

Records
Disposal
Authority

**Official
Establishments Trust**

Job no 2002/05022298

4 November 2002



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

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
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.

RDA Job No 2002/05022298


AUTHORISATION

RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:	The Secretary Department of the Prime Minister & Cabinet 3-5 National Circuit BARTON ACT 2600
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Purpose:	AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983
Application:	Records described in the disposal classes

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: 4 November 2002
Kathryn Swan Acting Director Recordkeeping Implementation	Date of amendment:
	Expiry date:

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OFFICIAL ESTABLISHMENTS TRUST

The function associated with providing advice and making recommendations to government on the operation, conservation, and long-term development of the four official residences. Also includes consultation with the occupants of the residences; officials of the Office of the Official Secretary to the Governor-General; and the Department of the Prime Minister and Cabinet.

Advice

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

Entry	Description of Records	Disposal Action
4626	Records documenting advice provided by the Prime Minister and the Governor-General to the Trust on the management, operation, conservation needs and maintenance of the four official establishments. Includes advice provided in the form of briefing notes and minutes. (Date Range: 1979 -)	Retain as national archives
4627	Records documenting advice provided by the Trust to the Prime Minister and the Governor-General on the management, operation, conservation needs and maintenance of the four official establishments. Includes advice provided in the form of: <ul style="list-style-type: none">• briefing notes• minutes providing advice to the Prime Minister• minutes providing coordination comments. (Date Range: 1979 -)	Retain as national archives
4628	Records documenting advice provided to the Trust from external sources, including consultants, contractors etc, on matters with far reaching impact on the management, operation, conservation needs and maintenance of the four official establishments. (Date Range: 1979 -)	Retain as national archives
4629	Records documenting advice provided to the Trust from external sources, including consultants, contractors etc, on routine matters relating to the management, operation, conservation needs and maintenance of the four official establishments. (Date Range: 1979 -)	Destroy 20 years after action completed

OFFICIAL ESTABLISHMENTS TRUST

The function associated with providing advice and making recommendations to government on the operation, conservation, and long-term development of the four official residences. Also includes consultation with the occupants of the residences; officials of the Office of the Official Secretary to the Governor-General; and the Department of the Prime Minister and Cabinet.

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4630	Records documenting arrangements for Trust members undertaking a journey or trip for Trust work related reasons. (Date Range: 1979 -)	Destroy 4 years after action completed

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4631	Records of committees formed by the Trust, including the Trust House Committees. Includes final version of minutes; reports; agendas, recommendations; supporting documents (for example briefing and discussion papers); and documents establishing the committees. (Date Range: 1979 -)	Retain as national archives
4632	Working papers of committees formed by the Trust. Includes draft agenda; notices of meetings; and draft minutes. (Date Range: 1979 -)	Destroy 10 years after last action

Meetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4633	Final version of minutes and supporting documents tabled at meetings held in relation to the Trust management function. (Date Range: 1979 -)	Retain as national archives

OFFICIAL ESTABLISHMENTS TRUST

The function associated with providing advice and making recommendations to government on the operation, conservation, and long-term development of the four official residences. Also includes consultation with the occupants of the residences; officials of the Office of the Official Secretary to the Governor-General; and the Department of the Prime Minister and Cabinet.

Meetings – Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4634	Working papers documenting the conduct and administration of meetings held in relation to the Trust management function. Includes draft agenda, notices of meetings and draft minutes. (Date Range: 1979 -)	Destroy 5 years after action completed

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4635	Final versions of formal House Committee reports incorporated into Trust minutes. (Date Range: 1979 -)	Upon completion of Trust minutes destroy copies of House Committee reports
4636	Final versions of formal internal reports, external contractor reports and reports made to external agencies on the management, operation, conservation and maintenance of the official establishments. (Date Range: 1979 -)	Destroy 20 years after action completed
4637	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring Trust activities (Date Range: 1979 -)	Destroy 10 years after action completed
4638	Working papers used for the preparation of reports relating to the Trust management function. Includes drafts, notes and comments. (Date Range: 1979 -)	Destroy 5 years after action completed

OFFICIAL ESTABLISHMENTS TRUST

The function associated with providing advice and making recommendations to government on the operation, conservation, and long-term development of the four official residences. Also includes consultation with the occupants of the residences; officials of the Office of the Official Secretary to the Governor - General; and the Department of the Prime Minister and Cabinet.

Separations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4639	Records documenting the dismissal of a Trust member. (Date Range: 1979 -)	Retain as national archives
4640	Records documenting all other separations of Trust Members. (Date Range: 1979 -)	Destroy 75 years after action completed

Trust Allowances

The activities involved in arranging and managing money paid to Trust Members to cover expenses incurred in the course of carrying out official duties, including traveling allowances and sitting fees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4641	Records documenting the payment of allowances to members of the Trust. Includes payments of sitting fees and travelling allowances (Date Range: 1979 -)	Destroy 7 years after action completed

Trust Appointments

The activities associated with appointments and reappointments of qualified persons to membership of the Official Establishments Trust (known as the Trust).

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4642	Records documenting the appointment of members of the Trust (Date Range: 1979 -)	Destroy 20 years after action completed
