

**Records
Disposal
Authority
Snowy Mountains
Hydro-electric Scheme**

**Transfer of custody and
ownership of records**

Job no 2001/728

11 December 2001



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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 as specified in the authority. 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.

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 2001/728

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Industry, Tourism and Resources.
GPO Box 9839
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 Snowy Mountains Hydro-electric Authority

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,
Director, Recordkeeping Implementation

Date of Issue 11 December 2001

Date of Amendment

Expiry Date

SNOWY MOUNTAINS HYDRO-ELECTRIC SCHEME

Development and management of the Snowy Mountains Hydro-electric Scheme.

Administering the Snowy Mountains Hydro-electric Scheme

All aspects of administering the scheme.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3041	Development and implementation of policy, procedures and records that document a precedent: Records relating to organisational changes or high level administration. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3042	Development and implementation of policy, procedures and records that document a precedent: Records relating to technical matters or non core functions of SMHEA. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3043	Political processes for establishment of the Scheme, negotiations/dealings with Commonwealth and State/Territory Governments and the establishment of the Authority including Commonwealth and State agreements. (Date Range: 1949 -)	Retain as national archives
3044	Records relating to the proposed corporatisation of the Authority. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3045	Records documenting legal proceedings including, but not limited to: ·evidence transcripts ·affidavits ·court proceedings ·notices of motion ·legal advice ·engagement of expert witnesses: Completed cases where no liability exists. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3046	Records documenting legal proceedings including, but not limited to: ·evidence transcripts ·affidavits ·court proceedings ·notices of motion ·legal advice ·engagement of expert witnesses: All other cases. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3047	Records relating to legal proceedings arising out of the Thredbo landslide in 1997. (Date Range: 1949 -)	Commonwealth to retain ownership. Temporary transfer of custody to Snowy Hydro until it determines that the records are no longer likely to be required for the purposes of such proceedings.
3048	Records of boards, committees, meetings and conferences: External Committees where SMHEA has made significant contribution. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date

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Development and management of the Snowy Mountains Hydro-electric Scheme.

Administering the Snowy Mountains Hydro-electric Scheme - Continued

All aspects of administering the scheme.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3049	Records of boards, committees, meetings and conferences: Internal committees set up to look at administration of the SMHEA including committees on administration, investigations, community, safety and other local matters : records documenting establishment of committees, appointment of members, terms of reference, agenda, proceedings, minutes and reports. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3050	Records of boards, committees, meetings and conferences: All other committee records and administrative records for boards, meetings, conferences and committees. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3051	Records relating to land acquisition and management: Records relating to purchase, acquisition, disposal and compensation to owners for the recovery of land for the development of the Scheme: land that Snowy Hydro will retain ownership as identified in the Asset Register. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3052	Records relating to land acquisition and management: Records relating to purchase, acquisition, disposal and compensation to owners for the recovery of land for the development of the Scheme: land SMHEA no longer owns at the point of corporatisation.	Retain as national archives. Commonwealth to retain ownership.
3053	All other land records. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3054	Contracts let for construction and development of the Scheme, both successful and unsuccessful. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3055	Construction records relating to: (Note: this entry excludes towns and camps and purchase of equipment) <ul style="list-style-type: none">·airports·aqueducts·bridges·commissioning i.e. handover e.g. Australian Capital Territory electricity and water·communication towers·control centres·dams·power stations·reservoirs·roads·survey records, excluding survey data, diaries·switching stations/yards·transmission lines·tunnels. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3056	Records relating to establishment of towns and camps including but not limited to: <ul style="list-style-type: none">·construction/erection·handover to councils e.g. infrastructure of towns·medical facilities·provision of amenities/entertainment facilities includes messes and provision of television services·provisional of educational services including English language courses·removal of towns for flooding·rental·sale of buildings·worker accommodation during construction. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3057	Communications arrangements, including but not limited to: <ul style="list-style-type: none">·authorities to establish radio stations·frequency allocations·negotiations with PMG/Telecom·radio licences·records dealing with radio communications·telephone arrangements for use during construction of the Scheme, (excludes telephone arrangements for general office use)·telephone lines. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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Development and management of the Snowy Mountains Hydro-electric Scheme.

