



**Australian Government**  

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**National Archives of Australia**

**Records Authority**  
**Geoscience Australia**

Job no 2008/00521423

8 October 2008

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## INTRODUCTION

Geoscience Australia and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying certain records for the core business area of Geoscience Information Products. It represents a significant commitment on behalf of Geoscience Australia to understand, create and manage the records of its activities. This authority supplements Geoscience Australia Records Authority (2005/233013) which sets out requirements for keeping or destroying other records for the core business area of Geoscience Information Products.

This Authority is based on the identification and analysis of the business of Geoscience Australia. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives Geoscience Australia permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

Geoscience Australia may use the following tools to dispose of their records:

- this and other Records Authorities covering its agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; 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 records management 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 records management 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.

## APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Geoscience Australia Records Authority (2005/233013) issued by the National Archives to cover other core business functions of the organisation including other records for the core business area of Geoscience Information Products.
2. 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 Australian Government agencies.
3. 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 Geoscience Australia, such as encrypted records and source records that have been copied.
4. 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 how long records need to be kept. Advice on sentencing is available from the National Archives.
5. Where the method of recording 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 core business. The information must be accessible for the period of time prescribed in this Authority. Geoscience Australia will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
6. The class of records in this authority relating to aerial survey photography derived from original aerial film or negatives contains a disposal action that refers to a "more accessible copy" of the original aerial film or negatives. The following explanation applies to that disposal action: The prints, print mosaics and diapositives are considered to be derivatives of the aerial film. The prints are currently used for reference purposes as they are more accessible and easier to view than the rolls of original film. As the more accessible form of the record, the prints can be copied and made available to agency and public users where a reference copy is required. The diapositives provide a better quality record for copying purposes than the prints, are more accessible than the film and can serve as a duplicating master where a high quality copy is required by agency and public users. Once the aerial film is made more accessible, for example, in digital format, the value of the prints and other aerial film derivatives as reference copies or duplicating masters will be diminished and they can be destroyed.
7. Class 19543 applies to records over 25 years old in agency custody or records (regardless of age) that have been transferred to the National Archives. Records in agency custody that are less than 25 years old may be destroyed using a normal administrative practice.
8. In general, retention requirements indicate a minimum period for retention. Geoscience Australia may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where Geoscience Australia 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.
9. Geoscience Australia may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the 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)

10. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au) .

11. Records in the care of Geoscience Australia or its service providers should be appropriately stored and preserved. Geoscience Australia needs to 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.

12. 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.

13. Advice on how to use this Authority is available from Geoscience Australia'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:**

Dr Neil Williams  
Chief Executive Officer  
Geoscience Australia  
Corner Jerrabomberra Avenue & Hindmarsh Drive  
Symonston ACT 2609

**Purpose:**

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

**Application:**

GEOSCIENCE INFORMATION PRODUCTS

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**



Margaret Chalker  
Assistant Director-General  
National Archives of Australia

**Date of issue:**

8 October 2008

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## GEOSCIENCE INFORMATION PRODUCTS

The business of creating and providing geoscience information publications, irrespective of format, issued for sale or distribution internally and externally. Includes the developing of products from specification to drafting and manual or electronic production (design, layout, printers, proofs, negatives, printing etc.). Also includes the marketing, customer service, supply and sales of products by the organisation.

Includes packaged products available through the product catalogues, including vector and raster digital map data, digital elevation models, satellite image data, printed topographic and geological maps, geodetic and geological datasets. Also includes multi media publications, CD-ROM and on-line information services.

For the provision of customised maps and data on a commercial basis see COMMERCIAL SERVICES.

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19540	Master records documenting aerial survey photography undertaken to support the geoscience information products core business. Includes: <ul style="list-style-type: none"> <li>• aerial film or negatives;</li> <li>• flight line or key diagrams; and</li> <li>• diapositives or prints where no corresponding original aerial film or negative exists.</li> </ul>	Retain as national archives
19541	Other records documenting aerial survey photography that are derived from aerial film or negatives. Includes: <ul style="list-style-type: none"> <li>• contact prints;</li> <li>• proof prints;</li> <li>• print mosaics; and</li> <li>• diapositives.</li> </ul>	Destroy when replaced by a more accessible copy of the corresponding original aerial film or negatives
19542	Records documenting aerial photogrammetric control of geographical areas. Includes: <ul style="list-style-type: none"> <li>• analytical control listings and associated indexes; and</li> <li>• laser terrain profile listings and associated charts, photographic prints and negatives.</li> </ul>	Destroy 3 years after action completed
19543	Duplicate records documenting aerial survey photography undertaken to support the geoscience information products core business. Includes: <ul style="list-style-type: none"> <li>• duplicate flight line or key diagrams; and</li> <li>• duplicate contact prints, proof prints, print mosaics and diapositives that are derived from aerial film or negatives.</li> </ul>	Destroy when reference ceases