

Records Disposal
Authority
**National Occupational
Health & Safety
Commission**

Job no 2004/277581

28 June 2004



Australian Government

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 any National Archives office.

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 2004/277581

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

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

Chief Executive Officer
Mr Robin Stewart-Crompton
GPO Box 1577
Canberra ACT 2601

Purpose:

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

Application:

The authority permits the destruction of paper originals of the
National Mesothelioma Register's notification records.

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:

28 June 2004

Date of amendment:

Expiry date:

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Occupational Health & Safety Research

National Mesothelioma Register

| Entry | Description of Records | Disposal Action |
|------------------|--|---|
| Class no 8627 | Paper originals of the Mesothelioma Registers Notification Records that have been converted to electronic storage by scanning, where the Agency has ensured that: <ul style="list-style-type: none">(a) all reproductions which are intended to replace source records have the degree of authenticity, integrity, reliability, and useability necessary to meet the identified purpose of the source records;(b) the reproductions are complete and reproduce the information contained in the source records as accurately as possible; and(c) the reproductions can be taken to be true copies. | Destroy when copying completed and when all conditions have been met. |

(Date range: 1986 – 2004)
