years after date of birth. Commonwealth to retain ownership. Transfer to Portfolio Department.

Assets Transfer

The activity of arranging transfer of assets to the Commonwealth and Australian Pork Limited on the cessation of the Corporation.

Entry No	Description of Records	Disposal Action
2971	Records documenting the transfer of assets from the Corporation to the Commonwealth and Australian Pork Limited. (Date Range: 1971 - 2001)	Destroy 7 years after transfer completed. Commonwealth to retain ownership. Transfer to Portfolio Department

CORPORATE GOVERNANCE

The function of providing governance to the Pig Research and Development Corporation

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry No	Description of Records	Disposal Action
2972	Delegations of power to agency staff to authorise administrative action. (Date Range: 1971 - 2001)	Destroy 7 years after delegation expires. Transfer custody to Australian Pork Limited.
2973	Authorisations for administrative action (Date Range: 1971 - 2001)	Destroy 5 years after authorisation given. Transfer custody to Australian Pork Limited.

Board Meetings

The activity of holding meetings of the Board of Management.

Entry No	Description of Records	Disposal Action
3030	Records documenting final minutes of meetings. (Date Range: 1971 - 2001)	Retain as national archives. Ownership to be retained by the Commonwealth. Transfer to Portfolio Department.
3031	Working papers resulting from arranging meetings of the Board. (Date Range: 1971 - 2001)	Destroy 2 years after final minutes distributed. Transfer custody to Australian Pork Limited

Employment

The activity of nominating and selecting persons for employment against positions within the Corporation.

For employment records of Directors and Executive Directors, use CORPORATE GOVERNANCE - Appointments.

Entry No	Description of Records	Disposal Action
2976	Records documenting the nomination and selection of a person to a position of employment. (Date Range: 1971 - 2001)	Destroy 75 years after date of birth. Commonwealth to retain ownership. Transfer to Portfolio Department.

CORPORATE GOVERNANCE

The function of providing governance to the Pig Research and Development Corporation

Establishing

The activity of establishing the organisation and its structure in the first instance. For example, from establishing legislation.

For ongoing establishment, use ESTABLISHMENT

<i>Entry No</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2977	Records documenting the original set up of the corporation. (Date Range: 1971 - 2001)	Retain as national archives. Ownership to be retained by the Commonwealth.

PIG RESEARCH AND DEVELOPMENT

The function of managing funds on behalf of the Australian pig industry and the Commonwealth Government for the purposes on investing in research and development programs to improve the economic and environmental sustainability of the pig industry. Includes the adaptation of that research for practical and commercial uses.

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
2980	Records documenting and receipt and provision of advice on pig research and development and the Corporation. (Date Range: 1971 - 2001)	Destroy 7 years after action completed. Transfer custody to Australian Pork Limited.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No	Description of Records	Disposal Action
2978	Records documenting the negotiations, establishment, maintenance and review of research funding agreements, and final versions where agreement has been completed. (Date Range: 1971 - 2001)	Destroy 7 years after agreement finalised or cancelled. Transfer custody to Australian Pork Limited.
2979	Records documenting the negotiations, establishment, maintenance and review of research funding agreements, and final versions where agreement has not been completed. (Date Range: 1971 - 2001)	Destroy 7 years after agreement finalised or cancelled. Transfer custody to Australian Pork Limited.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry No	Description of Records	Disposal Action
2981	Final internal and external audit reports and working papers relating to the Corporation. (Date Range: 1971 - 2001)	Destroy 7 years after final report. Transfer custody to Australian Pork Limited.

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Commercialisation

Identification, promotion and sale of research products and services to the wider community to generate revenue.

Entry No	Description of Records	Disposal Action
2982	Records documenting the commercialisation of intellectual property. (Date Range: 1971 - 2001)	Destroy 7 years after patent or licence arrangements expire or are otherwise terminated. Transfer custody to Australian Pork Limited.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

Tip: Use STRATEGIC MANAGEMENT - Committees for Audit committees

Entry No	Description of Records	Disposal Action
2983	Records documenting the arrangements for and minutes of meetings of committees related to the Corporation. (Date Range: 1971 - 2001)	Destroy 7 years after final minutes of meeting presented. Transfer custody to Australian Pork Limited.

