

Records Disposal  
Authority  
**Department of  
Defence**  
Military personnel

**Job no 2002/04896824**

**8 April 2003**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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## **INTRODUCTION**

### **Disposal authorisation**

Under section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

### **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.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

### **Using this authority**

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this 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.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency

believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

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.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

#### **Amendment of this authority**

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

#### **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 ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

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 website address above.

**RDA Job No 2002/04896824**

**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 24(2)(b) OF  
*THE ARCHIVES ACT 1983*

**Application:**

Military personnel 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.

**Authorising officer  
National Archives of Australia**

**Date of issue: 8 April 2003**

Venetia Beale  
Director  
Recordkeeping Implementation

Date of amendment:

Expiry date:

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## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Accredited Representatives**

The activity of managing the service and administration of accredited civilian representatives from philanthropic organisations, other than casualties and death and honours and awards.

*For personal support and amenities for military operations, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4655	Name-identified records documenting accredited representatives' service. Includes: <ul style="list-style-type: none"> <li>• certificates</li> <li>• identification sheets</li> <li>• photographs</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3884	Records documenting administration of philanthropic and accredited representatives, not related to an individual. Includes field and annual reports. (Date Range: 1903 - )	Destroy 7 years after last action completed.

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### **Appointment and Enlistment**

The activity of managing the processes associated with appointment and enlistment of members. Includes other ranks' enlistment, re-enlistment, and re-engagement, and officers' appointment, re-appointment, transfers between services, and honorary appointments.

For recruiting service personnel, use *MILITARY PERSONNEL – Service Recruiting*.

For members' honorary appointments to professional bodies, use *MILITARY PERSONNEL – Career Management*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3885	Name-identified records for members involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• letter of appointment and enlistment</li> <li>• attestation (informed consent) certificate</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3886	For members involved in war and/or warlike operations: name-identified records documenting appointment, engagement or enlistment, <i>excluding</i> : <ul style="list-style-type: none"> <li>• letter of appointment and enlistment</li> <li>• attestation (informed consent) certificate</li> <li>• appeals and petitions</li> </ul> (Date range: 1903 - )	Destroy 130 years after date of birth, or 10 years after last incident or investigation, whichever is later.
3887	For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting the appointment or reappointment, appointment to honorary rank, and enlistment or re-enlistment. (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
3888	Records documenting appointment and enlistment routine administrative matters not related to an individual member. (Date Range: 1903 - )	Destroy 7 years after last action completed.

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### 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.

For service members' postings, removals and relocation, use *MILITARY PERSONNEL – Pay and Entitlements*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4650	Name-identified records documenting arrangements for service members to undertake a journey or trip for work related reasons. Includes arrangements for obtaining official passports and visas. (Date Range: 1903 - )	Destroy 2 years after last action completed.

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### Authorisation

The process of delegating power to authorise an action, seeking and granting permission to undertake a requested action.

For delegations of power to staff to authorise financial activities and transactions, use *FINANCIAL MANAGEMENT – Authorisation*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3889	Records documenting the determination-making power of the Minister in relation to military personnel (eg recreation leave entitlements in the Australian Defence Force). (Date Range: 1903 - )	Destroy 7 years after delegation ends or after last action completed, whichever is later.
3890	Records documenting Instrument of Authorisation of Power under determinations in relation to military personnel (eg recreation leave approvals – Common Law Power). (Date Range: 1903 - )	Destroy 7 years after last action completed.

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- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Career Management**

The activity of managing individuals' careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members' posting management, performance appraisal and post-service career opportunities.

*For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.*

*For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.*

*For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For work performance awards, use MILITARY PERSONNEL – Honours and Awards.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3891	<p>For members involved in war and/or warlike operations: name-identified records documenting the career management of the member:</p> <ul style="list-style-type: none"> <li>• evidence of promotions and reclassifications</li> <li>• evidence of postings (summary)</li> <li>• evidence of movements (summary)</li> <li>• special or important training attended and/or results (summary)</li> <li>• qualifications attained</li> <li>• assessment of technical ability for special operations (summary)</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 – )</p>	Retain as national archives.

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- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Career Management – Continued**

The activity of managing individuals' careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members' posting management, performance appraisal and post-service career opportunities.

*For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.*

*For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.*

*For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For work performance awards, use MILITARY PERSONNEL – Honours and Awards.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3892	<p>For members involved in war and/or warlike operations: name-identified records (other than documents retained for national archives) documenting the career management of the member. Includes:</p> <ul style="list-style-type: none"> <li>• return of service obligations</li> <li>• performance evaluation reports</li> <li>• training needs analysis</li> <li>• training courses attended</li> <li>• routine education and training course results</li> <li>• honorary appointments to professional bodies</li> <li>• selection for promotion</li> <li>• notification of legal disclosure and detail</li> <li>• notification of subjects of subpoenas, discovery orders, and summonses</li> <li>• posting orders</li> <li>• attachments</li> </ul> <p>(Date Range: 1903 – )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Career Management – Continued**

The activity of managing individuals' careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members' posting management, performance appraisal and post-service career opportunities.

*For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.*

*For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.*

*For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For work performance awards, use MILITARY PERSONNEL – Honours and Awards.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3893	<p>For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting the career management of the member. Includes:</p> <ul style="list-style-type: none"> <li>• evidence of promotions and reclassifications</li> <li>• selection for promotion</li> <li>• evidence of postings (summary)</li> <li>• evidence of movements (summary)</li> <li>• special or important training attended and/or results (summary)</li> <li>• assessment of technical ability for special operations (summary)</li> <li>• return of service obligations</li> <li>• performance evaluation reports</li> <li>• training needs analysis</li> <li>• training courses attended</li> <li>• education and training course results</li> <li>• qualifications</li> <li>• honorary appointments to professional bodies</li> <li>• appeals and petitions</li> <li>• notification of legal disclosure and detail</li> <li>• notification of subjects of subpoenas, discovery orders, and summonses</li> <li>• posting orders</li> <li>• attachments</li> </ul> <p>(Date Range: 1903 – )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>

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### **Career Management – Continued**

The activity of managing individuals' careers, postings, selection for promotions, and education and training needs. Includes reclassification of service personnel, members' posting management, performance appraisal and post-service career opportunities.

