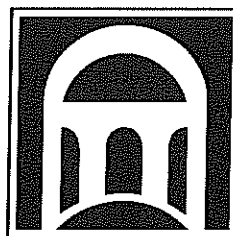


Records Disposal  
Authority  
Aid Advisory Council

**Job no 2002/04651164**

**13 May, 2002**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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## **INTRODUCTION**

### **The appraisal process**

The appraisal of current 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. 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 destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

This authority has been prepared as an integral part of the recordkeeping program of the agency taking into consideration the requirements for creation, capture, maintenance and disposal of the agency's records. These requirements are based on business needs, broader organisational accountability and community expectations. The authority also takes into consideration the interests of all stakeholders including the agency and their administrative requirements in discharging their functional responsibilities, and the criteria for national archives described in the National Archives' publication *Why Records are Kept, Directions in Appraisal*.

This authority should be used in conjunction with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.

### **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 sentence records. 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.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system), this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

There are minimum retention periods set down in this authority. The agency may extend the retention period if it considers that there is an administrative need to do so. Where an agency identifies a substantially longer administrative requirement for keeping the records, they should reassess the documentation supporting the original retention decision and contact the National Archives to discuss the need for change.

Appropriate arrangements should be made with the National Archives of Australia when records are to be transferred into custody. The National Archives only accepts for transfer those records designated as national archives. Records deposited as national archives may not be withdrawn through the lending service if they are over 30 years old, but they can be access through National Archives' reading rooms.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function/s scoped in this authority should now be re-sentenced.

#### **Layout of the authority**

This authority is divided into a number of sections, with one function per section. Within each section are references to the activities performed in relation to the function. The function and activity relationships form the disposal set or 'disposal classes' which are described in full, and the retention period is linked to the 'disposal class'. The descriptions of the function and activity are part of the disposal class. Each class has a reference number which may or may not be sequential.

#### **Amendment of 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.

In the event of any changes to the agency functional analysis and classification scheme underlying this authority, such as:

- a change to the functions/activities carried out by the agency through administrative change;
- a procedural change;
- a change in recordkeeping requirements; or
- a change in the stakeholders,

the Records Manager for the agency should discuss appropriate action with staff at the National Archives, Canberra Office.

## **CONTACT INFORMATION**

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### **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](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://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 2002/04651164

**AUTHORISATION  
RECORDS DISPOSAL AUTHORITY**

<b>Person to whom notice of authorisation is given:</b>	Mr Mark Fleeton Assistant Director General Resources Branch Australian Agency for International Development (AusAID) GPO Box 887 CANBERRA ACT 2601
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<b>Purpose:</b>	<b>AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983</b>
<b>Application:</b>	All Functional Records

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.

<b>Authorising Officer, National Archives of Australia</b>   Venetia Beale Director Recordkeeping Implementation	<b>Date of Issue</b> 13 May 2002
	<b>Date of Amendment</b>  <b>Expiry Date</b>





## OVERSEAS AID ADVICE

The function of providing independent advice to the Minister for Foreign Affairs and Trade on current and future issues relating to Australia's overseas aid program. Includes arranging Council meetings and member travelling arrangements, formulating agendas and taking of minutes, and maintaining a record of member appointments and resignations.

### **Advice**

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3869	Advice provided to the portfolio Minister relating to the overseas aid advice function. (Date Range: 1950 - )	Retain as national archives

### **Appointments**

The activities associated with supporting the choosing, placing and designating of suitable and qualified persons on a board or council.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3870	Records supporting the appointment of Board members. (Date Range: 1998 - )	Destroy 4 years after action completed

### **Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3871	Records of travel arrangements relating to Council members'. Includes: <ul style="list-style-type: none"> <li>• accommodation</li> <li>• bookings</li> <li>• travel bookings.</li> </ul> (Date Range: 1998 - )	Destroy 4 years after action completed

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### **Meetings**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3872	Records of Council meetings. Includes: <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda</li> <li>• discussion papers</li> <li>• notifications of non-member attendance at meetings.</li> </ul> (Date Range: 1998 - )	Retain as national archives

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### **Members' Allowances**

The activities involved in arranging and managing money paid to members to cover expenses incurred in the course of employment, e.g. travelling allowances.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3873	Records of member monetary entitlements with regard to accommodation and travel to and from Council meeting venue. (Date Range: 1998 - )	Destroy 7 year after action completed

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### **Separations**

The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3874	Records documenting matters involving major controversy related to the dismissal of a Council member.  (Date Range: 1998 - )	Destroy 10 years after action completed
3875	Records documenting non-controversial separation of Council members. Includes completed and signed ministerial forms covering the resignation, retirement or death of a Council member.  (Date Range: 1998 - )	Destroy 7 year after action completed

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