



Australian Government
National Archives of Australia

Records Authority
**Forest and Wood Products Research
and Development Corporation**

Transfer of custody of records

29 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

<u>INTRODUCTION</u>	<u>5</u>
<u>AUTHORISATION</u>	<u>6</u>
<u>CLASSES</u>	<u>7</u>

[This page has been left blank intentionally.]

INTRODUCTION

This Authority gives the Department of Agriculture, Fisheries and Forestry the permission, required under the Archives Act, for the transfer of custody of the records described to Forest and Wood Products Australia. Forest and Wood Products Australia is a company created to perform functions similar to the Forest and Wood Products Research and Development Corporation, which will cease to exist after the repeal of the *Forest and Wood Products Research and Development Corporation Regulations 1993*.

The transfer of custody in this case is for an interim period pending the finalisation of custody and ownership arrangements for the records of the Forest and Wood Products Research and Development Corporation.

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.

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

Job no 2007/00405820

**AUTHORISATION
RECORDS AUTHORITY**

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

The Secretary,
Department of Agriculture, Fisheries
and Forestry
Blackall Street
Barton ACT 2601

Purpose:


Authorises the transfer of custody of records in accordance with section 24(2)(b) of the Archives Act 1983

Application:

Records of the Forest and Wood Products Research and Development Corporation

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



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

Date of issue:

29 August 2007

Expiry date:

31 August 2008

FOREST AND WOOD PRODUCTS RESEARCH AND DEVELOPMENT

All activities

Entry	Description of Records	Disposal Action
17709	All records kept by the Forest and Wood Products Research and Development Corporation up to the time when the corporation ceases to exist.	Transfer custody to <i>Forest and Wood Products Australia</i> until 31 August 2008, subject to the Terms and Conditions.

Terms and Conditions

The Department must ensure that *Forest and Wood Products Australia* will:

- make the records available as required for Commonwealth purposes to the National Archives of Australia (the Archives), the Department or its authorised agents;
- work with the Department and the Archives to determine final custody and ownership arrangements before this authority expires;
- not destroy or alter the records without the consent of the Department (in accordance with disposal authorities issued by the Archives).
- create its own records relevant to its contractual and corporate obligations, where practicable. (Commonwealth records less than 25 years of age may be added to where reasonably required for the successor body to perform its contractual obligations to the Commonwealth under the Forestry Marketing and Research and Development Services Act 2007. Such additions will be treated as Commonwealth records);
- maintain, manage and protect the records appropriately;
- preserve electronic records, such as those of the FWPRDC's website, as they were at the time of cessation;
- comply with relevant legislative obligations or other requirements of the Department in respect of the legitimate use of the records or the disclosure of information they contain, eg Crimes Act 1914, FOI Act 1982, and the Privacy Act 1988.