*For separations (discharges and transfers), use MILITARY PERSONNEL – Discharges and Transfers.*

*For appointment, enlistment and re-appointment, use MILITARY PERSONNEL – Appointment and Enlistment.*

*For conduct, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For work performance awards, use MILITARY PERSONNEL – Honours and Awards.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3894	Records documenting routine administrative career management matters not related to an individual member. (Date Range: 1903 - )	Destroy 7 years after last action completed.

*[For records documenting the annual posting planning cycle, use MILITARY PERSONNEL – Planning.]*

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### **Casualties and Death**

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

*For post mortems, and for deployed civilians' casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3895	For members involved in war and/or warlike operations: name-identified records documenting casualties (accidents, serious illness or injury) or death: <ul style="list-style-type: none"> <li>• notification of casualty (summary)</li> <li>• notification of casualty or death to next of kin</li> <li>• missing in action or missing presumed dead (form)</li> <li>• statements of death</li> <li>• commemoration program and eulogy</li> <li>• statement of recognition</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3898	Register of wills. (Date Range: 1903 - )	Retain permanently in agency.
3899	Register of deaths. (Date Range: 1903 - )	Retain permanently in agency.

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### **Casualties and Death – Continued**

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

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<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3896	<p>For members involved in war and/or warlike operations: name-identified records (other than documents retained as national archives) documenting casualties (accidents, serious illness or injury) or death. Includes:</p> <ul style="list-style-type: none"> <li>• notification to nominated person and service authority</li> <li>• evacuation and/or funeral arrangements</li> <li>• memorial service arrangement and details</li> <li>• letters of condolence</li> <li>• arrangements for members' property etc</li> <li>• procedures for entry of members' remains into Australia</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>

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### **Casualties and Death – Continued**

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*For post mortems, and for deployed civilians' casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3897	<p>For members <i>not</i> involved in war and/or warlike operations:  name-identified records documenting casualties (accidents, serious illness or injury) or death.  Includes:</p> <ul style="list-style-type: none"> <li>• notification of casualty (summary)</li> <li>• notification of casualty or death to next of kin</li> <li>• missing in action or missing presumed dead (form)</li> <li>• statements of death</li> <li>• commemoration details</li> <li>• statement of recognition</li> <li>• notification to nominated person and service authority</li> <li>• notification of casualty or death to next of kin</li> <li>• evacuation and/or funeral arrangements</li> <li>• memorial service arrangement and details</li> <li>• letters of condolence</li> <li>• arrangements for members' property etc</li> <li>• procedures for entry of members' remains into Australia</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Casualties and Death – Continued**

The activity of managing and reporting on illness, accidents, injury or matters relating to death of a member or accredited representative. Includes managing matters relating to members and accredited representatives who are missing in action, prisoners-of-war, or missing presumed dead. Includes arranging funerals, or military funerals at public expense, and arrangements for execution of wills. Includes reports resulting from inquests, inquiries and investigations.

*For post mortems, and for deployed civilians' casualties and death, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3901	Records relating to routine administrative casualties and deaths matters not related to an individual member. (Date Range: 1903 - )	Destroy 7 years after last action completed.
3900	Individual members' wills, including unclaimed and undelivered wills. (Date Range: 1903 - )	Return to member prior to or on discharge, or to member's estate immediately following discharge on death.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Complaints and Grievances**

The activity of handling and resolving complaints and grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties. Includes handling complaints and grievances relating to members' service conditions, entitlements, termination and discharge conditions, discrimination and unacceptable behaviour by the process of administrative inquiries, redress of grievance or complaint resolution. Includes complaints to the Defence Force Ombudsman and matters referred to the Human Rights and Equal Opportunity Commission.

*For requests for access and amendments to members' service records, use MILITARY PERSONNEL – Information Services.*

*For appeals against disciplinary action, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For counselling, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3903	Name-identified records documenting complaints or grievances by a member. Includes: <ul style="list-style-type: none"> <li>• complaints</li> <li>• reports</li> <li>• recommendations</li> <li>• reservists' employment</li> <li>• education protection</li> <li>• complaints to the defence force ombudsman</li> <li>• complaints to human rights and equal opportunity commission</li> <li>• discrimination complaints</li> <li>• unacceptable behaviour complaints</li> </ul> (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
3904	Name-identified unit duplicate records documenting complaints or grievances by a member. (Date Range: 1903 - )	Destroy 7 years after discharge or last action completed, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Complaints and Grievances – Continued**

The activity of handling and resolving complaints and grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion or higher duties. Includes handling complaints and grievances relating to members' service conditions, entitlements, termination and discharge conditions, discrimination and unacceptable behaviour by the process of administrative inquiries, redress of grievance or complaint resolution. Includes complaints to the Defence Force Ombudsman and matters referred to the Human Rights and Equal Opportunity Commission.

*For requests for access and amendments to members' service records, use MILITARY PERSONNEL – Information Services.*

*For appeals against disciplinary action, use MILITARY PERSONNEL – Disciplinary Misconduct.*

*For counselling, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3905	Name-identified records documenting complaints by employers of reservists relating to contravention of the Defence Reserve Service (Protection) Act 2001. (Date Range: 2001 - )	Destroy 7 years after last action completed.
3906	Records documenting routine administrative complaints and grievances matters not related to an individual member. (Date Range: 1903 - )	Destroy 7 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For development and promulgation of standards, use *MILITARY PERSONNEL – Standards Setting*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3907	Records documenting Defence Force compliance with mandatory or optional standards or with statutory, legislative and regulatory requirements. Includes compliance with policies, plans, goals, objectives, performance measures, monitoring performance measures, reporting, frameworks, systems, frameworks and systems tools. (Date Range: 1903 - )	Destroy 7 years after last action completed, or item is superseded or cancelled, whichever is later.

### Contracting-Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3909	Records documenting the management of recruitment service and marketing contracts and contractors related to service recruiting. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul> (Date range: 1903 - )	Destroy 10 years after completion or other termination of contract or last action, whichever is later.
3908	Records documenting the management of contracts (other than recruitment related contracts). Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul> (Date Range: 1903 - )	Destroy 7 years after completion or other termination of contract or last action, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Discharges and Transfers**

The activity of managing any method of discharge from the Services. Includes resignation, retirement, dismissal, discharged in absentia, death, and to contest parliamentary elections. Includes discharge for purposes of transfer to another service.