Development

The activity of making research results useable or profitable or making further use of results.

Entry No	Description of Records	Disposal Action
2984	Records documenting the development of intellectual property into a marketable entity (Date Range: 1971 - 2001)	Destroy 7 years after patent or licence arrangements expire or are otherwise terminated. Transfer custody to Australian Pork Limited.

PIG RESEARCH AND DEVELOPMENT

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Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry No	Description of Records	Disposal Action
2985	Records documenting the handling of public enquiries about the Corporation (Date Range: 1971 - 2001)	Destroy 7 years after action completed. Transfer custody to Australian Pork Limited.

Intellectual Property

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes the management of copyright, design, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.

For records documenting licensing of intellectual property to other users, use PIG RESEARCH AND DEVELOPMENT - Licensing.

For records documenting development of intellectual property, use PIG RESEARCH AND DEVELOPMENT - Development.

Entry No	Description of Records	Disposal Action
2986	Records documenting the arrangements for registration of intellectual property. (Date Range: 1971 - 2001)	Destroy 7 years after patent or licence arrangements expire or are otherwise terminated. Transfer custody to Australian Pork Limited.

Licensing

The activity of receiving applications for and the granting of permission to use the organisations Intellectual Property

For records documenting the Corporation's licenses and intellectual property, use PIG RESEARCH AND DEVELOPMENT - Intellectual Property.

Entry No	Description of Records	Disposal Action
2987	Records documenting the application for and issue of licenses for use of the agency's intellectual property. (Date Range: 1971 - 2001)	Destroy 7 years after license expires or is cancelled. Transfer custody to Australian Pork Limited

PIG RESEARCH AND DEVELOPMENT

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Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry No	Description of Records	Disposal Action
2988	Records documenting the conduct and administration of meetings, including external meetings. Includes: ·agenda ·notices of meetings ·final minutes (Date Range: 1971 - 2001)	Destroy 3 years after final minutes distributed. Transfer custody to Australian Pork Limited.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry No	Description of Records	Disposal Action
2989	Records documenting reports made to external agencies and periodic internal reports used to monitor and document recurring activities. (Date Range: 1971 - 2001)	Destroy 5 years after report completed. Transfer custody to Australian Pork Limited.

PIG RESEARCH AND DEVELOPMENT

The function of managing funds on behalf of the Australian pig industry and the Commonwealth Government for the purposes on investing in research and development programs to improve the economic and environmental sustainability of the pig industry. Includes the adaptation of that research for practical and commercial uses.

Research Projects

The activities related to the ongoing support and funding of pig related research. Includes: agreements, award funding, coordination, joint ventures, monitoring, recovery of moneys, research funding, research reports and reviewing.

Entry No	Description of Records	Disposal Action
2990	Records documenting the ongoing monitoring of research funded by the PRDC where project was completed and a final research report presented to the agency. Includes: ·agreements for funding ·progress and final reports ·the general monitoring and project coordination (Date Range: 1971 - 2001)	Retain as national archives. Commonwealth to retain ownership of finalised research projects.
2991	Records documenting research projects funded by the PRDC but which were not finalised at the time of privatisation. (Date Range: 1971 - 2001)	Transfer custody to Australian Pork Limited.
2992	Records of research projects where project was not completed and no final report was presented.	Destroy 7 years after agreement finalised or cancelled. Commonwealth to retain ownership. Transfer to Portfolio Department.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Entry No	Description of Records	Disposal Action
3032	Records documenting the review of agency programs and operations supporting the Pig Research and Development Functions. Includes: ·documents establishing the review ·final report ·action plan (Date Range: 1971 - 2001)	Destroy 5 years after review complete. Transfer custody to Australian Pork Limited
