

Records Disposal
Authority

Human Rights and
Equal Opportunity
Commission

Job no 2003/00211156

16 May 2003



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 as 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 2003/00211156

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Professor Alice Tay, President
Human Rights and Equal Opportunity Commission
GPO Box 5218
Sydney NSW 1042

Purpose:

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

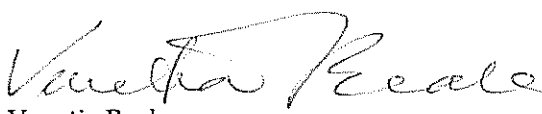
Application:

All functional records relating to the functions of COMPLAINTS
HANDLING and HUMAN RIGHTS COMPLIANCE

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:
16 May 2003


Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:

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COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Amicus Curiae

The activities associated with the advocacy of the agency's perspective in a federal court or hearing related to a complaint involving human rights. The agency is not directly involved in the hearing as a party, but volunteers, or is requested, to give advice to the Court.

Entry	Description of Records	Disposal Action
5219	Records documenting amicus curiae matters where legal precedents are set or which result in changes to legislation. Includes: <ul style="list-style-type: none">• request for amicus• correspondence with court• submissions and briefs• internal working documents (Date Range: 2000 –)	Retain as national archives
5220	Records documenting amicus curiae matters where legal precedent is not set or which do not result in changes to legislation. Includes: <ul style="list-style-type: none">• request for amicus• correspondence with court• submissions and briefs• internal working documents (Date Range: 2000 –)	Destroy 10 years after action completed

Assessment

The activities associated with the assessment of written grievances and determining whether or not they constitute complaints for the purpose of human rights and equal opportunity legislation.

Entry	Description of Records	Disposal Action
5221	Records documenting assessment of correspondence which constitutes a complaint. Includes correspondence, assessment and acknowledgment. (Date Range: 1972 –)	Destroy 3 years after complaint finalised
5222	Records documenting assessment of written inquiries and lodgments which do not constitute a complaint. Includes correspondence, assessment and acknowledgement. (Date Range: 1972 –)	Destroy 2 years after information provided

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Conciliation

The activities associated with conciliating complaints of discrimination, outside the Court process.

Entry	Description of Records	Disposal Action
5223	Records documenting complaints that have been settled through conciliation which generate significant public interest and/or achieve a high public profile. Includes statement of issues, correspondence and minutes of conciliation conferences. (Date Range: 1972 –)	Retain as national archives
5224	Records documenting complaints that have been settled through conciliation which do not generate significant public interest or achieve a high public profile. Includes statement of issues, correspondence and minutes of conciliation conferences. (Date Range: 1972 –)	Destroy 3 years after action completed

Contracting Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
5225	Records documenting contract management relating to the complaints handling function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports (Date Range: 1986 –)	Destroy 7 years after completion or other termination of contract

Information Services

The activities concerned with providing information about the legislation administered by the agency and the complaint lodgment process.

Entry	Description of Records	Disposal Action
5226	Records documenting requests for information that becomes part of a complaint. (Date Range: 1972 –)	Destroy 3 years after complaint finalised
5227	Records documenting requests for information that does not become part of a complaint. (Date Range: 1972 –)	Destroy 2 years after action completed

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Investigation

The activities associated with inquiring into allegations of discrimination or breaches of human rights.

For drafting and tabling of reports developed to meet legislative reporting requirements, use COMPLAINTS HANDLING – Reporting.

Entry	Description of Records	Disposal Action
5228	Records documenting investigations carried out to support legislative reporting requirements where precedents are set or which generate significant public interest and/or achieve a high public profile. Includes correspondence, decisions, witness statements and notices to furnish information. (Date Range: 1972 –)	Retain as national archives
5229	Records documenting investigations carried out to support legislative reporting requirements where precedents are not set and which do not generate significant public interest or achieve a high public profile. Includes correspondence, decisions, witness statements and notices to furnish information. (Date Range: 1972 –)	Destroy 3 years after action completed
5230 Proposed	Records documenting investigations other than those carried out to support legislative reporting requirements. (Date Range: 1972 –)	Destroy 3 years after complaint finalised

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General's Department and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

For recovery of costs, use FINANCIAL MANAGEMENT – Accounting.

Entry	Description of Records	Disposal Action
5231	Records documenting matters where legal precedent is set or which result in changes to legislation. Includes: <ul style="list-style-type: none">• correspondence with court• submissions and briefs• outcome memo• internal working documents (Date Range: 1972 –)	Retain as national archives
5232	Records documenting matters where legal precedent is not set or which do not result in changes to legislation. Includes: <ul style="list-style-type: none">• correspondence with court• submissions and briefs• outcome memo• internal working documents (Date Range: 1972 –)	Destroy 10 years after action completed

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5233	Records documenting the development and establishment of the agency's complaint handling and legal policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date Range: 1972 –)	Retain as national archives
5234	Records documenting the evaluation of agency policies supporting the complaints handling function. (Date Range: 1972 –)	Destroy 5 years after evaluation has been completed
5235	Working papers documenting the development of policies supporting the complaints handling function. (Date Range: 1972 –)	Destroy 2 years after promulgation of policy
5236	Duplicate copies of policy documents and supporting papers. (Date Range: 1972 –)	Destroy when reference ceases