For re-appointments and re-enlistments, use *MILITARY PERSONNEL – Appointment and Enlistment*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3910	For members involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer: <ul style="list-style-type: none"> <li>• application to resign commission</li> <li>• application for discharge</li> <li>• transfer documentation</li> <li>• discharge proceedings</li> <li>• discharge certificates</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3911	For members involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer <i>excluding</i> : <ul style="list-style-type: none"> <li>• application to resign commission</li> <li>• application for discharge</li> <li>• transfer documentation</li> <li>• discharge proceedings</li> <li>• discharge certificates</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Discharges and Transfers – Continued***

The activity of managing any method of discharge from the Services. Includes resignation, retirement, dismissal, discharged in absentia, death, and to contest parliamentary elections. Includes discharge for purposes of transfer to another service.

For re-appointments and re-enlistments, use *MILITARY PERSONNEL – Appointment and Enlistment*.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3912	For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting discharge and/or transfer. Includes: <ul style="list-style-type: none"> <li>• application to resign commission</li> <li>• application for discharge</li> <li>• transfer documentation</li> <li>• discharge proceedings</li> <li>• discharge certificates</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
3913	Records documenting routine administrative discharge and transfer matters, not related to an individual member. (Date Range: 1903 - )	Destroy 7 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Disciplinary Misconduct**

The activity of managing the conduct of individual members and deployed civilians under the jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of investigations, charges, punishment, petitions and appeals.

*For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL – Complaints and Grievances.*

*For provision of legal advice, and the management, process and conduct of summary trials, Defence Force Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3914	For members and/or deployed civilians involved in war and/or warlike operations: name-identified records documenting disciplinary process investigations and outcomes of misconduct: <ul style="list-style-type: none"> <li>• members' Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)</li> <li>• evidence of disciplinary actions, eg censure, formal warning, counselling</li> <li>• evidence of civil conviction reports</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3917	Name-identified records for members and/or deployed civilians and/or groups of members involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• Military Police reports in relation to allegations or complaints against individual members and/or groups of members.</li> <li>• criminal history checks</li> <li>• responses to police investigations</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Disciplinary Misconduct – Continued***

The activity of managing the conduct of individual members and deployed civilians under the jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of investigations, charges, punishment, petitions and appeals.

*For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL – Complaints and Grievances.*

*For provision of legal advice, and the management, process and conduct of summary trials, Defence Force Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3916	<p>For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting disciplinary process investigations and outcomes of misconduct. Includes:</p> <ul style="list-style-type: none"> <li>• members' Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)</li> <li>• evidence of disciplinary actions, eg censure, formal warning, counselling</li> <li>• evidence of civil conviction reports</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>
3915	<p>For members and/or deployed civilians involved in war and/or warlike operations: name-identified records documenting disciplinary process investigations and outcomes of misconduct <i>excluding</i> :</p> <ul style="list-style-type: none"> <li>• members' Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)</li> <li>• evidence of disciplinary actions, eg censure, formal warning, counselling</li> <li>• evidence of civil conviction reports</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Disciplinary Misconduct – Continued***

The activity of managing the conduct of individual members and deployed civilians under the jurisdiction of the Defence Force Discipline Act 1982. Includes managing the outcome of investigations, charges, punishment, petitions and appeals.

*For review of adverse administrative action where a member lodges a complaint, use MILITARY PERSONNEL – Complaints and Grievances.*

*For provision of legal advice, and the management, process and conduct of summary trials, Defence Force Magistrate trials, courts martial and related appeals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3918	Name-identified records for members and/or deployed civilians and/or groups of members involved in war and/or warlike operations, records <i>excluding</i> : <ul style="list-style-type: none"> <li>• Military Police reports in relation to allegations or complaints against individual members and/or groups of members.</li> <li>• criminal history checks</li> <li>• responses to police investigations</li> </ul> (Date Range: 1903 - )	Destroy 100 years after last action completed.
3919	Name-identified records for members and/or groups of members <i>not</i> involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• Military Police reports in relation to allegations or complaints against individual members and/or groups of members</li> <li>• criminal history checks</li> <li>• responses to police investigations</li> </ul> (Date Range: 1903 - )	Destroy 100 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Honours and Awards**

The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

*For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.*

*For requests to the Minister regarding individual medal entitlements use GOVERNMENT RELATIONS – Representations.*

*For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3920	For individuals involved in war and/or warlike operations: name-identified records documenting recommendations, citations, commendations for, and forfeiture and restoration of, Australian and foreign honours and awards, that are <i>not</i> provided as a matter of course for routine service. (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3921	For individuals <i>not</i> involved in war and/or warlike operations: name-identified records documenting recommendations, citations, commendations for, and forfeiture and restoration of, Australian and foreign honours and awards, that are <i>not</i> provided as a matter of course for routine service. (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Honours and Awards – Continued**

The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

*For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.*

*For requests to the Minister regarding individual medal entitlements, use GOVERNMENT RELATIONS – Representations.*

*For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3922	For individuals involved in war and/or warlike operations: name-identified records documenting nominations for, and granting, forfeiture, and restoration of, Australian, external, gallantry or meritorious service honours, bravery awards, commendations for service, and awards. (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3923	For individuals <i>not</i> involved in war and/or warlike operations: name-identified records documenting nominations for, and granting, forfeiture, and restoration of, Australian, external, gallantry or meritorious service honours, bravery awards, commendations for service, and awards. (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3924	Name-identified records documenting individuals' routine Australian and foreign service awards and medals. (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Honours and Awards – Continued**

The activity of assessing and awarding service members, ex-members, deployed civilians, accredited representatives and foreign exchange personnel with commendations, decorations, badges or medals for service, gallantry, bravery, outstanding achievement, devotion to duty, and meritorious service. Includes honorary awards and service for national support, eg civil defence. Also includes forfeiture, restoration and replacement of honours and awards.

