

Records
Disposal
Authority

Joint Coal Board

**Transfer of custody and
ownership of records**

Job no 2003/00113544

10 March 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.

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

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 2003/00113544

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Industry, Tourism and
Resources
GPO Box 9839
Canberra ACT 2601

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

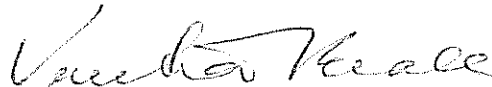
Application:

Records of the Joint Coal Board.

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: 10 March 2003



Venetia Beale
Director, Recordkeeping Implementation

Date of Amendment

Expiry Date

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Joint Coal Board

Administration and Operations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5203	Records relating to the administration and operations of the Board. (Date Range: 1946 – 2001)	Transfer to the New South Wales Government
