



**Australian Government**  

---

**National Archives of Australia**

Records Authority  
**Australian Bureau of Statistics**

17 August 2007

© Commonwealth of Australia 2007

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968* no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre ACT 2610, Australia.

## CONTENTS

<b><u>INTRODUCTION</u></b>	<b>5</b>
<b><u>AUTHORISATION</u></b>	<b>6</b>
<b><u>APPLICATION</u></b>	<b>7</b>
<b><u>CONTACT INFORMATION</u></b>	<b>8</b>
<b><u>CLASSES</u></b>	
Statistical Collections	9

[This page has been left blank intentionally.]

## INTRODUCTION

The Australian Bureau of Statistics (ABS) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for one function of the ABS. It represents a significant commitment on behalf of the ABS to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account the ABS's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the ABS and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document the function.

This Authority gives ABS the permission, required under the Archives Act, for the disposal of records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The ABS can use the following tools to dispose of their records:

- agency specific Records Authorities covering ABS's agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA); and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au) or by contacting the Agency Service Centre at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) or (02) 6212 3610.

RDA Job No 2007/00105946

**AUTHORISATION  
RECORDS DISPOSAL AUTHORITY**

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

The Australian Statistician  
Australian Bureau of Statistics  
Cameron Offices  
Belconnen ACT 2617

**Purpose:**

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

**Application:**

Name-identified census information that must be transferred to  
the custody of the Archives, in accordance with legislative  
requirements.

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**

**Date of issue:**

17 August 2007



Kathleen Lazzari  
Director Agency Interaction and Appraisal Authorisation  
National Archives of Australia

## APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the ABS such as encrypted records and source records that have been copied.
3. 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 sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
4. Where the method of recording the information changes (for example from a manual 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 this Authority. The ABS will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
5. In general, retention requirements indicate a minimum period for retention. The ABS may extend minimum retention periods if it considers that there is an administrative need to do so. Where the ABS believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
6. The ABS may destroy certain records without the formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au)
7. 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 Authority, please contact the National Archives.
8. Records in the care of the ABS must be appropriately stored and preserved. The ABS must meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
9. Appropriate arrangements should 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.
10. Advice on how to use this Authority is available from the ABS's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

## CONTACT INFORMATION

For assistance with this Authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)



## STATISTICAL COLLECTIONS

The function of acquiring statistical information in accordance with ABS legislation, on a particular topic or topics. Includes the collection of information directly by the census process, by sample, indirectly from an administrative by-product or from another collection. Includes collection by telephone interview and by mail and electronic means.

### **Data collecting**

The activities involved in the gathering of data on a particular topic or topics, from respondents, whether directly by census or sample survey, or indirectly as an administrative by-product or from another collection.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 14795	Name-identified census information that must be transferred to the custody of the Archives, in accordance with legislative requirements. This relates to name-identified census information supplied by respondents who have consented to it being transferred to the custody of the Archives, to be made publicly available after 99 years. (Date range: 2006 - )  <i>[For records relating to the 2001 census, use STATISTICAL COLLECTIONS – Data Collecting record class 2356.]</i>	Retain as national archives

---

---