*For registering members who have received honours and awards, use MILITARY PERSONNEL – Registering.*

*For requests to the Minister regarding individual medal entitlements, use GOVERNMENT RELATIONS – Representations.*

*For the establishment of awards and medals, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3925	Records documenting honours and awards not related to an individual. Includes foreign decorations and honours and awards lists and registers, eg lists of Queen's birthday honours. (Date Range: 1903 - )	Destroy 30 years after last action completed.
3926	Name-identified records documenting individual applications for replacement of medals and awards. (Date Range: 1903 - )	Destroy 10 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Information Service**

The activity of supplying copies of individuals' records, and providing access to records, in response to requests from individuals, organisations, serving and ex-service members and their families. Includes requests for records under the Archives Act 1983, and other legislation, except for the Freedom of Information Act, and requests to amend or alter records in accordance with the privacy principles. Includes requests by subpoena and discovery orders. Includes evaluation and assessment of records only for the purpose of providing the release of information.

*For requests under the Freedom of Information Act, including requests for release of limited personal information, use INFORMATION MANAGEMENT – Cases.*

*For requests for Australian Defence Force census data, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3927	For members involved in war and/or warlike operations: request to alter a record that relates to the member or the member's service history, or records which document an amendment or alteration to a record that is part of the member's service history that has been authorised by the Department of Defence. (Date Range: 1903 - )	Retain as national archives.
3928	For members <i>not</i> involved in war and/or warlike operations: request to alter a record that relates to the member or the member's service history, or records which document an amendment or alteration to a record that is part of the member's service history that has been authorised by the Department of Defence. (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Information Service – Continued**

The activity of supplying copies of individuals' records, and providing access to records, in response to requests from individuals, organisations, serving and ex-service members and their families. Includes requests for records under the Archives Act 1983, and other legislation, except for the Freedom of Information Act, and requests to amend or alter records in accordance with the privacy principles. Includes requests by subpoena and discovery orders. Includes evaluation and assessment of records only for the purpose of providing the release of information.

*For requests under the Freedom of Information Act, including requests for release of limited personal information, use INFORMATION MANAGEMENT – Cases.*

*For requests for Australian Defence Force census data, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3929	Name-identified records documenting requests for access to or copies of a member's personal or service records. Includes: <ul style="list-style-type: none"> <li>• discovery order requests</li> <li>• subpoena requests</li> <li>• summonses</li> </ul> (Date Range: 1903 - )	Destroy 7 years after request is actioned or last action completed, whichever is later.
	<i>[For subpoenas and discovery orders not related to military personnel, use INFORMATION MANAGEMENT – Enquiries.]</i>	
	<i>[For processing subpoenas and discovery orders related to military personnel, do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.]</i>	
3930	Name-identified records documenting the disclosure and provision of information concerning a member, not related to amendments or alterations of records held on the member's service history. (Date Range: 1903 - )	Destroy 7 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

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- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Leave (Service Members)**

The activity of administering leave for service members. Includes unauthorised leave taken by service members.

For pay in lieu of leave, use *MILITARY PERSONNEL – Pay and Entitlements*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3931	<p>For members involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days.</p> <ul style="list-style-type: none"> <li>• applications and approvals for furlough leave</li> <li>• applications and approvals for leave without pay</li> <li>• applications and approvals for maternity or paternity leave</li> <li>• evidence of absence without leave</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p> <p><i>[For records documenting disciplinary matters relating to members absent without leave, use MILITARY PERSONNEL – Disciplinary Misconduct.]</i></p>	Retain as national archives.
3932	<p>For members involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days (<i>excluding absence without leave, furlough, maternity or paternity leave, and leave without pay</i>). Includes:</p> <ul style="list-style-type: none"> <li>• applications and approvals for leave</li> <li>• administration of lump sum payments in lieu</li> <li>• recognition of previous service</li> <li>• authority to carry over credits</li> <li>• requests and assessments on leave entitlements</li> </ul> <p>(Date Range: 1903 - )</p>	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Leave (Service Members) – Continued**

The activity of administering leave for service members. Includes unauthorised leave taken by service members.

For pay in lieu of leave, use *MILITARY PERSONNEL – Pay and Entitlements*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3933	<p>For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting leave exceeding 5 days. Includes:</p> <ul style="list-style-type: none"> <li>• applications and approvals for furlough leave</li> <li>• applications and approvals for leave without pay</li> <li>• applications and approvals for maternity or paternity leave</li> <li>• evidence of absence without leave</li> <li>• applications for other leave types</li> <li>• leave approvals</li> <li>• administration of lump sum payments in lieu</li> <li>• recognition of previous service</li> <li>• authority to carry over credits</li> <li>• requests and assessments on leave entitlements</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p> <p><i>[For records documenting disciplinary matters relating to members absent without leave, use MILITARY PERSONNEL – Disciplinary Misconduct.]</i></p>	<p>Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.</p>
3934	<p>Name-identified records documenting leave of up to 5 days. Includes:</p> <ul style="list-style-type: none"> <li>• applications for leave</li> <li>• leave approvals</li> <li>• requests and assessments on leave entitlements</li> <li>• leave without pay</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 7 years after last action completed.</p>

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3935	Name-identified pay records documenting a member's pay: <ul style="list-style-type: none"> <li>• paper pay records</li> <li>• card pay and allowance records</li> <li>• pay books</li> </ul> (Date Range: 1903 - 1950)	Retain as national archives.
3936	Paper and electronic register pay rate tables. (Date Range: 1951 - )	Retain permanently in agency.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements – Continued**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3937	Name-identified records documenting reviews of entitlements for superannuation of a member who is discharged as medically unfit. (Date Range: 1903 - )	Destroy 30 years after last action completed, or completion of review, whichever is later.
3938	Name-identified records documenting a member's relocation allowance entitlements. (Date Range: 1951 - )	Destroy 30 years after last action completed.
3939	Name-identified records documenting a member's housing purchase scheme entitlements. (Date Range: 1980 - )	Destroy 30 years after last action completed.