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3058	Repair, maintenance and refurbishment records of the Scheme (excluding residential buildings used by the Authority) including: <ul style="list-style-type: none">·airports·aqueducts·bridges·camps/towns/buildings·communication towers·control centres·dams·power stations·pumps and motors·roads·switching station/yards·transmission lines·tunnels. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3059	Equipment records: Purchase of special purpose or special built equipment used in the construction or development of the Scheme including any equipment unique to the Scheme e.g. aircraft, snow mobiles and similar vehicles, pontoon cranes and light rail engines. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3060	Equipment records: Maintenance, repair, disposal of plant, vehicles and other equipment records . (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3061	Equipment records: All other equipment records including equipment histories, histories of work undertaken and operating guidelines and manuals. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3062	Registered maps, drawings, plans including those used during construction: A sample of overall representational civil drawings including master hardcopies and amended versions of major constructions of the Snowy Hydro project. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3063	Registered maps, drawings, plans including those used during construction: A sample of electrical engineering and mechanical engineering drawings that relate to unique equipment or displays obsolete methods used to produce drawings. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3064	Registered maps, drawings, plans including those used during construction: All other drawings (including electrical, mechanical, transmission and engineering drawings not included in the sample covered by Clause 3063), requests for amendments and duplicate copies of drawings. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3065	Technical, scientific and engineering records: Indexed geological investigation reports (excluding raw data). (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership

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Entry	Description of Records	Disposal Action
3066	Technical, scientific and engineering records: All other technical, scientific and engineering analysis records including but not limited to: ·chemicals ·cloud seeding results ·data sheets/books ·fault reports ·geological investigation raw data ·hydrological data ·log sheets/output diary sheets ·plant History ·reports ·survey data ·testing of construction materials for the Scheme ·provision of consultancy services for outside organisations e.g. testing of materials/equipment. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3067	Transport arrangements for workers, materials, supplies and equipment: Transport records relating to the construction of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3068	Transport arrangements for workers, materials, supplies and equipment: All other transport related arrangement records. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3069	Medical records relating to workers during construction of the Scheme: Medical records including rehabilitation records of workers injured during construction of the scheme where there is no further liability. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3070	Medical records relating to workers during construction of the Scheme: All other medical records. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3071	Accidents during construction of the Scheme: Accidents involving death (whether Authority personnel or not). (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3072	Accidents during construction of the Scheme: Accidents involving property damage only. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3073	Accidents during construction of the Scheme: Accidents involving person other than Authority personnel and not resulting in death. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3074	Recreation facilities or activities provided by private companies, individuals in the Snowy region: Approvals to operate recreation facilities. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3075	Recreation facilities or activities provided by private companies, individuals in the Snowy region: Unsuccessful applications and applications for hawker permits. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3076	Financial Records: Approvals for funding and expenditure for construction of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership

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All aspects of administering the scheme.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3077	<p>Financial Records:</p> <p>All other financial records including bank guarantees for contractors, calculations of electricity charges by the Authority and notifications of electricity tariffs from other organisations. (Date Range: 1949 -)</p>	Transfer ownership to Snowy Hydro
3078	<p>Photographs, slides and negatives:</p> <p>Slides, negatives and glass plate negatives taken by or produced for SMHEA and relating to functions or depicting activities and work practices of SMHEA, with particular reference to the construction period and including but not limited to:</p> <ul style="list-style-type: none">·aerial photographs·survey photographs·opening ceremonies·VIP visitors·landscape scenes (before and after)scenes of erosion·environmental conditions·equipment used during construction·accidents·contract supervision <p>(Note: this excludes scenes of office Christmas parties and other social functions of Authority personnel). (Date Range: 1949 -)</p>	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3079	<p>Photographs, slides and negatives:</p> <p>Photographs, slides and negatives relating to functions such as communication arrangements; repair, maintenance and refurbishment; and technical, scientific and engineering analysis. (Date Range: 1949 -)</p>	Transfer ownership to Snowy Hydro
3080	<p>Photographs, slides and negatives:</p> <p>Photographic prints (Date Range: 1949 -)</p>	Transfer ownership to Snowy Hydro

