

Records Disposal
Authority

Human Rights and
Equal Opportunity
Commission

Job no 2003/00327877

7 July 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 2003/00327877

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 function of PUBLIC AWARENESS AND EDUCATION

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:
7 July 2003



Venetia Beale
Director
Recordkeeping Implementation

Date of amendment:

Expiry date:

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PUBLIC AWARENESS AND EDUCATION

The function of promoting human rights principles and the objects of human rights and equal opportunity legislation. Includes conducting education and awards programs and providing technical assistance in the establishment and delivery of human rights services, both nationally and internationally.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5688	Final version of addresses delivered to promote human rights and equal opportunity principles at major public occasions. (Date range: 1974 -)	Retain as national archives
5689	Working papers documenting the development of addresses delivered at major public occasions, including drafts. (Date range: 1974 -)	Destroy 10 years after action completed
5690	Final version of other addresses delivered in the routine promotion of human rights and equal opportunity principles. (Date range: 1974 -)	Destroy 5 years after action completed
5691	Working papers documenting the development of other addresses, including drafts. (Date range: 1974 -)	Destroy 5 years after action completed

Agency Liaison

The activities associated with maintaining general contact between organisations. Includes sharing informal advice, discussions and collaboration on projects that are not joint ventures.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5692	Records documenting liaison with government agencies and non-government organisations. Includes information given or received. (Date range: 1974 -)	Destroy 5 years after action completed
5693	Records documenting administrative arrangements for the organisation to be represented at government and non-government forums. Includes reports presented at forums and participants reports. (Date range: 1974 -)	Destroy 5 years after action completed

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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>
5694	Records documenting contract management relating to the public awareness and education 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

Education

The activities associated with preparing and delivering education programs. Includes information presentations, stalls and the production of promotional material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5695	Master set of education program material. (Date Range: 1974 –)	Retain as national archives
5696	Records documenting arrangements for education programs. Includes presentations, program development, arranging speakers, promotion and venue bookings. (Date Range: 1974 –)	Destroy 3 years after action completed
5697	Records documenting the evaluation of education programs supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 3 years after action completed

International Technical Assistance

The activities associated with providing technical assistance concerning the establishment and delivery of human rights services, to governments and non-government organisations in other countries.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5698	Agreements (eg. memoranda of understanding) for, and final reports of, the provision of technical assistance overseas. (Date Range: 1974 –)	Retain as national archives
5699	Other records documenting the provision of technical assistance overseas. Includes progress reports, administrative arrangements and working papers. (Date Range: 1974 –)	Destroy 7 years after action completed

PUBLIC AWARENESS AND EDUCATION

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International Technical Assistance – Continued

The activities associated with providing technical assistance concerning the establishment and delivery of human rights services, to governments and non-government organisations in other countries.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5700	Records documenting responses to requests for assistance and/or information. Includes proposals sent to Commissioners. (Date Range: 1974 –)	Destroy 5 years after action completed
5701	Records documenting briefings given to government agencies and community organisations about a project. Includes drafts and briefing papers. (Date Range: 1974 –)	Destroy 5 years after action completed
5702	Records documenting liaison with overseas agencies and project partners. Includes correspondence. (Date Range: 1974 –)	Destroy 5 years after action completed
5703	Records documenting the evaluation of technical assistance programs supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 5 years after action completed

Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5704	Master set of media releases. (Date Range: 1974 –)	Retain as national archives
5705	Records documenting interaction with the media. Includes directives to speak to the media and letters to the editor. (Date Range: 1974 –)	Destroy 2 years after action completed
5706	Records documenting administrative arrangements supporting interaction with the media. Includes interview arrangements, issuing press releases and opinion pieces. (Date Range: 1974 –)	Destroy 2 years after action completed

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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.

Entry	Description of Records	Disposal Action
5707	Records documenting the development and establishment of the agency's public awareness and education policies. Includes major drafts and final policy documents. (Date Range: 1974 –)	Retain as national archives
5708	Other records documenting the development and establishment of the agency's public awareness and education policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports. (Date Range: 1974 –)	Destroy 5 years after policy superseded
5709	Records documenting the evaluation of agency policies supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 5 years after evaluation has been completed
5710	Working papers documenting the development of policies supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 2 years after promulgation of policy
5711	Duplicate copies of policy documents and supporting papers. (Date Range: 1974 –)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
5712	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the public awareness and education function. (Date Range: 1974 –)	Destroy when procedures superseded
5713	Records documenting the development of agency procedures supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 1 year after production of procedures

PUBLIC AWARENESS AND EDUCATION

The function of promoting human rights principles and the objects of human rights and equal opportunity legislation. Includes conducting education and awards programs and providing technical assistance in the establishment and delivery of human rights services, both nationally and internationally.

Procedures – Continued

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>
5714	Records documenting the evaluation of agency procedures supporting the public awareness and education function. (Date Range: 1974 –)	Destroy 5 years after evaluation has been completed
5715	Duplicate copies of manuals, handbooks, directives etc. (Date Range: 1974 –)	Destroy when reference ceases

Public Events

The activities associated with the staging of a public event, such as the Human Rights Awards, as a means of promoting human rights principles.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5716	Records documenting the setting of criteria for awards. Includes criteria for judging of awards and guidelines for award categories. (Date Range: 1974 –)	Destroy 3 years after action completed
5717	Records documenting the recruitment of a judging panel. (Date Range: 1974 –)	Destroy 3 years after action completed
5718	Records documenting the judging of awards, such as the Human Rights Awards. Includes entries, judge's decisions, working papers and notifications to winners. (Date Range: 1974 –)	Destroy 3 years after action completed
5719	Records documenting administrative arrangements supporting public events. Includes venue bookings, catering, press releases and travel arrangements. (Date Range: 1974 –)	Destroy 2 years after action completed
5720	Records documenting the identification and invitation of participants and judges for forums, awards and public meetings. Includes copies of invitations. (Date Range: 1974 –)	Destroy 2 years after action completed
5721	Records documenting the evaluation of forums, awards and public meetings held to support the public awareness and education function. (Date Range: 1974 –)	Destroy 3 years after action completed

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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
5722	Records documenting submissions made to the Minister and others on matters relating to the public awareness and education function where the issues are controversial or have significant legal, social, economic and/or international implications. Includes working papers. (Date Range: 1974 –)	Retain as national archives
5723	Records documenting submissions made to the Minister and others on matters relating to the public awareness and education function that are of lesser importance with no far reaching legal, social, economic and/or international implications. (Date Range: 1974 –)	Destroy 10 years after submission lodged
5724	Working papers documenting the development of agency submissions concerning matters of lesser importance. Includes preparation papers and draft submissions. (Date Range: 1974 –)	Destroy when reference ceases

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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
5725	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
5726	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
5727	Records documenting post-offer negotiations and due diligence checks. (Date Range: 1986 –)	Destroy 7 years after tender process completed
5728	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
5729	Tender register. (Date Range: 1986 –)	Destroy 7 years after last entry
5730	Signed simple contracts and agreements resulting from tenders and supporting records. (Date Range: 1986 –)	Destroy 7 years after completion or other termination of contract
5731	Contract register. (Date Range: 1986 –)	Destroy 7 years after last entry