*[For loans claims payments to Defence Housing Authority, use FINANCIAL MANAGEMENT – Accounting.]*

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

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- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements – Continued**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3940	Name-identified records documenting a member's pay and deductions. Includes: <ul style="list-style-type: none"> <li>• taxation declaration records</li> <li>• reservists' attendance records</li> <li>• payroll deduction authorities</li> <li>• deductions to satisfy a judgement debt and garnishment (eg child support)</li> <li>• superannuation deductions</li> <li>• pay records</li> <li>• appeals and petitions</li> </ul> (Date Range: 1951 - )	Destroy 7 years after last action completed, or retain in agency for as long as required, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements – Continued**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3941	Name-identified records documenting a member's entitlements and allowances (except relocation allowances and leave). Includes: <ul style="list-style-type: none"> <li>• salary packaging arrangements (travel, mobility, education, locality, meals, service overseas, benefits on termination or death)</li> <li>• reimbursement of expenses</li> <li>• war gratuity allowances</li> <li>• reservists' service protection entitlements</li> <li>• domestic travel for postings and removals</li> <li>• removal arrangements</li> <li>• overseas relocations</li> <li>• separation benefits</li> <li>• appeals and petitions</li> </ul> (Date Range: 1951 - )	Destroy 7 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements – Continued**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3942	Records documenting pay and entitlement matters, not relating to an individual member. Includes: <ul style="list-style-type: none"> <li>• war gratuity</li> <li>• allowances</li> <li>• salary packaging</li> <li>• reservists' service protection</li> <li>• relocation and housing</li> </ul> (Date Range: 1903 - )	Destroy 7 years after last action completed.

*[For war gratuity registers, use MILITARY PERSONNEL – Registering.]*

## MILITARY PERSONNEL

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For civilian personnel, use *PERSONNEL*.

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- conduct of inquests, inquiries and investigations
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- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Pay and Entitlements – Continued**

The activity of managing the pay, conditions, entitlement, deductions, and allowances for members and reservists. Includes personnel deployed on United Nations and other multinational force deployments. Includes allowances, entitlements and payments related to travel, mobility, education, locality, housing and meals, service overseas, compensation and benefits on termination or death, superannuation and retirement benefits. Includes employment and education protection entitlements for reservists. Includes determination of act of grace and defective administration payments.

*For administering members' leave, use MILITARY PERSONNEL – Leave (Service Members).*

*For arranging work related travel, use MILITARY PERSONNEL – Arrangements.*

*For payments, use FINANCIAL MANAGEMENT – Accounting.*

*For complaints by members, reservists or employers of reservists concerning entitlements, use MILITARY PERSONNEL – Complaints and Grievances.*

*For service agreements on provision of housing for members, use FINANCIAL MANAGEMENT – Agreements.*

*For requests to the Minister regarding pay and entitlements, use GOVERNMENT RELATIONS – Representations.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3943	Data input source documents for allowances and deductions for Defence Force pay and personnel systems. Includes: <ul style="list-style-type: none"> <li>• pay variation messages</li> <li>• authorities to deduct from salary</li> </ul> (Date Range: 1993 - )	Destroy 2 years after data entry completed or last action completed, whichever is later.

## MILITARY PERSONNEL

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do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Planning

The process of formulating ways in which objectives can be achieved. Includes determination for services, needs and solutions to these needs.

For high level planning committees, use *STRATEGIC MANAGEMENT – Committees*.

For individual service member development planning as part of performance, use *MILITARY PERSONNEL – Career Management*.

For military workforce planning, do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3944	Final versions of principal Defence Force military personnel plans, and major working papers. (Date Range: 1903 - )	Retain as national archives.
3945	Final versions of local or routine military personnel plans, and major working papers. (Date Range: 1903 - )	Destroy 7 years after plan is superseded or last action completed, whichever is later.
3946	Minor working papers used to develop all military personnel plans. Includes: <ul style="list-style-type: none"> <li>• workshop papers</li> <li>• drafts</li> <li>• comments</li> </ul> (Date Range: 1903 - )	Destroy 7 years after plan is superseded or last action completed, whichever is later.
3947	Records documenting routine administrative matters relating to military personnel planning. (Date Range: 1903 - )	Destroy 2 years after plan is superseded or last action completed, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

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- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Policy and Procedures**

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use *STRATEGIC MANAGEMENT – Committees*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3948	Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders, relating to members' and accredited representatives' appointment and enlistment, career management, casualties and death, disciplinary misconduct, honours and awards, registering, and service recruiting. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• surveys</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• major working papers</li> <li>• final policy documents</li> <li>• minutes of meetings</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3949	Records documenting the development of procedures (not included in joint policy and procedures documents) relating to members' and accredited representatives' appointment and enlistment, career management, casualties and death, disciplinary misconduct, honours and awards, registering, and service recruiting. (Date Range: 1903 - )	Retain as national archives.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Policy and Procedures – Continued***

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use *STRATEGIC MANAGEMENT – Committees*.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4651	Master sets of departmental manuals and Defence Reference Books identified in a Defence Instruction. (Date Range: 1903 - )	Retain permanently in agency.
3950	Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders, relating to conditions of service. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• surveys</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• major working papers</li> <li>• minutes of meetings</li> </ul> (Date Range: 1903 - )	Retain permanently in agency.
4652	Final policies and major operating procedures including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders other than policies and procedures to be retained as national archives. (Date Range: 1903 - )	Retain permanently in agency.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Policy and Procedures – Continued***

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use *STRATEGIC MANAGEMENT – Committees*.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4653	Records documenting the development and establishment of the policies and major operating procedures, including defence instructions [such as Defence Instructions (General) Personnel] and defence force executive proposals and standing and routine orders other than policies and procedures to be retained as national archives or to be retained permanently in agency. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• surveys</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• major working papers</li> <li>• minutes of meetings</li> </ul> (Date Range: 1903 - )	Destroy 7 years after policy or procedure is superseded.
3951	Records documenting the development of procedures (not included in joint policy and procedures documents) other than policies and procedures to be retained as national archives or to be retained permanently in agency. (Date Range: 1903 - )	Destroy 7 years after policy or procedure is superseded.
3955	Records documenting the distribution and implementation of policy and procedures. (Date Range: 1903 - )	Destroy 7 years after implementation is completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Policy and Procedures – Continued***

The activity of developing and establishing overall policy and procedures. The activity of developing and establishing Defence Force decisions, directions, and precedents, which act as a reference for future decision-making, and the resulting Defence Force operating procedures. Includes surveys and research resulting in policy change.

