



**Australian Government**

**National Archives of Australia**

**Records Authority**

**Department of Agriculture,  
Fisheries and Forestry**

Custody and ownership of records of the Forest and  
Wood Products Research and Development  
Corporation

Job no 2008/00396388

2 September 2008

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## INTRODUCTION

This Records Authority gives the Department of Agriculture, Fisheries and Forestry the permission it needs under the Archives Act 1983 to transfer the custody or ownership of records to Forest and Wood Products Australia. Forest and Wood Products Australia (FWPA) is a company created to perform functions similar to the Forest and Wood Products Research and Development Corporation (FWPRDC), a former Commonwealth authority. The Department inherited ownership of the records when FWPRDC ceased to exist on 3 September 2007 with the repeal of the *Forest and Wood Products Research and Development Corporation Regulations 1993*.

The Authority identifies the classes of FWPRDC records to be retained in Commonwealth ownership and permits the transfer of ownership of other records to FWPA.

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](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.

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## AUTHORISATION

2008/00396388

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

The Secretary,  
Department of Agriculture, Fisheries and Forestry  
18 Marcus Clarke Street  
Canberra City ACT 2601

**Purpose:**

Authorises arrangements for the transfer of custody or ownership 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 gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

**Authorising Officer**

**Date of issue:**



2 September 2008

Ross Gibbs  
Director-General  
National Archives of Australia

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## APPLICATION

1. 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 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 the National Archives.
2. Records remaining in Commonwealth ownership should be sentenced in accordance with this authority, other applicable authorities for the records of Research and Development Corporations, and the *Administrative Functions Disposal Authority* (AFDA) issued by the National Archives to cover housekeeping and other records common to most Commonwealth agencies.
3. FWPA should, on the Department's behalf, destroy the accounting records referred to in class 19394 after their retention period, provided the Department has been given an opportunity to review a list of the records one month prior to them being destroyed.
4. Records selected as national archives are to be transferred to the custody of the National Archives. Arrangements should be made with the National Archives when the records are ready to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Commonwealth agencies may withdraw records for official reference purposes through the lending service.
5. FWPA may take copies of records to be transferred to the National Archives or the Department. Where the authority specifies copies to be retained by the Commonwealth, originals may be supplied if it is more convenient for FWPA to retain copies.
6. The draft Records Authority for Research and Development Corporations (RDCs), Job no 2007/00594527, concerns Research and Development Management records. The classes to be retained as national archives under that authority are set out below.

Final research reports received from research providers. (18815)

Final signed version of joint ventures agreements or contracts of major significance to the agency, the Commonwealth and the associated industry. Includes those that:

- involve the use of new or innovative techniques that provide or increase economic, environmental and social benefits to rural industries and/or to the people of Australia; or
- involve eminent researchers; or
- have potential major impacts on rural industries, society or human health. (18789)

Records documenting the establishment and development of research and development policies that have far reaching social, environmental, economic and political implications. Includes:

- policy proposals
- research papers
- results of consultations
- supporting reports
- final policy documents
- national policy statements
- major drafts. (18803)

Submissions made to the Minister and government bodies on controversial research and development issues that impact on the associated industry. Includes working papers documenting the development of submissions. (18819)

Records documenting the receipt and provision of advice by the agency on issues that are controversial, attract media or parliamentary scrutiny, or require ministerial involvement. (18768)

## 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)

## Forest and Wood Products Research and Development Corporation

### Records to be retained by the Commonwealth

Entry	Description of records	Disposal action
19393	<ul style="list-style-type: none"> <li>• Board meeting papers files;</li> <li>• FWPRDC Board Committees files;</li> <li>• Strategic plans and reviews files;</li> <li>• Master set of agency media releases;</li> <li>• Snapshot of agency's public website;</li> <li>• Copy of master file control records;</li> <li>• Records, not already included in the above categories, that fall within classes in the draft Records Authority for Research and Development Corporations to be retained as national archives. (See Application notes.)</li> </ul>	<p>Retain as national archives.</p> <p>Commonwealth to retain ownership.</p> <p>FWPA may retain custody of records relating to current and recent projects until they cease to be needed for business purposes.</p>
19394	Accounting records required to be kept by FWPRDC under section 20(1) of the Commonwealth Authorities and Companies Act 1997, other than those included in class 19393.	<p>Commonwealth to retain ownership.</p> <p>Transfer custody to FWPA on condition that FWPA retains the records for at least 7 years after the cessation of FWPRDC and provides access to the Commonwealth.</p>
19395	<ul style="list-style-type: none"> <li>• Personnel Files and Human Resources files of former employees.</li> <li>• Copies of records concerning transferring employees that, at the time of cessation, FWPRDC was required to keep under the Workplace Relations Regulations 2006.</li> </ul>	<p>Commonwealth to retain ownership.</p> <p>Transfer to the Department.</p> <p>Sentence in accordance with AFDA.</p>
19396	Copies of OH&S records relating to compliance, procedures, hazards and hazardous substances, risk registers, OH&S risk management, and cases.	<p>Commonwealth to retain ownership.</p> <p>Transfer to the Department.</p> <p>Sentence in accordance with AFDA</p>

## Forest and Wood Products Research and Development Corporation

### Records that may be transferred to FWPA ownership

Entry	Description of records	Disposal action
19397	All records of FWPRDC not specified in this authority as needing to be retained by the Commonwealth.  Note: The retention and access condition for these records relates to Directors' rights under section 27L of the Commonwealth Authorities and Companies Act 1997 to inspect the books of the Commonwealth authority. See also section 27 of the Forestry Marketing and Research and Development Services (Transitional and Consequential Provisions) Act 2007.	Transfer ownership to FWPA.  Condition: That FWPA retain the records for at least 7 years after the cessation of FWPRDC and provides access to the Commonwealth.

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