

**Records
Disposal
Authority**

**Dairy Research and
Development
Corporation**

**Transfer of custody and
ownership of records**

Job no 2003/00218938

18 June 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.

This authority authorises the transfer of custody and ownership of records out of the Commonwealth that are covered by the specified classes and date ranges of those classes. All other records of the agency that fall outside the scope of these classes and date ranges remain Commonwealth records.

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 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 2003/00218938

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

The Secretary
Agriculture, Fisheries and Forestry – Australia
Edmund Barton Building
Broughton Street
BARTON 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 Dairy 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 Australia

Date of issue:
18 June 2003


Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:

APPLICATION

This records disposal authority has been developed to address the records custody and ownership issues arising from the privatisation of the Dairy Research and Development Corporation (DRDC), which as of 30 June 2003 will amalgamate with the Australian Dairy Corporation (ADC) to form a single privatised entity, Dairy Australia. This disposal authority will only authorise the transfer out of the Commonwealth of those records required to meet the ongoing operational needs of the new entity.

This authority does not authorise the transfer to Dairy Australia of any records classified as “retain national archives” in the National Archive’s Administrative Functions Disposal Authority (AFDA). All such records will be transferred to the National Archives prior to privatisation, or where that is not possible the records will be forwarded to the portfolio agency, the Department of Agriculture, Fisheries and Forestry of Australia (AFFA), to await transfer to the National Archives.

This authority does not authorise the transfer of records documenting the process of privatisation of the agency and associated issues. These records are potential national archives and must be transferred to AFFA.

Those records not transferred to Dairy Australia will be held by the portfolio agency until such time as they can be disposed of in accordance with an approved records disposal authority.

ADMINISTRATION

Operational activities

Accommodation

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5734	<p>Records relating to the leasing, fit-out, refurbishment and security of DRDC controlled accommodation.</p> <p>Excludes records documenting major security breaches or incidents (eg. which result in the laying of charges, or where sabotage is detected). (Date range: 1997 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Committees and Meetings

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5735	<p>Records pertaining to committees and meetings, both internal and external, managed and instigated by DRDC, relating to basic DRDC functions through to core industry functions. Includes documents covering the establishment of committees, minutes, reports, recommendations and other supporting documentation.</p> <p>Excludes records relating to internal high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning, and external committees for which the DRDC acts as secretariat. (Date Range: 1998 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Contracts and Agreements

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5736	<p>Records documenting negotiations, establishment, maintenance, and review of contracts and agreements for projects, goods and services that relate to DRDC administration issues. Includes both simple contracts and contracts under seal.</p> <p>Excludes final versions of significant agreements with government bodies over administration issues and records relating to the negotiation, establishment, maintenance and review of such agreements. (Date Range: 1996 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Copies of Board Papers

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5737	<p>Copies of records dealing with the management and operation of the DRDC board. Includes appointment records, meeting minutes, reports, authorisations and agenda's. These records also cover the operation of the Interim Advisory Board and the Board Audit Committee, Remuneration Committee, and Communication Committee.</p> <p>Original board records will be transferred to the portfolio agency. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Copies of Privatisation Records

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5738	<p>Copies of records relating to the process of amalgamating the DRDC and ADC to become Dairy Australia, and the subsequent privatisation of the agency. Includes records relating to the transfer of assets to AFFA and Dairy Australia.</p> <p>Original records to be transferred to AFFA immediately after privatisation. (Date Range: 2000-2003)</p>	Transfer custody and ownership to Dairy Australia

Copy of Recordkeeping System

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5739	<p>Copy of information contained within the DRDC recordkeeping system – the main control record for the records of the DRDC.</p> <p>Original to be transferred to the National Archives prior to privatisation. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Financial Management

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5740	Records pertaining to the finance and accounting operations of DRDC, including budgets, estimates, accounts payable, audit, capital expenditure, asset management, financial statements and reports, banking activities, insurance, treasury and taxation issues. Includes records relating to the management of the Dairy Research Levy fund and Commonwealth contributions scheme. (Date Range: 1999 - 2003)	Transfer custody and ownership to Dairy Australia

Fleet Management

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5741	Records documenting the administration and management of leased vehicles. Includes insurance policies and renewal notices, lease agreements, fuel billing reports, documentation relating to short term rental vehicles etc. (Date Range: 1998 - 2003)	Transfer custody and ownership to Dairy Australia

