

Records Disposal Authority

Department of Transport and
Regional Services
Records Relating to the Railways
in South Australia and the
Northern Territory

**Transfer of custody and
Ownership of records**

Job no 2001/699

10 January 2003



NATIONAL
ARCHIVES
OF AUSTRALIA

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CONTENTS

<u>INTRODUCTION</u>	5
The Appraisal Process	5
Disposal Authorisation	5
Purpose of this Authority	5
Using this Authority	5
Amendment of this Authority	5
Contact Information	6
<u>CONDITIONS ATTACHED TO THIS DISPOSAL AUTHORITY</u>	7
Specific conditions attached to this disposal authority	7
<u>AUTHORISATION</u>	8
<u>CLASSES</u>	9

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 of 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 and ownership of Commonwealth records as required by the Archives Act.

Using this authority

This authority covers records controlled by the Department of Transport and Regional Services and applies only to the records or classes of records described in the authority.

This authority is to be used to determine the custody and/or ownership of those Commonwealth records covered by it. 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.

The sentence imposed upon records covered by this authority must not be carried out before it has been determined if any of the sentenced records are due to be used in evidence in legal proceedings or if any of the sentenced records are covered by a disposal freeze issued by the National Archives.

Advice on sentencing and disposal freezes can be obtained from your nearest National Archives office.

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

Tel: (02) 6212 3610

Parkes ACT 2600

PO Box 7425

Email: recordkeeping@naa.gov.au

Canberra Mail Centre

ACT 2610

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 2001/699

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Transport and Regional Services

Purpose:

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

Application:

Records relating to the railways in South Australia and the Northern Territory which were recorded and controlled by the Department of Transport and Regional Services and its predecessors.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority.

Authorising Officer, National Archives of Australia



Kathryn Swan
Acting Director, Recordkeeping Implementation

Date of Issue 10 January 2003

Date of Amendment

Expiry Date

CONDITIONS ATTACHED TO THIS DISPOSAL AUTHORITY

The Department of Transport and Regional should ensure that the conditions attached to this Disposal Authority are carried out in agreement with State Records South Australia.

This Disposal Authority covers the transfer of custody and ownership of records relating to railways in South Australia and the Northern Territory to State Records South Australia (*State Records*).

These records must have been identified as suitable for transfer by the Department of Transport and Regional Services (*the Department*) and the National Archives of Australia (*the National Archives*).

Conditions

Records transferred under this Authority:

- are to be stored and handled in a manner that will promote their preservation;
- are to be stored and handled in a manner that will promote continuing fair and equitable access to them by all;
- are to be made available to the public at the age of 30 years, or sooner if this is appropriate, unless there is a demonstrable need for specific exemption for a longer period;
- which are under 30 years old may temporarily be transferred into the custody of *the Department* for a period of time and for a fee to be determined by *State Records* in consultation with *the Department*;
- which are over 30 years old may be viewed by *the Department* on the premises of *State Records* upon terms agreed to between *the Department* and *State Records*;
- which are 30 years old may be copied in lieu of inspection on premises with a fee to be determined by *State Records* in consultation with *the Department*;
- are not to be destroyed, altered (except for their ultimate preservation), or otherwise disposed of without the written approval of *State Records*, *the Department* and *the National Archives*.

RAILWAY ADMINISTRATION

General Administration

Records relating to the general administration of the former colonial/State railways in South Australia and the Northern Territory.

Entry	Description of Records	Disposal Action
3037	<p>Includes:</p> <ul style="list-style-type: none">• community relations• equipment and stores• establishment• financial management• fleet management• government relations• industrial relations• information management• legal services• occupational health and safety (OH&S)• personnel• property management• publication• staff development• strategic management• technology and telecommunications <p>the custody and ownership of which the National Archives of Australia and the Department of Transport and Regional Services agree to transfer to State Records South Australia.</p> <p>(Date Range: to 1997)</p>	Transfer custody and ownership to State Records South Australia.

RAILWAY OPERATIONS

Operational Activities

Records relating to the operational activities of the former colonial/State railways in South Australia and the Northern Territory.

Entry	Description of Records	Disposal Action
3038	<p>Includes:</p> <ul style="list-style-type: none">• infrastructure (establishment, maintenance, and disposal)• rail services (including train operations)• customer services• locomotives and other rolling stock• research and development• rail security and law enforcement• rail safety <p>the custody and ownership of which the National Archives of Australia and the Department of Transport and Regional Services agree to transfer to State Records South Australia.</p> <p>(Date Range: to 1997)</p>	Transfer custody and ownership to State Records South Australia.
