

Records  
Disposal  
Authority

Rural Industries  
Research and  
Development  
Corporation

**Transfer of custody and  
ownership of records  
relating to the Egg Industry  
Sub-Program**

**Job no 2003/00050892**

**3 February 2003**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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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.

### Conditions attached to the disposal authority

In some circumstances, it may be necessary for the relevant Commonwealth agency to enter into contractual arrangements with the body taking custody or ownership of the records to ensure that the ongoing needs of the Commonwealth are protected. The contract may include clauses to:

- recover records at the completion of the contract, or at any other reasonable time
- ensure that the records are appropriately managed and maintained
- protect the security of the records
- ensure compliance with the provisions of the Privacy Act 1988 as if the custodian was the 'Record Keeper' in accordance with that Act
- prevent unauthorised disclosure of information, in accordance with the provisions of the Crimes Act 1914 and any legislation relevant to your agency
- provide for reasonable access to the records by the Commonwealth and its authorised agents
- limit the use of the records to legitimate purposes under the terms of the contract

You should seek specific legal advice on these matters.

**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  
Parkes ACT 2600  
PO Box 7425  
Canberra Mail Centre  
ACT 2610

Tel: (02) 6212 3610

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 web-site address above.

RDA Job No 2003/00050892

**AUTHORISATION**  
RECORDS DISPOSAL AUTHORITY**Person to whom notice of  
authorisation is given:**The Managing Director  
Rural Industries Research and  
Development Corporation  
Level 1, AMA House  
42 Macquarie Street  
BARTON ACT 2600**Purpose:**AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF  
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF  
*THE ARCHIVES ACT 1983***Application:**Records of the Rural Industries Research and Development  
Corporation 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  
AustraliaVenetia Beale  
Director, Recordkeeping Implementation

Date of Issue 3 February 2003

Date of Amendment

Expiry Date

## **APPLICATION**

This disposal authority has been developed to address the records custody and ownership issues arising from the transfer of the Rural Industries Research and Development Corporation (RIRDC) egg industry research and development operations to the Australian Egg Corporation Limited (AECL). The scope of this RDA will not include anything other than what is required to meet the immediate needs of the AECL to undertake the egg industry research and development function.

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.



## EGG INDUSTRY RESEARCH AND DEVELOPMENT

### *Operational activities*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5142	<p>Project Files Records documenting the funding of research and development projects relating to various aspects of the egg industry, such as egg quality, egg production techniques, nutritional value and marketing strategies. Projects may also relate to reviews of industry activities. Includes application and approval documentation, contractual documentation, milestone reports, financial payments and acquittals documentation, final reports and communications/commercialisation of intellectual property documentation. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.
5143	<p>Conferences/Workshops/Seminars Records pertaining to conferences, workshops, seminars, conventions etc of value to the egg research and development activities. Includes sending attendees, sending representatives as expert speakers, providing financial support to organisers and educational facilities and other related matters. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.
5144	<p>Travel Arrangements/Applications Records of travel applications and arrangements for matters related to egg industry research. Includes visits to overseas facilities. Excludes travel arrangements connected with conferences, workshops, seminars etc. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.
5145	<p>Scholarships/Research Grants Scholarships, fellowships and other research grants made to individuals to undertake research into matters of relevance to the egg industry. Includes study awards. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.
5146	<p>Publications and Information Dissemination Records relating to the creation of publications and educational materials for the distribution of research results and related egg industry information to stakeholders and target audience groups. Includes provision of support for industry journals, records relating to publication of project research results and other educational programs. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.
5147	<p>Annual Report Files Records documenting the creation of the Egg Research and Development Council's annual reports. Includes working papers relating to the reporting of egg industry research and development activities. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to AECL.

## EGG INDUSTRY RESEARCH AND DEVELOPMENT

### *Operational activities*

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5148	Administration Records Records documenting administrative matters relating to the operation of the egg program. Includes operational plans, files relating to the development fund and Commonwealth contributions scheme, project spreadsheets, reviews and other records supporting the egg industry research and development program. Excludes those records relating to the Egg Research and Development Council/Committee and financial records required for the ongoing operation of the collection of the egg research and development levy. (Date Range: 1990 - 2003)	Transfer custody and ownership to AECL.
5149	Project Management Database Information Information contained within the RIRDC project management database relating to egg industry research and development projects. (Date Range: 1990 - 2003)	Transfer custody and ownership to AECL.

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