

Records Disposal Authority

ComLand Ltd, Footscray
Land Ltd and St Marys
Land Ltd

Transfer of custody and
ownership of records

Job no 2004/16329

14 January 2004



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.

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.

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RDA Job No 2004/16329

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

Secretary
Department of Finance &
Administration
John Gorton Building, King Edward Tce
PARKES ACT 2600

Purpose:

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

Application:

Records described in the disposal classes in this authority.
Where reference is made in a disposal action to a 'relevant
company', this refers to ComLand Limited, Footscray Land
Limited or St Marys Land Limited.

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:
14 January 2004

APPLICATION

The descriptions of records pertain to the records of ComLand Limited and its two subsidiaries Footscray Land Limited and St Marys Land Limited. The disposal authority authorises the transfer of ownership of the described records to the companies after the completion of the sale of the companies.

COMLAND LIMITED, FOOTSCRAY LAND LIMITED AND ST MARYS LAND LIMITED

Administration and Operations

Entry	Description of Records	Disposal Action
7789	Company registers, including company registration and related records (Date range: 2004)	Transfer custody and ownership to relevant company
7790	Ownership records, including title deeds, receipts for items purchased and asset lists. (Date range: 2004)	Transfer custody and ownership to relevant company
7791	Sealed documents, including copies of all sealed documents and obligations. (Date range: 2004)	Transfer custody and ownership to relevant company
7792	Records of Board meetings, including documents establishing the Board, appointment of members, minutes from Board meetings, notices of meetings, agenda, briefing and agenda papers. (Date range: 2004)	Transfer custody and ownership to relevant company
7793	Insurance records relating to the St Marys site, including details of insurance cover in ComLand's name on behalf of the joint venture. (Date range: 2004)	Transfer custody and ownership to relevant company
7794	Personnel information relating to employment contracts for employees. (Date range: 2004)	Transfer custody and ownership to relevant company
7795	Contracts signed by the ComLand Group and related information. (Date range: 2004)	Transfer custody and ownership to relevant company
7796	Financial records, including accounts and bank details. (Date range: 2004)	Transfer custody and ownership to relevant company
7797	St Marys Project records, including information relating to contamination, remediation, audit, rezoning, environmental assessment, Joint Venture and development operations and major contracts. (Date range: 2004)	Transfer custody and ownership to relevant company
7798	Edgewater Project records, including information relating to contamination, remediation, audit, rezoning, environmental assessment, Joint Venture and development operations and major contracts. (Date range: 2004)	Transfer custody and ownership to relevant company
7799	Waterford Green Project records, including information relating to contamination, remediation, audit, rezoning, environmental assessment, Joint Venture and development operations and major contracts. (Date range: 2004)	Transfer custody and ownership to relevant company