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Procedures

Standard methods of operating laid down by the organisation according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5237	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the complaints handling function. (Date Range: 1972 –)	Destroy 10 years after production of procedures
5238	Records documenting the development of agency procedures supporting the complaints handling function. (Date Range: 1972 –)	Destroy 1 year after production of procedures
5239	Records documenting the evaluation of agency procedures supporting the complaints handling function. (Date Range: 1972 –)	Destroy 5 years after evaluation has been completed
5240	Duplicate copies of manuals, handbooks, directives etc (Date Range: 1972 –)	Destroy 1 year after procedures have been superseded

Public Hearings

The activities associated with conducting public hearings into complaints of unlawful discrimination.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5241	Records documenting hearings where legal precedent is set, which result in changes to legislation, or which generate significant public interest and/or achieve a high public profile. Includes complaints, correspondence and decisions. (Date Range: 1972 –)	Retain as national archives
5242	Records documenting hearings where legal precedent is not set, which do not result in changes to legislation, and which do not generate significant public interest or achieve a high public profile. Includes complaints, correspondence and decisions. (Date Range: 1972 –)	Destroy 3 years after action completed
5243	Records documenting hearings that are referred to a federal court for decision. (Date Range: 1972 –)	Destroy 3 years after action completed

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

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.

For investigations carried out to support legislative reporting requirements, use COMPLAINTS HANDLING – Investigations.

Entry	Description of Records	Disposal Action
5244	Final version of formal internal reports and reports made to external agencies relating to the complaints handling function. (Date Range: 1972 –)	Destroy 5 years after action completed
5245	Final version of periodic internal reports on general administrative matters used to monitor and document the complaints handling function. (Date Range: 1972 –)	Destroy 3 years after action completed
5246	Records documenting the legislative reporting process. (Date Range: 1972 –)	Destroy 3 years after report tabled in Parliament
5247	Working papers documenting the development of all reports. Includes drafts and comments received. (Date Range: 1972 –)	Destroy 1 year after action completed

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
5248	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements• requests for proposals• expression of interest• request for tender• draft contract (Date Range: 1986 –)	Destroy 7 years after tender process completed
5249	Evaluation of tenders received against selection criteria. Includes records documenting the arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5250	Records documenting post-offer negotiations and due diligence checks. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5251	Records of unsuccessful tenders or a tender process where there is no successful bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5252	Tender register. (Date Range: 1986 –)	Destroy 7 years after last entry
5253	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1986 –)	Destroy 7 years after completion or other termination of contract
5254	Contract register. (Date Range: 1986 –)	Destroy 7 years after last entry

COMPLAINTS HANDLING

The function of inquiring into and, where possible, conciliating complaints of alleged discrimination and breaches of human rights. Includes amicus curiae, investigation and reporting to the Federal Parliament.

Termination

The activities associated with the termination of a complaint of unlawful discrimination.

Entry	Description of Records	Disposal Action
5255	Records documenting complaints that have been terminated or declined. Includes file review recommendation and correspondence. (Date Range: 1972 –)	Destroy 3 years after action completed
5256	Records documenting complaints that have been withdrawn. (Date Range: 1972 –)	Destroy 3 years after action completed

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Action Plan Management

The activities associated with the receipt and evaluation of voluntary action plans prepared by organisations, outlining how they will conform to legislation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5257	Records documenting the receipt, evaluation and monitoring of voluntary action plans prepared by non-government organisations outlining how they will conform with human rights legislation. (Date Range: 1992 –)	Destroy 5 years after action completed

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5258	Final version of guidelines that enable non-government organisations to conform to relevant human rights legislation. (Date Range: 1972 –)	Retain as national archives
5259	Records documenting the preparation of guidelines that enable non-government organisations to conform to relevant human rights legislation. Includes analysis of submissions, research and comments and draft guidelines. (Date Range: 1972 –)	Destroy 10 years after action completed or guidelines have been superseded
5260	Working papers documenting the development of guidelines. (Date Range: 1972 –)	Destroy 3 years after action completed or guidelines have been superseded

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Contracting Out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5261	Records documenting contract management relating to the human rights compliance function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders• performance and evaluation reports (Date Range: 1986 –)	Destroy 7 years after completion or other termination of contract

Intervention

The activities associated with interventions in legal proceedings to encourage compliance with human rights legislation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5262	Records documenting matters where legal precedent is set or which result in changes to legislation. (Date Range: 1972 –)	Retain as national archives
5263	Records documenting matters where legal precedent is not set or which do not result in changes to legislation. (Date Range: 1972 –)	Destroy 5 years after action completed

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5264	Records documenting the development and establishment of policies supporting the human rights compliance function. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents (Date Range: 1972 –)	Retain as national archives