For major policy committees, use *STRATEGIC MANAGEMENT - Committees*.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3952	Records documenting local or routine policies and procedures, including local standing orders, directives or routine orders. (Date Range: 1903 - )	Destroy 5 years after policy or procedure superseded or last action completed, whichever is later.
3953	Master sets of instructions and procedures, eg departmental instructions, departmental circular memoranda, and DEFGRAMS. (Date Range: 1903 - )	Destroy when incorporated in a manual or defence instruction, otherwise destroy 5 years after superseded or cancelled.
3954	Administrative and minor working papers, surveys and research documenting the development of all policies. (Date Range: 1903 - )	Destroy 3 years after promulgation of new policy.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Registering

The activity of listing and indexing personnel for purposes other than file retrieval.

*For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.*

*For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.*

*For registering of items, use activity Inventory in relevant functions.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3956	For members, deployed civilians and accredited representatives deployed or involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• records of nominal rolls and registers</li> <li>• nominal rolls and registers</li> <li>• registers of names and service numbers</li> <li>• overseas graves and burial lists</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3958	For members <i>not</i> involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• records of nominal rolls and registers</li> <li>• nominal rolls and registers. Includes master unit rolls</li> <li>• registers of names and service numbers</li> <li>• overseas graves and burial lists</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3959	For reservists and unit reservists: <ul style="list-style-type: none"> <li>• registers or listings</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3960	For members discharged: <ul style="list-style-type: none"> <li>• registers and indexes</li> </ul> (Date Range: 1903 - )	Retain as national archives.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Registering – Continued**

The activity of listing and indexing personnel for purposes other than file retrieval.

*For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.*

*For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.*

*For registering of items, use activity Inventory in relevant functions.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3961	For members in the National Service: <ul style="list-style-type: none"> <li>• registers and indexes</li> </ul> (Date Range: 1950 – 1975)	Retain as national archives.
3962	For members who have received honours and awards: <ul style="list-style-type: none"> <li>• nominal rolls and registers. Includes Master Unit Rolls</li> <li>• registers of names and service numbers</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3963	For personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty, and involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• registers or listings</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3957	For members, deployed civilians, accredited representatives, personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty deployed or involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• registers, including war gratuity registers, and rolls other than those retained as national archives</li> </ul> (Date Range: 1903 - )	Retain permanently in agency.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Registering – Continued**

The activity of listing and indexing personnel for purposes other than file retrieval.

*For registering of files and records, including transferred, lost or destroyed file lists, and registering of service numbers, names and titles used as access points to personnel files and records, use INFORMATION MANAGEMENT – Control.*

*For registering transfers of records to outsourcers for management, and to stakeholders, eg Department of Veterans Affairs, for processing claims and entitlements, use INFORMATION MANAGEMENT – Control.*

*For registering of items, use Inventory activity in relevant functions.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3964	For personnel enlisted with overseas forces and serving with Australian Defence forces, including personnel on loan, or on duty, and <i>not</i> involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• registers or listings</li> </ul> (Date Range: 1903 - )	Retain permanently in agency.
3965	Duplicate nominal rolls, lists or specific registers kept by units. (Date Range: 1903 - )	Update Master Unit Roll, and destroy duplicates 7 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Rehabilitation

The process of managing programs designed to restore injured workers to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable, consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

For medical rehabilitation, do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3968	Name-identified records documenting a member's non-compensable occupational rehabilitation. Includes: <ul style="list-style-type: none"> <li>• member's assessment</li> <li>• rehabilitation program and plans</li> <li>• outcome of member's compensation claim</li> <li>• services provided</li> </ul> (Date Range: 1903 - )	Destroy 7 years after rehabilitation end date or last action completed, whichever is later.

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### Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements, or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3967	Records documenting final versions of formal internal reports and reports made to external authorised bodies or the Australian Government. Includes: <ul style="list-style-type: none"> <li>• major working papers</li> <li>• final versions</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3969	Records documenting major surveys with substantial action carried out. (Date Range: 1903 - )	Retain as national archives.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Reporting – Continued**

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements, or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3970	Records documenting final versions of periodic internal or routine reports on general administrative matters, incidents, and recurring activities. Includes: <ul style="list-style-type: none"> <li>• major working papers</li> <li>• final versions</li> </ul> (Date Range: 1903 - )	Destroy 7 years after last action completed.
3971	Minor working papers, drafts and comments received documenting the development of all reports. (Date Range: 1903 - )	Destroy 1 year after report is produced or last action completed, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
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- conduct of accident investigations
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- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.*

*For appeals against downgraded or rescinded clearances, use MILITARY PERSONNEL – Complaints and Grievances.*

*For security arrangements for visiting dignitaries, use GOVERNMENT RELATIONS – Security or COMMUNITY RELATIONS – Security.*

*For registering security clearances and passes for service members, industry personnel and individuals (not agency staff); and security matters relating to industry personnel, foreign nationals and other individuals (not staff), do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3972	For members involved in war and/or warlike operations: <ul style="list-style-type: none"> <li>• identification photographs</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3973	For members involved in war and/or warlike operations: name-identified records documenting security checks. Includes: <ul style="list-style-type: none"> <li>• pre-enlistment security clearances</li> <li>• pre-appointment security clearances</li> <li>• periodic review security clearances</li> <li>• personal particulars</li> <li>• duplicates of personal documents</li> <li>• correspondence, character and police record checks</li> <li>• unsuccessful clearance applications</li> <li>• interview reports</li> <li>• record of notification of appeals</li> <li>• appeals and petitions</li> </ul> (Date Range: 1903 - )	Destroy 70 years after date of birth and last action completed, or on notification of death and last action is completed, whichever is sooner.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Security – Continued**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.*

*For appeals against downgraded or rescinded clearances, use MILITARY PERSONNEL – Complaints and Grievances.*

*For security arrangements for visiting dignitaries, use GOVERNMENT RELATIONS – Security or COMMUNITY RELATIONS – Security.*

*For registering security clearances and passes for service members, industry personnel and individuals (not agency staff); and security matters relating to industry personnel, foreign nationals and other individuals (not staff), do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3974	<p>For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting security checks.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• pre-enlistment security clearances</li> <li>• pre-appointment security clearances</li> <li>• periodic review security clearances</li> <li>• personal particulars</li> <li>• duplicates of personal documents</li> <li>• identification photographs</li> <li>• correspondence, character and police record checks</li> <li>• unsuccessful clearance applications</li> <li>• interview reports</li> <li>• record of notification of appeals</li> <li>• appeals and petitions</li> </ul> <p>(Date Range: 1903 - )</p>	<p>Destroy 70 years after date of birth and last action completed, or on notification of death and last action is completed, whichever is sooner.</p>

