

Records
Disposal
Authority

**Australian Dairy
Corporation**

**Transfer of custody and
ownership of records**

Job no 2003/00218941

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 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 web-site address above.

RDA Job No 2003/00218941

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 Australian Dairy 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



Venetia Beale
Director, Recordkeeping Implementation

Date of Issue 18 June 2003

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 Australian Dairy Corporation (ADC), which as of 30 June 2003 will amalgamate with the Dairy Research and Development Corporation (DRDC) 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>
5515	<p>Records relating to the leasing, fit-out, refurbishment and security of ADC controlled accommodation, both domestic and international.</p> <p>Excludes records documenting major security breaches or incidents (eg. which result in the laying of charges, or where sabotage is detected).</p> <p>(Date Range: 1997 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Copies of Board Papers

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5516	<p>Copies of records dealing with the management and operation of the ADC board. Includes appointment records, meeting minutes, reports, authorisations and agendas. These records also cover the operation of the Interim Advisory Board and the Board Audit Committee.</p> <p>Original board records will be transferred to the portfolio agency.</p> <p>(Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Committees and Meetings

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5517	<p>Records pertaining to committees and meetings, both internal and external, managed and instigated by ADC, relating to basic ADC 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 ADC acts as secretariat.</p> <p>(Date Range: 1998 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Contracts and Agreements

Entry	Description of Records	Disposal Action
5518	<p>Records documenting negotiations, establishment, maintenance, and review of contracts and agreements for projects, goods and services that relate to ADC functional and administration issues. Includes both simple contracts and contracts under seal.</p> <p>Excludes final versions of significant agreements with government bodies 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

Financial Management

Entry	Description of Records	Disposal Action
5519	<p>Records pertaining to the finance and accounting operations of ADC, including budgets, estimates, accounts payable, audits, capital expenditure, asset management, financial statements and reports, banking activities, insurance, treasury and taxation issues. Includes records relating to the management of the Dairy Supplementary Adjustment Fund (DSAF) and the financial management database. (Date Range: 1999 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Human Resources

Entry	Description of Records	Disposal Action
5520	<p>Records that support the management of all employees within ADC under the relevant awards and agreements that exist.</p> <p>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)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Information Management

Entry	Description of Records	Disposal Action
5521	<p>Records relating to the management, organisation, maintenance and disposal of the ADC's library and records management services. Includes catalogues and databases supporting the library, disposal authorities etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • the ADC's recordkeeping system database and associated control records, • records documenting functions which have been transferred to another Commonwealth agency or institution, and • records documenting the transfer of ownership of records following the privatisation of an agency. <p>(Date Range: 1999 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Information Systems and Telecommunications

Entry	Description of Records	Disposal Action
5522	<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.</p> <p>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.</p> <p>(Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Intellectual Property

Entry	Description of Records	Disposal Action
5523	<p>Records relating to the management of ADC's intellectual property, such as trademarks, logos, patents etc.</p> <p>(Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Intranet and Extranet

Entry	Description of Records	Disposal Action
5524	Records relating to the development of ADC's proposed intranet and extranet. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

Legal Services

Entry	Description of Records	Disposal Action
5525	Records relating to the provision of legal services to the ADC. 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)	Transfer custody and ownership to Dairy Australia

Office Services

Entry	Description of Records	Disposal Action
5526	Records pertaining to general office service functions, such as purchasing, stationery requirements, equipment maintenance, etc. Also includes vehicle leasing arrangements and associated fleet management records. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

ADMINISTRATION

Operational activities

Policies and Procedures

Entry	Description of Records	Disposal Action
5527	<p>Records dealing with the development and implementation of policy and procedures, which govern the functioning of ADC.</p> <p>Excludes:</p> <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. <p>(Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Copy of Recordkeeping System

Entry	Description of Records	Disposal Action
5528	<p>Copy of information contained within the ADC recordkeeping system – the main control record for the records of the ADC. Original to be transferred to the National Archives prior to privatisation.</p> <p>(Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Strategic Plans and Reviews

Entry	Description of Records	Disposal Action
5529	<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.</p> <p>(Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

ADMINISTRATION**Operational activities*****Tendering***

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5530	Records involved in the development, issuing and receipt, and evaluation of tenders issued for goods and services. (Date Range: 1996 - 2003)	Transfer custody and ownership to Dairy Australia

Travel

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5531	Records relating to travel of ADC staff both domestically and internationally. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

COMMERCIAL OPERATIONS

Operational activities

Commercial Operations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5532	Records relating to the commercial operations of the ADC in relation to its interest and investments in the operation of dairy organisations in which ADC has or has had equity. Includes records connected with overseas offices, AustDiary Ltd financial management, shipping, product sales and product supply. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

Single Desk Operations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5533	Records pertaining to the commercial operating arm of the ADC. Includes financial management records, production quotas, pricing and market information, correspondence with producers and sellers, information regarding products and sales, supply agreements and contracts, and shipping arrangements. Excludes records relating to operational policy, major reports and major agreements connected with single desk operations. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

INDUSTRY LIAISON

Operational activities

Dairy Regulation and Policy

Entry	Description of Records	Disposal Action
5534	<p>Records pertaining to the development of regulations and policies for the Australian dairy industry. Includes communication with federal and state governments and authorities, industry bodies and other stakeholders.</p> <p>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.</p> <p>(Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Emergency and Crisis Management

Entry	Description of Records	Disposal Action
5535	<p>Records dealing with the development and implementation of dairy industry strategies for responding to crisis issues, such as disease outbreaks. Includes industry disaster management plans, disease specific information, international responses to disease outbreaks, and advice to the public and industry regarding disease outbreaks and action within Australia.</p> <p>(Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

