



**Australian Government**  

---

**National Archives of Australia**

**Records Authority**  
**Australian Electoral Commission**

Job no 2008/00194021

18 April 2008

© Commonwealth of Australia 2008

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

**APPLICATION OF THIS AUTHORITY** **5**

**CONTACT INFORMATION** **6**

**AUTHORISATION** **7**

**CLASSES** **9**

**ELECTIONS, BALLOTS AND REFERENDUMS**

[This page has been left blank intentionally.]

## APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with Records Disposal Authority 2005/210284 issued to the Australian Electoral Commission (AEC) on 26 October 2005.
2. Class 19262 in this Authority supersedes class 11726 in RDA 2005/210284, which should not be used to sentence records.
3. 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.
4. 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 AEC such as encrypted records and source records that have been copied.
5. 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.
6. 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 AEC will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The AEC may extend minimum retention periods if it considers that there is an administrative need to do so. Where the AEC 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.
8. The AEC 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)
9. 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.
10. Records in the care of the AEC must be appropriately stored and preserved. The AEC 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.
11. 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.

12. Advice on how to use this Authority is available from the AEC'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)

# AUTHORISATION

## RECORDS AUTHORITY

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

Electoral Commissioner  
Australian Electoral Commission  
West Block Offices  
Queen Victoria Terrace  
Parkes ACT 2600

**Purpose:**

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

**Application:**

Electoral documents used in a Federal election, ballot or referendum

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:**



18.04.2008.

Ross Gibbs  
Director-General  
National Archives of Australia

[This page has been left blank intentionally.]



## ELECTIONS, BALLOTS AND REFERENDUMS

The function of managing, conducting and assisting in local government, state, territory and federal elections, ballots, referendums and plebiscites. Includes by-elections, provision of elections for Aboriginal organisations and ballot votes for industrial organisations and various other bodies. Also includes the issue of writs, managing agreements to conduct elections for another party, planning the election process, managing nominations and declarations of candidates, developing rules and procedures for elections, organising polling arrangements, providing polling information, equipment and materials, conducting the elections, sorting and counting votes and reviewing and evaluating aspects of the election system. It also involves identifying non-voters and electoral fraud and challenges to the validity of any election.

For parliamentary inquiries into an electoral event, use GOVERNMENT RELATIONS – Inquiries.

For handling breaches of the Act relating to elections, ballots and referendums, use LEGAL SERVICES – Infringements.

For delegation of power to employ staff under the Electoral Act, use ESTABLISHMENT – Authorisations.

### Post Election Operations

The activity of finalising operations following an election. Includes the collection, storage and disposal of electoral documents.

*For identification of suspected non-voters or multiple voting following an election, use ELECTIONS, BALLOTS and REFERENDUMS – Scanning.*

Entry	Description of records	Disposal action
19262	<p>Electoral documents used in a Federal election, ballot or referendum. Includes but is not restricted to:</p> <ul style="list-style-type: none"> <li>• ballot papers</li> <li>• certified lists of voters</li> <li>• certified copies of the roll</li> <li>• declarations</li> <li>• postal vote certificates</li> <li>• pre-poll vote certificates.</li> </ul>	<p>Destroy when all the following conditions are met:</p> <ul style="list-style-type: none"> <li>• not less than 6 months have elapsed since the declaration of the poll in which the documents were used, except for Senate elections, where Senate ballot papers may only be destroyed after the completion of the Senate term; and</li> <li>• the documents are no longer required by the Electoral Commission for the performance of its functions; and</li> <li>• the Electoral Commissioner has directed that the documents can be destroyed</li> </ul>

Note: The destruction of records in this class was subject to s393A (10) of the Commonwealth Electoral Act as at 17 April 2008