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Policy – Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5265	Records documenting the evaluation of agency policies supporting the human rights compliance function. (Date Range: 1972 –)	Destroy 5 years after evaluation has been completed
5266	Working papers documenting the development of policies supporting the human rights compliance function. (Date Range: 1972 –)	Destroy 2 years after promulgation of policy
5267	Duplicate copies of policy documents and supporting papers. (Date Range: 1972 –)	Destroy when reference ceases

Procedures

Standard methods of operating laid down by the organisation according to formulated policy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5268	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the human rights compliance function. (Date Range: 1972 –)	Destroy when procedures are superseded
5269	Records documenting the development of agency procedures supporting the human rights compliance function. (Date Range: 1972 –)	Destroy 1 year after production of procedures
5270	Duplicate copies of manuals, handbooks, directives etc (Date Range: 1972 –)	Destroy 1 year after procedures have been superseded

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Public Inquiries

The activities associated with the formulation and conduct of public inquiries to examine Acts of Parliament, or any international instrument that Australia is considering adhering to, to determine whether or not they comply with provisions of the Declaration of Human Rights, or any other relevant international instrument. Also includes inquiries into compliance with human rights principles in Australian society.

Entry	Description of Records	Disposal Action
5271	Records documenting public inquiries that generate significant public interest and/or achieve a high public profile such as those that affect or inform the development of government policy on human rights issues. Includes: <ul style="list-style-type: none">• terms of reference• submissions• transcripts of evidence• exposure drafts• final report (Date Range: 1972 –)	Retain as national archives
5272	Records documenting public enquiries that do not generate significant public interest and/or do not achieve a high public profile. Includes: <ul style="list-style-type: none">• terms of reference• submissions• transcripts of evidence• exposure drafts• final report (Date Range: 1972 –)	Destroy 10 years after last action
5273	Records documenting the administration of public inquiries. includes invitations, venue bookings, catering arrangements etc. (Date Range: 1972 –)	Destroy 5 years after Inquiry completed
5274	Records documenting evaluation of the inquiry process. (Date Range: 1972 –)	Destroy 5 years after action completed

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

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.

Entry	Description of Records	Disposal Action
5275	Records documenting the preparation and tabling of reports to Parliament. Includes drafts, comments on drafts, correspondence, final report and records of tabling. (Date Range: 1972 –)	Destroy 5 years after report has been tabled

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
5276	Records documenting detailed research carried out to support the human rights compliance function. Includes evaluation of international best practice and analysis of the findings of relevant public inquiries. (Date Range: 1972 –)	Destroy 3 years after action completed
5277	Records documenting routine research carried out to support the human rights compliance function. Includes address and contact lists and outcomes of literature searches. (Date Range: 1972 –)	Destroy when reference ceases

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For Cabinet submissions and related Cabinet documents, use GOVERNMENT RELATIONS – Submissions.

For submissions in the form of ministerials, use GOVERNMENT RELATIONS – Submissions.

Entry	Description of Records	Disposal Action
5278	Records documenting submissions made to the Minister and others on matters relating to the human rights compliance function where the issues are controversial or have far-reaching legal, social, economic and/or international implications. Includes working papers. (Date Range: 1972 –)	Retain as national archives
5279	Records documenting submissions made to the Minister and others on matters relating to the human rights compliance function that are of lesser importance with no far-reaching legal, social, economic and/or international implications. (Date Range: 1972 –)	Destroy 10 years after submission lodged
5280	Working papers documenting the development of agency submissions concerning matters of lesser importance. Includes: <ul style="list-style-type: none">• preparation papers• draft submissions. (Date Range: 1972 –)	Destroy when reference ceases

Temporary Exemptions

The activities associated with the authorisation of temporary exemptions for organisations from provisions of legislation administered by the agency.

Entry	Description of Records	Disposal Action
5281	Records documenting applications for temporary exemption. Includes application, notice of inquiry, submissions and decisions. Includes applications for temporary exemptions not granted. (Date Range: 1972 –)	Destroy 7 years after last action
5282	Register of temporary exemptions. (Date Range: 1972 –)	Destroy 7 years after last entry

HUMAN RIGHTS COMPLIANCE

The function of monitoring and inquiring into compliance with human rights and equal opportunity legislation administered by the agency. Includes intervention into legal proceedings, public inquiries, developing guidelines, examining acts of Parliament in order to determine whether they comply with provisions of the Universal Declaration of Human Rights, and examining any relevant international instruments that Australia is considering adopting, to identify any inconsistencies with existing human rights treaties.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
5283	Records documenting the development and issue of tender documentation. Includes <ul style="list-style-type: none">• statement of requirements• requests for proposals• expression of interest• request for tender• draft contract (Date Range: 1986 –)	Destroy 7 years after tender process completed
5284	Evaluation of tenders received against selection criteria. Includes records documenting the arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5285	Records documenting post-offer negotiations and due diligence checks. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5286	Records of unsuccessful tenders or a tender process where there is no successful bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5287	Tender register. (Date Range: 1986 –)	Destroy 7 years after last entry
5288	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1986 –)	Destroy 7 years after completion or other termination of contract
5289	Contract register. (Date Range: 1986 –)	Destroy 7 years after last entry
