

**Records
Disposal
Authority
Australian Wheat
Board**

**Transfer of custody and
ownership of records**

**Job no 2001/01594968
31 January, 2002**



**NATIONAL
ARCHIVES
OF AUSTRALIA**

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CONTENTS

INTRODUCTION	5
The Appraisal Process	5
Disposal Authorisation	5
Purpose of this Authority	5
Using this Authority	5
Conditions Attached to the Disposal Authority	6
Amendment of this Authority	6
AUTHORISATION	8
CLASSES	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 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.

Application of the Administrative Functions Disposal Authority, issued February 2000

Ownership of the records sentenced for retention as national archives under the *Administrative Functions Disposal Authority* is to be retained by the Commonwealth. These records should be transferred to the National Archives.

Ownership of the records sentenced for temporary retention under the COMPENSATION, OCCUPATIONAL HEALTH AND SAFETY and PERSONNEL functions of the *Administrative Functions Disposal Authority* is to be retained by the Commonwealth. These records should be transferred to the Portfolio Department.

Ownership of the records sentenced under the following entries of the *Administrative Functions Disposal Authority* is to be retained by the Commonwealth. These records should be transferred to the Portfolio Department:

Entry	FUNCTION-Activity Set	Summarised Class Description
1138	EQUIPMENT & STORES - Claims	Insurance Claims
1193	ESTABLISHMENT - Policy	Agency policy
1194	ESTABLISHMENT - Policy	Comments on Government-wide policy
1195	ESTABLISHMENT - Policy	Working papers
1204	ESTABLISHMENT - Restructuring	Agency structure
1205	ESTABLISHMENT - Restructuring	New work level standards
1292	FLEET MANAGEMENT - Accidents	
1303	FLEET MANAGEMENT - Claims	Insurance claims
1424	INDUSTRIAL RELATIONS - Claims	Insurance claims
1436	INDUSTRIAL RELATIONS - Inspections	OH&S disputes - breaches
1545	INFORMATION MANAGEMENT - Restructuring	Functions transferred
1546	INFORMATION MANAGEMENT - Restructuring	Lists of records
1827	PROPERTY MANAGEMENT - Inspections	Inspections for hazardous substances
1839	PROPERTY MANAGEMENT - Maintenance	Removal of hazardous substances from building fabric
1840	PROPERTY MANAGEMENT - Maintenance	Removal, storage and disposal of hazardous substances
2020	STAFF DEVELOPMENT - Training	OH&S training
2021	STAFF DEVELOPMENT - Training	OH&S Register
2154	TECHNOLOGY & TELECOMMUNICATIONS - Restructuring	Transfer and integration

Ownership of the records sentenced under all other classes, except for those marked as 'retain as national archives', of the *Administrative Functions Disposal Authority* is to be transferred to the new owner. Note 1 in Conditions of the Authority apply to these records.

Conditions attached to the disposal authority

The approval of the National Archives of Australia to transfer ownership of the records described in this Authority is based on the following conditions:

1. Where the ownership is transferred the Portfolio Department shall ensure that it has access to all records retained by the new owner for a minimum period of ten years unless otherwise stated in this Authority.
2. Where ownership is not to be transferred to the new owner, the agency will use its best efforts to physically remove the original records appropriately to the custody of the National Archives and the Portfolio Department before the new owner takes possession. If any of these records remain in the custody of the new owner, the new owner must ensure that they are transferred appropriately to National Archives and the Portfolio Department within a maximum period of 3 months from the date of physical possession of the records.

3. Where records in this authority are designated for transfer either to the National Archives or the Portfolio Department, and transfer takes place prior to the new owner taking possession, the Portfolio Department will ensure the provision of copies of those records required for ongoing operations by the new owner. Where records designated for transfer remain in the custody of the new owner, the new owner may, at its own cost, copy the records before their transfer to the Archives or the Portfolio Department. If the new owner wants to access the original records after the transfer takes place, access can be granted by agreement with the controlling Portfolio Department.

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.

Classes identified as national archives

Classes identified as 'national archives' in this authority may be subject to amendment based on the outcome of any functional appraisal project undertaken by the controlling agency of the records. Such amendment requires the consent of the controlling agency and must be approved by the National Archives.

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 2001/01594968

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Agriculture, Fisheries
and Forestry - Australia

Purpose:

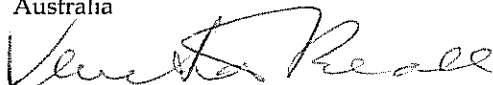
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

All records recorded and controlled by Australian Wheat Board
[1 December 1915 - 1 July 1999]

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 31 January, 2002

Date of Amendment

Expiry Date

WHEAT BOARD

Management of the Australian Wheat Board

Operational records

All operational records of the board

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3109	All records not identified as Retain as National Archives under the Administrative Functions Disposal Authority (AFDA) or required to be transferred to Agriculture, Fisheries and Forestry - Australia (AFFA) (Date Range: 1915 - 1999)	Transfer ownership to new owner(See Conditions attached to the Disposal Authority, No. 1)