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Security – Continued**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For civilian staff security clearances and registration of clearances, use PERSONNEL – Security.*

*For appeals against downgraded or rescinded clearances, use MILITARY PERSONNEL – Complaints and Grievances.*

*For security arrangements for visiting dignitaries, use GOVERNMENT RELATIONS – Security or COMMUNITY RELATIONS – Security.*

*For registering security clearances and passes for service members, industry personnel and individuals (not agency staff); and security matters relating to industry personnel, foreign nationals and other individuals (not staff), do not use MILITARY PERSONNEL. Use other current disposal authorities as appropriate.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3977	Name-identified identity and access control card history for a member, retired member or spouse of a member. (Date Range: 1903 - )	Destroy 5 years after expiry date of card, or last action completed, whichever is later.
3978	Name-identified records documenting administration of security clearances. Includes requests and inquiries for: <ul style="list-style-type: none"> <li>• issue of clearances</li> <li>• withdrawn or cancelled applications and clearances</li> </ul> (Date Range: 1903 - )	Destroy 3 years after last action completed.
4654	Records documenting routine security matters not related to individuals' security clearances. (Date Range: 1903 - )	Destroy 3 years after last action completed.
3976	Name-identified identity and access control cards for a member, retired member or spouse of a member. (Date Range: 1903 - )	Destroy on expiry date of card, or destroy on discharge, whichever is sooner.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service History (Case File)**

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

For registering or listing of members and nominal rolls, use *MILITARY PERSONNEL – Registering*.

### **Note**

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3979	Name-identified records of an individual's service history, in any format.	Use disposal classes identified for relevant activities in this function.

#### **Service Recruiting**

- application to join (successful)
- evidence of personal qualifications
- recruitment assessment documents

#### **Appointment and Enlistment**

- letter of appointment and enlistment
- attestation (informed consent) certificate
- accredited representatives engagement documents
- appeals and petitions

#### **Accredited Representatives**

- certificates
- identification sheets
- photographs

*(Class continued next page)*

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
- managing medical and dental matters
- managing psychological matters
- conduct of accident investigations
- military training and education policy and programs
- members' and families' welfare
- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service History (Case File) – Continued**

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

For registering or listing of members and nominal rolls, use *MILITARY PERSONNEL – Registering*.

### **Note**

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3979	<b>Security</b>	
cont'd	<ul style="list-style-type: none"> <li>• identification photographs</li> </ul>	
	<b>Career Management</b>	
	<ul style="list-style-type: none"> <li>• evidence of promotions and reclassifications</li> <li>• evidence of postings (summary)</li> <li>• evidence of movements (summary)</li> <li>• special or important training attended and/or results (summary)</li> <li>• qualifications obtained</li> <li>• assessment of technical ability for special operations (summary)</li> <li>• appeals and petitions</li> </ul>	
	<b>Leave (Service Members) (exceeding 5 days)</b>	
	<ul style="list-style-type: none"> <li>• applications and approvals for furlough leave</li> <li>• applications and approvals for leave without pay</li> <li>• applications and approvals for maternity or paternity leave</li> <li>• evidence of absence without leave</li> <li>• appeals and petitions</li> </ul>	

*(Class continued next page)*

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- conduct of inquests, inquiries and investigations
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- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Service History (Case File) – Continued***

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

*For registering or listing of members and nominal rolls, use MILITARY PERSONNEL – Registering.*

### **Note**

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3979 cont'd	<p><b>Casualties and Death</b></p> <ul style="list-style-type: none"> <li>• notification of casualty (summary)</li> <li>• missing in action or missing presumed dead (form)</li> <li>• statements of death</li> <li>• commemoration program and eulogy</li> <li>• statement of recognition</li> </ul> <p><b>Disciplinary misconduct</b></p> <ul style="list-style-type: none"> <li>• members' Unit Conduct Record under the Defence Force Discipline Act 1982 (summary)</li> <li>• evidence of disciplinary actions, eg censure, formal warning, counselling</li> <li>• evidence of civil conviction reports</li> <li>• appeals and petitions</li> </ul> <p><b>Information Service</b></p> <ul style="list-style-type: none"> <li>• records documenting an amendment or alteration to the records held in a member's service history, which has been authorised by the Department of Defence.</li> </ul>	

*(Class continued next page)*

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### ***Service History (Case File) – Continued***

The Service History Case File (service dossiers) is to be used, for operational reasons, to collect together records relating to specifically identified transactions for the purpose of managing individual members' service from recruitment to final discharge. This is to ensure that the history of service of a member is properly recorded and maintained so that individuals' rights and entitlements to compensation, pensions and other benefits, as both serving and non-serving personnel, are established. Includes accredited representatives but does not include deployed civilians.

*For registering or listing of members and nominal rolls, use MILITARY PERSONNEL – Registering.*

### **Note**

The records are listed below under the relevant activity. Only these (or records relating to equivalent transactions) should be placed on the case files.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3979	<b>Discharges and Transfers</b>	
cont'd	<ul style="list-style-type: none"> <li>• application to resign commission</li> <li>• application for discharge</li> <li>• transfer documentation</li> <li>• discharge certificates</li> <li>• appeals and petitions</li> </ul> (Date Range: 2003 - )	

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## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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For:

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- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service Recruiting**

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

*For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.*

*For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3980	For members involved in war and/or warlike operations: name-identified records documenting recruitment of an individual member who proceeds with recruitment: <ul style="list-style-type: none"> <li>• application to join (successful)</li> <li>• evidence of personal qualifications</li> <li>• recruitment assessment documents</li> </ul> (Date Range: 1903 - )	Retain as national archives.
3986	For recruitment campaigns for war and/or warlike operations: records documenting development and support of recruitment campaigns (excluding products): <ul style="list-style-type: none"> <li>• work in progress</li> <li>• quarterly media and creative briefs</li> <li>• communication strategies</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

For civilian personnel, use *PERSONNEL*.

