

Records
Disposal
Authority

Export Finance and
Insurance
Corporation

**Transfer of custody and
ownership of records**

Job no 2002/05205887

29 September 2003

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INTRODUCTION

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 2002/05205887

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Managing Director
Export Finance and Insurance
Corporation
22 Pitt Street
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 that relate to the Business to be carried on by NCM following the transfer of the Business to NCM by EFIC on or about 1 October 2003 ('Divestment Date') in accordance with the sale and purchase agreement between the Commonwealth of Australia, EFIC and NCM Holding NV ('Parties') dated 26 October 2001 and the novation deed between the Parties and NCM dated 31 January 2002 ('Agreement').

Where:

EFIC means the Export Finance and Insurance Corporation;
Business means the short term export credit insurance business carried on by EFIC at the date of this authority; and
NCM means Nederlandsche Credietverzekering Maatschappij NV ARBN 099 372 595, a company incorporated in The Netherlands.

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 29 September 2003

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 EFIC's short-term export credit insurance operations to NCM.

The records to be transferred by EFIC to NCM have been evaluated by EFIC to ensure that NAA approves of their transfer from the Commonwealth.

The custody of records required by NCM to meet its contractual obligations with EFIC or the Commonwealth, including without limitation its obligations under the claims management agreement to be entered into between EFIC and NCM on or about the Divestment Date, will be transferred to NCM 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

EFIC is to ensure that it, or its successors, has access to the records described in classes numbered 4813, 4814, 4815, 4816, 4817, 4818, 4819, 4820, 4821, 4822, 4823, 4824, 4825, 4826, 4827, 4828, 4829, 4830, 6368, 6369 and 6370 for a period of six years after the Divestment Date.

EXPORT INSURANCE OPERATIONS

Short Term Export Credit Insurance Business

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4813	<p>Buyer database Records documenting transactions (including information pertaining to actual insurance policies, credit limits, claims and premium), diary notes or correspondence with EFIC's clients, risk counterparties (i.e. buyer and banks) and allies. Includes statistical data (i.e. business name and addresses) and relevant contact details. (Date Range: 1956 - 2003)</p>	Transfer custody and ownership to new owner.
4814	<p>Buyer model risk criteria Records documenting risk management criteria for managing credit risk on an automated computer platform. Includes research results and management's sign-off of the model applications. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to new owner.
4815	<p>Customer lists Lists of EFIC's current, past and prospective client names used for routine or special mail-outs. (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to new owner.
4816	<p>Client information Records documenting information about a client's export business. Includes details of commercial and in-confidence negotiations of insurance facilities that have been or are proposed to be extended by EFIC. (Date Range: 1956 - 2003)</p>	Transfer custody and ownership to new owner.
4817	<p>Standard policy documents Policy document forms for public use. (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to new owner.
4818	<p>Short term underwriting attitudes captured in systems and circulars Monthly country underwriting guidelines applied against EFIC's Export Credit Insurance business. (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to new owner.
4819	<p>Credit underwriting templates Underwriting guidelines/templates for Export Credit Insurance underwriters to evaluate the credit risk of risk counterparties (i.e. buyers or banks). (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to new owner.
4820	<p><i>Credit Manual (copy)</i> Document outlining EFIC's corporate wide risk management approach in relation to Export Finance and Export Credit Insurance business units. (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to new owner.
4821	<p><i>Manual – short term credit insurance underwriting (master)</i> (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to new owner.

EXPORT INSURANCE OPERATIONS

Short Term Export Credit Insurance Business

Entry	Description of Records	Disposal Action
4822	<i>Manual – short term credit insurance claims (master)</i> Document outlining EFIC's claims and recoveries approach. Includes guidelines on how to process a payment delay notification and on appropriate loss minimisation action. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4823	Guidelines Guidelines applied to EFIC's Export Credit Insurance business. (Date Range: 1990 - 2003)	Transfer custody and ownership to new owner.
4824	Forms and procedures Templates and blank forms for internal processing of transactions, including the policy underwriting worksheet. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4825	Country risk analysis (copies) Documents produced by EFIC's Economics Department for application by Export Finance and Export Credit Insurance. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4826	Short term country risk gradings Public records documenting EFIC's assessment of individual countries' risk grade. (The measurement is based upon the political/economic standing of that country). (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4827	<i>Weekly Watch</i> Publication produced by EFIC's Economic Department for internal application. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4828	<i>Market Watch</i> Publication produced by EFIC's Economic Department for external application including subscription lists (comprising lists of customers, prospective customers and industry allies) to the extent that they are referable to the Short Term Business. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
4829	Industry review reports (copy) Copy of reports documenting the performance review of EFIC's export credit insurance high risk or heavy concentrated exposures such as wool or steel. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.

EXPORT INSURANCE OPERATIONS

Short Term Export Credit Insurance Business

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4830	Field trip reports Reports documenting discussions, findings and agreed action plans resulting from visits to buyers in overseas countries. (Such findings form part of the material used in the production of an industry review report). (Date Range: 1975 - 2003)	Transfer custody and ownership to new owner.
6368	'Export Edge' Publication production records. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
6369	'EFICAssist News' Publication production records. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
6370	Marketing Material Records created for marketing the Short Term Business, including brochures, advertising, editorials, and directory listings (layout and content), customer and prospective customer presentations, product research including briefs, contact lists and presentations, and prospective customer research and presentations. (Date Range: 1995 - 2003)	Transfer custody and ownership to new owner.