Human Resources

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5742	Records that support the management of all employees within DRDC under the relevant awards and agreements that exist. Includes executed deeds indemnifying staff from liability and records relating to staff development activities such as training. Excludes personnel history records, policy documents, establishment records and records connected with the development and implementation of Occupational, Health and Safety issues and workers compensation claims. (Date Range: 1995 - 2003)	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Information Management

Entry	Description of Records	Disposal Action
5743	<p>Records relating to the management, organisation, maintenance and disposal of the DRDC's library and records management services. Includes catalogues and databases supporting the library, recordkeeping thesaurus, records documenting the creation and design of control systems, and documentation relating to privacy issues and access restrictions.</p> <p>Excludes the DRDC's recordkeeping system database and associated control records. (Date Range: 1999 - 2003)</p> <p><i>[For records documenting the transfer of ownership of records resulting from the privatisation of the agency, use ADMINISTRATION – Copies of Privatisation Records.]</i></p>	Transfer custody and ownership to Dairy Australia

Information Systems and Telecommunications

Entry	Description of Records	Disposal Action
5744	<p>Records documenting the evaluation, selection, acquisition, implementation, management and maintenance of communication systems, information systems and related goods and services, and records documenting the development and modification of specialised systems and applications to meet specific business needs. Includes records relating to PC support services, outsourcing of information technology, allocation of equipment, configuration of software, associated audit reports and product testing, security arrangements, system logs, advice provided by consultants, and records documenting the migration of records between electronic systems. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Legal Services

Entry	Description of Records	Disposal Action
5745	<p>Records relating to the provision of legal services to the DRDC. Includes documentation of legal advice provided to the agency, legal agreements and records relating to the handling of legal actions and disputes. (Date Range: 1999 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Office Services

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5746	Records pertaining to general office service functions, such as purchasing, stationery requirements, equipment maintenance, etc. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

Policies and Procedures

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5747	Records dealing with the development and implementation of policy and procedures, which govern the functioning of DRDC. Excludes: <ul style="list-style-type: none"> • policies and procedures relating to Occupational, Health and Safety, Compensation and Human Resource areas, • master copies of agency recordkeeping and information management procedures, and • records documenting the development of the agencies strategic management policies and industrial relations policies. (Date Range: 2000 – 2003)	Transfer custody and ownership to Dairy Australia

Reporting

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5748	Records documenting reports made to external agencies and periodic internal reports used to monitor and document recurring activities. Includes documentation relating to the preparation of annual reports, annual operating plans, annual portfolio budget statements, Freedom of Information returns and other formal reporting obligations. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Strategic Plans and Reviews

Entry	Description of Records	Disposal Action
5749	<p>Records documenting the development and establishment of plans formulated to support the management of specific strategic management activities. Includes corporate and department business plans.</p> <p>Excludes final versions of agency-wide strategic or corporate plans (including agency wide charts produced after a major restructure) and reviews. Also excludes plans and reviews relating specifically to Occupational Health and Safety, Compensation and Human Resource Management. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Tendering

Entry	Description of Records	Disposal Action
5750	<p>Records involved in the development, issuing and receipt and evaluation of tenders issued for goods and services. (Date Range: 1996 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Travel

Entry	Description of Records	Disposal Action
5751	<p>Records relating to travel of DRDC staff both domestically and internationally. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

PROMOTION

Operational activities

Image Collection

Entry	Description of Records	Disposal Action
5752	A collection of images comprising of photos provided by researchers to the DRDC for a specific use, usually in connection with a publication, and photos commissioned by the DRDC for promotional use. Includes control records for the image collection. (Date Range: 1995 - 2003)	Transfer custody and ownership to Dairy Australia

Industry Events

Entry	Description of Records	Disposal Action
5753	Records relating to the organisation, promotion and management of industry events arranged or sponsored by DRDC. Includes industry Annual General Meeting, sponsorship of Field Days etc. Excludes records relating to final versions of addresses/presentations made by senior DRDC staff at major industry events. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

Media Relations

Entry	Description of Records	Disposal Action
5754	Records documenting the relationship between the DRDC and the media. Includes draft and final versions of articles contributed by DRDC to journals, periodicals, magazines, newsletters and publications, as well as draft media releases. Excludes master copies of agency media releases. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