INDUSTRY LIAISON

Operational activities

Government, Corporate and Community Relations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5536	<p>Records dealing with contacts between the ADC, domestic and international organisations, federal and state government agencies, health institutions, educational institutions and other bodies. Includes advice provided to the portfolio agency, correspondence, reports, submissions etc.</p> <p>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: 1996 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Industry Relations and Communication

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5537	<p>Records dealing with liaison and communication activities between the ADC and the dairy industry (and related stakeholder groups). Includes records pertaining to public and industry relations programs undertaken by the ADC to support the dairy industry. Includes records supporting presentations and sponsorship arrangements, as well as the contact management database.</p> <p>(Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

INDUSTRY LIAISON

Operational activities

Technical Issues Management

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5538	Records relating to dairy industry issues, such as animal health and welfare, exotic diseases, environmental matters, and food safety and labelling, that have a significant impact upon the dairy industry and ultimately provide a positive benefit to the industry. Includes records relating to industry-wide plans, standards, advice and notification to interested dairy organisations. (Date Range: 1995 - 2003)	Transfer custody and ownership to Dairy Australia

Visiting Delegations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5539	Records pertaining to visits by domestic and overseas delegations to the ADC. Includes visits by community groups, industry and government representatives. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

MARKET RESEARCH AND DEVELOPMENT

Operational activities

Consumer Research Reports

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5540	Reports commissioned by the ADC relating to a wide variety of topics including eating habits, attitudes to dairy, product content, affect on health issues, effectiveness of advertising campaigns and nutrition issues. (Date Range: 1990 - 2003)	Transfer custody and ownership to Dairy Australia

Industry Statistical Data Collection

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5542	Records relating to the collection of key industry data, data dissemination and report production, dealing with issues such as milk intake, sales, production and exports. Includes the Industry Statistical Data Management database. (Date Range: 1977 - 2003)	Transfer custody and ownership to Dairy Australia

International Intelligence

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5543	Records dealing with the gathering of information relating to specific countries' dairy policies, products, trade, marketing and promotions. (Date Range: 1993 - 2003)	Transfer custody and ownership to Dairy Australia

International Trade Development

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5544	Records relating to the ADC's integrated program of business development, trade policy and market intelligence activities which work to maximise export sales opportunities for Australian dairy products. Include records relating to ADC advice and input into trade agreements and alliances, bilateral & multilateral negotiations, GATT and other trade delegations, and operations of overseas offices and representations. (Date Range: 1993 - 2003)	Transfer custody and ownership to Dairy Australia

MARKET RESEARCH AND DEVELOPMENT

Operational activities

Knowledge Management

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5541	Records to support the knowledge management function. Includes records relating to content management, website/intranet information management and use of industry data. (Date Range: 2000 - 2003)	Transfer custody and ownership to Dairy Australia

National Market Intelligence

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5545	Records relating to support functions which are designed to provide critical data collection and analysis to support industry strategies and commercial decisions. Includes records documenting farm numbers, cow numbers, milk production, milk levies, manufacturing, retail and sales information. (Date Range: 1993 - 2003)	Transfer custody and ownership to Dairy Australia

PROMOTION

Operational activities

Events, Displays, Exhibitions and Presentations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5546	<p>Records relating to ADC's participation in dairy events, displays and exhibitions such as annual show days, field days and regional conferences. Includes records dealing with arrangements for ADC attendance and contribution to these events.</p> <p>Excludes addresses, speeches and presentations presented by the Managing Director, senior agency staff, the Board Chairman or portfolio Minister at major public occasions/events. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Food Services

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5547	<p>Records pertaining to activities which focus on building support for Australian dairy products among food influencers, including the food media and food educators, as well as restaurants and hotels. Includes records relating to the operation of the test kitchen and recipe development, and recipe catalogue database. (Date Range: 1990 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Health and Nutrition Services

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5548	<p>Records relating to the communication of health and nutrition advice to food influencer organisations and other bodies. Includes nutrition intelligence undertaken by the organisation and the provision of nutrition policy. (Date Range: 1998 - 2003)</p>	Transfer custody and ownership to Dairy Australia

PROMOTION

Operational activities

Image Collection

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5549	<p>A collection of images (photographic and transparencies) which have originated within the ADC and outside organisations, and are used primarily for publications, promotional activities and by the industry and the public when requiring specific dairy images</p> <p>Excludes those photos of major events/ceremonies/celebrations selected for retention by the Commonwealth and the image collection database. (Date Range: 1995 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Media Relations

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5550	<p>Records dealing with our contracts and relationship with media outlets in relation to general dairy information, promotional and educational issues.</p> <p>Excludes master copies of agency media releases. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Promotional Products

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5551	<p>Records relating to the design, development, production and distribution of promotional items such as clothing ("Cowwear") and stationery items used to promote the dairy industry. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Publications

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5552	<p>Records dealing with production, distribution, sales and mailing lists for publications produced, either externally or internally, for the ADC. These publications include annual reports and reviews, brochures, newsletters, recipe books, the dairy compendium, calendar of events etc (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

PROMOTION

Operational activities

Video and Film Collection

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5553	<p>Video and film collection of ADC involvement in commercial advertising ventures, which promote the industry, product, or health benefits of dairy foods. Includes duplicates of video and film produced for and by ADC, and other items produced by outside organisations (both within the dairy industry and external organisations).</p> <p>Excludes original versions of videos and films produced for and by ADC and the video collection database. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia

Website

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5554	<p>Records pertaining to the creation, development, design, operation and maintenance of the ADC website and www.dairy.com.au website. Includes background documentation, master version and log files.</p> <p>Excludes final snapshots of both sites - to be taken on 30 June 2003 and transferred to National Archives. (Date Range: 2000 - 2003)</p>	Transfer custody and ownership to Dairy Australia
