

Records
Disposal
Authority

Employment National
Limited

and its wholly owned subsidiary

Employment National
(Administration)
Pty Ltd

**Transfer of custody and
ownership of records**

Job no 2002/05140840

18 November 2002



NATIONAL
ARCHIVES
OF AUSTRALIA

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CONTENTS

<u>INTRODUCTION</u>	5
The Appraisal Process	5
Disposal Authorisation	5
Purpose of this Authority	5
Using this Authority	5
Amendment of this Authority	6
<u>CONTACT INFORMATION</u>	6
<u>AUTHORISATION</u>	7
<u>APPLICATION</u>	8
Access to records	8
<u>CLASSES</u>	9

INTRODUCTION

The appraisal process

The appraisal of Commonwealth records is based on the methodology for Designing and Implementing Recordkeeping Systems (DIRKS) outlined in the Australian Standard AS4390-1996, *Records Management, Part 1: General*, Clause 1.3, and expanded in the DIRKS Manual. It is an analytical process that involves identifying which records should be created, assessing the value of records for future use, identifying those records with enduring value and deciding how soon the remainder can be destroyed or otherwise disposed of.

The process can involve making decisions about the alteration of records, and where records have already been created, the transfer of ownership or custody of these records. It also involves authorising the action arising from the assessment and putting the action into effect by sentencing. The appraisal process provides a framework of accountability for recordkeeping.

Disposal authorisation

Section 24 of the *Archives Act 1983* provides that records are not to be disposed of without the consent of the Archives unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice of which the Archives does not disapprove. Advice on the provisions of the Archives Act can be obtained from any National Archives office.

Purpose of this authority

This authority authorises the transfer of custody or ownership, or other disposal, of Commonwealth records as required by the Archives Act.

Using this authority

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority.

This authority is to be used to determine the custody or ownership of Commonwealth records. This is done by a process known as 'sentencing'. 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.

Records remaining in Commonwealth custody should be sentenced in accordance with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other records common to most Commonwealth agencies and other specific Records Disposal Authorities issued to the agency. Records selected as national archives should be transferred into the custody of the National Archives. The Archives no longer accepts records which have not been sentenced in accordance with valid records disposal authorities. Commonwealth agencies may withdraw records for official reference purposes through the lending service.

Amendment of this authority

An amendment of this authority must be approved by the National Archives. Officers using the authority should advise the National Archives of any changes considered desirable.

CONTACT INFORMATION

1. For changes to this RDA contact the Canberra Office of the National Archives of Australia:

Queen Victoria Terrace

Tel: (02) 6212 3610

Parkes ACT 2600

PO Box 7425

Email: recordkeeping@naa.gov.au

Canberra Mail Centre

ACT 2610

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 web-site address above.

RDA Job No 2002/05140840

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Chief Executive Officer
Employment National Limited and
Employment National (Administration) Pty Ltd
Level 7, Overseas Bank Building
32 Martin Place
SYDNEY NSW 2000

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 in this authority.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer, National Archives of Australia



Venetia Beale
Director, Recordkeeping Implementation

Date of Issue 18 November 2002

Date of Amendment

Expiry Date

APPLICATION

This disposal authority has been developed to address the records custody and ownership issues arising from the sale of business lines owned by Employment National Limited and/or its wholly owned subsidiary Employment National (Administration) Pty Ltd. The scope of this RDA does not include anything other than what is required to meet the immediate needs of the new owner.

Employment National Limited is an incorporated body under corporate law and has been given responsibility for selling various lines of business. The company itself is not being sold and the remainder of the organisation will be wound up on 30 June 2003. The administrative and corporate records will be retained by the portfolio department.

The custody of records required by the new owner(s) to meet its contractual obligations with Commonwealth agencies will be transferred to the new owner in accordance with General Disposal Authority (GDA) 25. GDA 25 authorises the transfer of custody of Commonwealth records required by a contractor to perform its contractual obligations.

Access to records

Employment National is to ensure that it or its successors have access to the records described in classes numbered 4672, 4673 and 4674 until 30 June 2006.

EMPLOYMENT AND RECRUITMENT SERVICES

Provision of Employment and Recruitment Services

Entry	Description of Records	Disposal Action
4670	Records documenting contracts with external parties (client records) relating to the job matching and new apprenticeship support services programs, including: <ul style="list-style-type: none"> • records of employers 	Transfer custody and ownership to new owner or new owners.
4671	Records documenting contracts with external parties (client records) relating to OzJobs, including: <ul style="list-style-type: none"> • records of OzJobs contracts • records of clients 	Transfer custody and ownership to new owner or new owners.
4672	Records documenting details of applicants (candidate records) relating to OzJobs, including: <ul style="list-style-type: none"> • records of temporary staff hired through OzJobs • short form registration forms • records of active candidates that have registered specifically for OzJobs temporary or permanent purposes • copies of testing results for active candidates • medical records • privacy statements 	Transfer custody and ownership to new owner or new owners.
4673	Records documenting financial information relating to the job matching, new apprenticeship support services, intensive assistance and harvest labour service programs, including: <ul style="list-style-type: none"> • copies of revenue records • copies of expense records 	Transfer custody and ownership to new owner or new owners.
4674	Records documenting financial information relating to OzJobs, including: <ul style="list-style-type: none"> • copies of revenue records • copies of expense records • records relating to management of debt recovery 	Transfer custody and ownership to new owner or new owners.
4675	Records documenting expenditure contracts relating to the job matching, new apprenticeship support services, intensive assistance and harvest labour service programs, including: <ul style="list-style-type: none"> • lease agreements • car parking agreements • cleaning contracts • site maintenance contracts • logs of emergency lighting and exit signs • copies of floor plans 	Transfer custody and ownership to new owner or new owners.

EMPLOYMENT AND RECRUITMENT SERVICES

Provision of Employment and Recruitment Services – Continued

Entry	Description of Records	Disposal Action
4676	Records documenting expenditure relationships relating to OzJobs, including: <ul style="list-style-type: none"> • lease agreements • car parking agreements • cleaning contracts • site maintenance contracts • logs of emergency lighting and exit signs • copy of floor plans • agreements with testing providers and companies 	Transfer custody and ownership to new owner or new owners.
4677	Records documenting business licences relating to the job matching, new apprenticeship support services, intensive assistance and harvest labour service programs, including copies of cancellation or amendments to employment agents licence.	Transfer custody and ownership to new owner or new owners.
4678	Records documenting business licences relating to OzJobs including copies of licences.	Transfer custody and ownership to new owner or new owners.
4679	Records documenting trademarks and registered names relating to the job matching, new apprenticeship support services, and harvest labour service programs, and OzJobs, including: <ul style="list-style-type: none"> • Quick Match • Traineeship & Apprenticeship Solutions • Go Harvest • Seasonal Solutions • OzJobs logo • Templine. • Value Solutions • Advantage Solutions • Casual Solutions • Team Solutions • Partnership Solutions • Network Solutions 	Transfer custody and ownership to new owner or new owners.
4680	Copies of learning resource manuals relating to the job matching, new apprenticeship support services, intensive assistance and harvest labour service programs.	Transfer custody and ownership to new owner or new owners.
4681	Lists of testing products utilised and linked to client servicing relating to OzJobs.	Transfer custody and ownership to new owner or new owners.
4682	Workers' compensation records of current claims of OzJobs candidates.	Transfer custody and ownership to new owner or new owners.