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Entry	Description of Records	Disposal Action
3081	Photographs, slides and negatives: Control register for photographs, slides and negatives. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3082	Records documenting safety and emergency measures used by the Authority for the construction of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3083	Statistics relating to the creation and operation of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3084	Contributions, donations or assistance to charitable and social welfare organisations or schools under the control of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3085	Dealings with local governments, councils, departments and expert organisations e.g. National Parks and Wildlife Authority. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3086	Development and implementation of projects for enhancement of the Scheme e.g. cloud seeding project. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3087	<p>Measures adopted by the Authority to protect and conserve the environment, including environmental impact statements or studies and energy conservation measures:</p> <p>Records relating to significant initiatives, studies, measures and other related activities. (Date Range: 1949 -)</p>	<p>Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date</p>
3088	<p>Measures adopted by the Authority to protect and conserve the environment, including environmental impact statements or studies and energy conservation measures:</p> <p>Records relating to routine, ongoing operational measures or activities. (Date Range: 1949 -)</p>	<p>Transfer ownership to Snowy Hydro</p>
3089	<p>Records relating to the supply of water:</p> <p>Records relating to significant inquiries, reports and other deliberations on matters concerning the supply of water. (Date Range: 1949 -)</p>	<p>Retain as national archives. Commonwealth to retain ownership of records. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date</p>
3090	<p>Records relating to the supply of water:</p> <p>Records relating to routine administrative activities concerning the supply of water. (Date Range: 1949 -)</p>	<p>Transfer ownership to Snowy Hydro</p>

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Entry	Description of Records	Disposal Action
3091	Memorials, historical sites, Aboriginals and Aboriginal sites. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership of records. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date
3092	Power Station daily activity diary sheets. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3093	Insurance for the Authority including but not limited to: ·aircraft insurance ·assessment of brokers ·assets ·indemnity insurance ·knock-for-knock insurance ·loss of licence - pilots ·office/house insurance ·operations and maintenance insurance ·products liability insurance ·public liability insurance (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3094	Motion Picture Film: Original camera 16 mm and 35 mm negative, duplicating material (eg internegative or interpositives, offcuts and projection release prints) that are produced by or for SMHEA and which has close historical, social, cultural or scientific associations with the Scheme or the local area. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Reference copies are to be supplied to Snowy Hydro as requested (in addition to other specific access arrangements provided for under the Deed)

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3095	Motion Picture Film: Duplicate film (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3096	Audio Tapes produced by or for the SMHEA or which has a close historical, social cultural or scientific associations with the Scheme or with the local area. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3097	Personal history cards: Cards for workers who worked on construction of the Scheme. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership
3098	Personal history cards: Cards for workers who were employed after the construction of the Scheme. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3099	Personnel records not covered in classes 3097 and 3098, including records relating to employees who continue to be employed after the Corporatisation Date (ie, who transfer from SMHEA to the Snowy Hydro Company), and those who cease employment prior to the Corporatisation Date. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3100	Records of operating parameters at power stations including hydraulic and electrical databases. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3101	Master maintenance planning records for production equipment of Snowy Mountains Hydro Electric Authority (Maintenance Affecting Capability records). (Date Range: 1949 -)	Transfer ownership to Snowy Hydro

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<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3102	Loss Availability Reports on periods that plant equipment was out of service. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3103	Maintenance Management Records which control job requests, work orders for maintenance to equipment. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3104	SMHEA's copy of Snowy Mountains Council's records. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3105	General administrative records not covered elsewhere in this authority. (Date Range: 1949 -)	Transfer ownership to Snowy Hydro
3106	Control and other administrative records in Class 3105 identified as retain national archives under AFDA. (Date Range: 1949 -)	Retain as national archives. Commonwealth to retain ownership. Temporary transfer of custody for 5 years to Snowy Hydro of records less than 5 years old at the Corporatisation Date