

Records Disposal
Authority

Department of Defence

Military personnel authorisation
Section 26 *Archives Act 1983*
Personal documents

Job no 2002/05014351

8 April 2003



NATIONAL
ARCHIVES
OF AUSTRALIA

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INTRODUCTION

Disposal authorisation

Under Section 26 of the *Archives Act 1983* a person must not engage in conduct that results in an addition or alteration to a Commonwealth record that has been in existence for more than 25 years unless the addition or alteration is 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.

Purpose of this authority

This document authorises the addition to, or alteration of, the records described in the records disposal classes contained in the annexed report.

Using this authority

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

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 of Australia.

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 BC ACT 2610

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

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

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RDA Job No 2002/05014351

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 ADDITION TO OR
ALTERATION OF RECORDS IN ACCORDANCE WITH SECTION
26(2)(b) OF THE ARCHIVES ACT 1983

Application:

Authorises arrangements concerning personal documents.

This authorisation applies only to records described in the authority in accordance with the disposal action specified in the authority.

Authorising officer
National Archives of Australia

Date of issue: 8 April 2003



Venetia Beale
Director
Government Recordkeeping

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.

Personal documents

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4470	Name-identified records that have been in existence for more than 25 years that contain personal documents such as birth certificates, marriage certificates, and academic and vocational qualifications. [Date range: 1903 -]	Remove personal documents and return to member prior to or on discharge, or to member's estate immediately following discharge on death, and annotate the file accordingly.