

Records
Disposal
Authority
Department of
Defence

Job no 2001/01594969

25 February, 2002



NATIONAL
ARCHIVES
OF AUSTRALIA

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INTRODUCTION

Disposal Authorisation

Section 26 of the *Archives Act 1983* provides that Commonwealth records, that have been in existence for more than 25 years, may not be added to or otherwise altered without the consent of the National Archives of Australia, unless the addition or alteration 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 is obtainable from any National Archives office.

Purpose of this authority

This document authorises the addition to or alteration of the records described in the records disposal classes contained in the annexed report. The additions or alterations specified can only be made in accordance with the terms and conditions set out in the records disposal classes.

Amendment and variation to 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 requests to change this authority contact the Canberra Office of the National Archives of Australia:

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

ACT 2610

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 website address above.

RDA Job No 2001/01594969

**AUTHORISATION
RECORDS DISPOSAL AUTHORITY**

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

The Secretary
Department of Defence
Russell Offices
Canberra ACT 2600

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 26(2)(b) OF
THE ARCHIVES ACT 1983

Application:

MILITARY PERSONNEL – Service History – personnel dossiers

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 25 February, 2002

Date of Amendment

Expiry Date

National Archives of Australia – Records Disposal Authority – Department of Defence

MILITARY PERSONNEL

The function of managing all service personnel, accredited representatives, service cadets, reserves, and national service personnel. Includes career management, recruiting, appointment and enlistment, discharge and transfers, honours and awards, discipline and misconduct, pay, allowances and superannuation, grievances, casualties, occupational rehabilitation, leave, postings.

Service History

The activity of managing the individual's service documents and records from recruitment to final discharge. Includes processes involved in ensuring that history of service is properly recorded and maintained so that individuals receive their rights and entitlements as serving and ex-serving personnel.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3107	Records relating to the activity, Information Service placed on personnel dossiers in the custody of the National Archives. (Date Range: 1970 -)	Remove from files and sentence in accordance with relevant disposal actions
3108	Records relating to the activity, Honours and Awards placed on personnel dossiers in the custody of the National Archives. (Date Range: 1970 -)	Remove from files and sentence in accordance with relevant disposal actions

Reference: 2001/1818

Precis

Advice relating to authorisation under section 26 *Archives Act 1983* to remove records relating to certain activities from the World War 1 Australian Defence Force personnel dossiers in the custody of the National Archives.

Action

For implementation

Deadline

Contact

Sandra Blackburne 02 6212 3762

ISSUES FOR IMPLEMENTING THE RECORDS DISPOSAL AUTHORITY (THE AUTHORITY) THAT AUTHORISES REMOVAL OF CERTAIN RECORDS FROM AUSTRALIAN DEFENCE FORCE WW1 PERSONNEL DOSSIERS IN THE CUSTODY OF THE NATIONAL ARCHIVES

This minute provides advice to the staff of Access and Information Services (A & IS) about how to use the authority that has been issued to allow the removal of material relating to the closed period from personnel dossiers. These records refer to the *Information Service* and *Honours and Awards* activities in the draft MILITARY PERSONNEL disposal authority.

The authority

This authority issued under Section 26(2)(b) of the *Archives Act 1983* has been developed for the use of A & IS staff to allow them to remove extraneous material dated 1970 or later that has been placed on paper files. This will enable the staff to scan the remaining documents on the files, that legitimately belong on the dossiers (files) for the purpose of providing access to the public as well as the Department of Defence.

Reasons for the need to cull files

Culling of files is not an administrative practice of which the National Archives approves, and the National Archives will only allow the procedure to be done if it is approved for particular circumstances in a records disposal authority in accordance with S26 (2)(b) of the Archives Act, 1983. It is being done in this instance because the files are being scanned and there is difficulty in withholding material in the closed period from public access and releasing these later folios as they come into the open period. This is because there is no easy efficient technological solution to progressively scan individual folios and add them to the scanned files.

This authority will allow for the systematic removal of the extraneous material prior to scanning taking place and for proper disposal arrangements to be made for the material that has been removed.

Procedures for culling files

There are risks in removing individual documents (folios) from files in this way. Procedures need to be set up to ensure that only the material as described in the authority is removed, and that the material that is removed is organised and managed to allow its retention or orderly destruction.

All material relating to Honours and Awards should be kept separately and will need to be placed on appropriate files depending on whether they will be destroyed in the short term, long term, or whether they will be retained as national archives. There are a range of temporary disposal actions and to avoid further fragmentation of the files, it will be more efficient and effective to place all the temporary records, apart from those that will be retained for 130 years, on a file together and sentenced according to the longest retention requirement. Records that are identified as national archives need to be placed on a separate file.

For the purposes of efficiency, all the records relating to *Information Service* activity may be placed on one file and the longest retention requirement applied. None of these records have been identified as national archives.

All material relating to the *Information Service* and *Honours and Awards* activities removed from the files (regardless of its date range) should be collated, annotated with the original file number and sentenced using the appropriate disposal decision and grouped by destruction date. Folio numbering should be used to manage all folios removed whether they are temporary or to be retained as national archives. All the material that is overdue for destruction can be grouped together, under the destruction date of 2001.

Implementation of disposal arrangements

None of the extraneous material that is temporary (relating to *Information Service* or *Honours and Awards*) can be destroyed until the MILITARY PERSONNEL authority is formally issued. There are procedures to be followed once the authority is issued. Before the material can be destroyed, the approval of the Department must be sought. A & IS will need to consult with Collection Management in setting up the arrangements for this to be carried out. This refers to the material that is overdue for destruction, as well as for the orderly destruction in due course of what is left. Arrangements will need to be made with the Department of Defence to accession the records selected as national archives.

If you have any questions relating to the procedures set out in this minute or would like to discuss the matter further, please contact Sandra Blackburne on 02 6212 3762.

Janet Russell
Assistant Director
Government Recordkeeping

25 February 2002