PROMOTION

Operational activities

Publications and Information Dissemination

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5755	Records relating to the creation of publications and educational materials for the distribution of research results and related dairy 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. Includes records documenting the drafting, development, creation and distribution of agency publications (including annual reports, brochures, newsletters). (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

Website

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5756	Records pertaining to the creation, development, design, operation and maintenance of the DRDC website. Includes background documentation, master version and log files. Excludes final snapshot to be taken on 30 June 2003 and transferred to National Archives. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

RESEARCH AND DEVELOPMENT

Operational activities

Conferences/Workshops/Seminars

Entry	Description of Records	Disposal Action
5757	Records pertaining to conferences, workshops, seminars, conventions etc of value to dairy 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)	Transfer custody and ownership to Dairy Australia

Copies of Project Management Databases

Entry	Description of Records	Disposal Action
5758	Information contained within the current DRDC project management database – the Industrial Financial System (IFS) – which monitors the progress of all DRDC dairy industry research and development projects. Contains information on past and present projects, financial matters and payroll details. Also includes information contained on the previous DRDC project management database – the Project Management Information System (PMIS). The original IFS and PMIS databases will be transferred to the portfolio agency prior to privatisation. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

RESEARCH AND DEVELOPMENT

Operational activities

Government, Corporate and Community Relations

Entry	Description of Records	Disposal Action
5759	<p>Records dealing with contacts between the DRDC, domestic and international organisations, federal and state government agencies, research institutions, educational institutions and other bodies. Includes advice provided to the portfolio agency, correspondence, reports, submissions etc. Excludes:</p> <ul style="list-style-type: none"> • advice provided to government on controversial topics, • records documenting the development of Cabinet memorandums or advice provided to the portfolio Minister, or to the portfolio agency for the benefit of the Minister or in response to a request issued by the Minister, • agency responses to official inquiries relating to the primary function of the agency, and • records relating to representations made by the Minister, or on behalf of the Minister, to peak bodies in the industry. <p>(Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Industry Relations and Communication

Entry	Description of Records	Disposal Action
5760	<p>Records dealing with liaison and communication activities between the DRDC and the dairy industry (and related stakeholder groups). Includes records pertaining to public and industry relations programs undertaken by the DRDC to support the dairy industry. Includes records supporting regional Research and Development Programs (RDPs). (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Intellectual Property

Entry	Description of Records	Disposal Action
5761	<p>Records relating to the management of DRDC's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes documentation for the management of copyright in relation to patents and trademarks, logos, publications etc. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

RESEARCH AND DEVELOPMENT

Operational activities

Licensing

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5762	Records relating to the application for and issue of licences for the use of the DRDC's intellectual property. Includes applications received, licence agreements, and documentation concerning royalties received. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

Program Files

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5763	Records documenting the funding of research and development projects relating to various aspects of the dairy industry, such as product quality, production techniques and stock management. Projects may also relate to reviews of industry activities and industry development programs. Program Files may contain documentation of the negotiation and establishment of projects, application and approval documentation, contracts and agreements, financial payments and acquittals documentation, research data and project milestone reports, documentation relating to inspections, audits and reviews of ongoing projects, final reports, promotion and dissemination of research findings and documentation of commercialisation of resulting intellectual property. Also includes records of proposed projects, which have not been proceeded with, and agreements that have not been finalised. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

Regulation, Legislation and Policy Advice

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5764	Records documenting DRDC's contributions towards the development of industry-wide policies, regulations, legislation and plans for the Australian dairy industry. Includes communication with federal and state governments and authorities, industry bodies and other stakeholders. Excludes advice provided to government on controversial public issues with far reaching implications for the functional responsibilities of the agency. Also excludes legal advice received in connection with preparing contributions. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

RESEARCH AND DEVELOPMENT

Operational activities

Scholarships/Research Grants

Entry	Description of Records	Disposal Action
5765	Records relating to scholarships, fellowships and other research grants made to individuals to undertake research into matters of relevance to the dairy industry. Includes study awards. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

Travel Arrangements

Entry	Description of Records	Disposal Action
5766	Records of travel applications and arrangements for matters related to dairy industry research. Includes visits to overseas facilities. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

[For travel arrangements connected with conferences, workshops, seminars etc, use RESEARCH AND DEVELOPMENT – Conferences/Workshops/Seminars.]