For:

- civilians deployed in support of military operations, except for Disciplinary Misconduct, Honours and Awards, and Registering
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- members' compensation claims and compensable rehabilitation
- conduct of inquests, inquiries and investigations
- management of Defence Force Cadets, and
- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service Recruiting – Continued**

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

*For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.*

*For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3987	For recruitment campaigns for war and/or warlike operations: records documenting development and implementation (not master sets) of recruiting campaign products: <ul style="list-style-type: none"> <li>• video tapes of television commercials</li> <li>• counselling videos</li> <li>• press advertisements</li> <li>• cinema advertising</li> <li>• posters</li> <li>• brochures</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.
3988	For recruitment campaigns for war and/or warlike operations: records comprising the master sets of recruiting campaign products: <ul style="list-style-type: none"> <li>• video tapes of television commercials</li> <li>• counselling videos</li> <li>• press advertisements</li> <li>• cinema advertising</li> <li>• posters</li> <li>• brochures</li> </ul> (Date Range: 1903 - )	Retain as national archives in the custody of the Australian War Memorial.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- Australian Defence Force structure

do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service Recruiting – Continued**

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

*For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.*

*For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3989	For recruitment campaigns for war and/or warlike operations: records <i>excluding records retained as national archives</i> , documenting development and support of recruitment campaigns and products. (Date Range: 1903 - )	Retain permanently in agency.
3990	For recruitment campaigns <i>not</i> for war and/or warlike operations: records comprising the master sets of recruiting campaign products. Includes: <ul style="list-style-type: none"> <li>• video tapes of television commercials</li> <li>• counselling videos</li> <li>• press advertisements</li> <li>• cinema advertising</li> <li>• posters</li> <li>• brochures</li> </ul> (Date Range: 1903 - )	Retain permanently in agency.
<i>[For the publishing process, use PUBLICATION – Production.]</i>		
3981	For members involved in war and/or warlike operations: name-identified records other than documents retained as national archives documenting recruitment of a member who proceeds with recruitment. Includes copies of personal documents. (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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- management of Defence Force Cadets, and
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do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service Recruiting – Continued**

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

*For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.*

*For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3982	For members <i>not</i> involved in war and/or warlike operations: name-identified records documenting recruitment of members who proceed with recruitment. Includes: <ul style="list-style-type: none"> <li>• application to join (successful)</li> <li>• evidence of personal qualifications</li> <li>• copies of personal documents</li> <li>• recruitment assessment documents</li> </ul> (Date Range: 1903 - )	Destroy 130 years after date of birth of member, or 10 years after last incident or investigation, whichever is later.
3992	For recruitment campaigns <i>not</i> for war and/or warlike operations: records documenting development, implementation and delivery (not master sets) of recruiting campaign products. Includes: <ul style="list-style-type: none"> <li>• work in progress</li> <li>• quarterly media and creative briefs</li> <li>• communication strategies</li> <li>• presentations and displays</li> </ul> (Date Range: 1903 - )	Destroy 7 years after last action completed, or after campaign is superseded, whichever is later.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### **Service Recruiting – Continued**

The activity of recruiting military personnel, including reservists and national service members. Includes recruiting campaigns and marketing, counselling, screening, handling of applications, selection, and interviews. For specific categories of enlistments includes screening and preselection of suitable people for service selection boards for officers.

*For selection of accredited representatives from philanthropic organisations, use MILITARY PERSONNEL – Accredited Representatives.*

*For managing contracts where recruitment is contracted out, use MILITARY PERSONNEL – Contracting-Out.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3991	Records documenting development and implementation (not master sets) of recruiting campaign products, not related to war and/or warlike operations. Includes: <ul style="list-style-type: none"> <li>• video tapes of television commercials</li> <li>• counselling videos</li> <li>• press advertisements</li> <li>• cinema advertising</li> <li>• posters</li> <li>• brochures</li> </ul> (Date Range: 1903 - )	Destroy 7 years after last action completed, or after campaign, or product is superseded, whichever is later.
3993	Records documenting the service recruitment process, excluding an individual applicant's records, recruitment contractor records, or recruitment campaigns. (Date Range: 1903 - )	Destroy 7 years after last action completed.
3984	Duplicate electronic recruitment records (contained in database). (Date Range: 1903 - )	Destroy 5 years after last action completed.
3985	Name-identified records documenting a withdrawn or rejected applicant, or enquirer who does not become an applicant. (Date Range: 1903 - )	Destroy 2 years after last action completed.

## MILITARY PERSONNEL

The function of managing all service members, accredited representatives, reservists and national service members from recruitment to final discharge. Also includes managing deployed civilians (in support of operations) for disciplinary misconduct and honours and awards. Activities include career management, postings, promotions, reclassification, recruiting, appointment and enlistment, discharge and transfers, honours and awards, disciplinary misconduct, pay, entitlements and allowances, travel, superannuation and retirement benefits, grievances, casualties, non-compensable occupational rehabilitation and leave.

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do not use *MILITARY PERSONNEL*. Use other current disposal authorities as appropriate.

### Standards Setting

The process of developing and promulgating standards, benchmarks, guidelines and best practice frameworks. Includes implementing industry standards and organisational standards etc for service and processes to enhance the quality and efficiency of the organisation.

For implementing standards and benchmarks etc, use *MILITARY PERSONNEL – Compliance*.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3994	Final versions or master sets of developed mandatory or optional standards, best practice and benchmarks eg military pamphlets. (Date Range: 1903 - )	Retain permanently in agency.
	<i>[For development of statutory instruments, use GOVERNMENT RELATIONS.]</i>	
3995	Records documenting the development of mandatory or optional standards, best practice and benchmarks. (Date Range: 1903 - )	Destroy 7 years after last action completed or after standard etc is superseded or cancelled, whichever is later.
3996	Records documenting the promulgation of mandatory or optional standards, best practice and benchmarks. (Date Range: 1903 - )	Destroy 2 years after last action completed.

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## INDEX

This index lists the activities and related key terms for the MILITARY PERSONNEL function in the Department of Defence's Records Disposal Authority. Activities are shown in bold lower case and record types in plain lower case.

Class numbers are located after each reference. References are arranged alphabetically—by activity in the text, and by activity and record type in the index. You may have to use the arrangement of activity descriptors to find the approximate location of a reference in the text, because some class numbers are out of numerical order. Class number arrangement within an activity may also be out of numerical order. This practice is not followed in the index.

Indexed references should only be used as a guide to the Authority. The main access tool should be the activity descriptors of the business classification scheme, that is the functions and activities in the Records Disposal Authority.

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