



Australian Government

National Archives of Australia

Records Authority

**The Department of Education,
Employment and Workplace
Relations**

Job no 2009/00179260

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CONTENTS

<u>INTRODUCTION</u>	<u>5</u>
<u>APPLICATION OF THIS AUTHORITY</u>	<u>6</u>
<u>CONTACT INFORMATION</u>	<u>7</u>
<u>AUTHORISATION</u>	<u>8</u>
<u>CLASSES</u>	<u>10</u>
EMPLOYMENT SERVICES	

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INTRODUCTION

The Department of Education, Employment and Workplace Relations (DEEWR) and the National Archives of Australia have developed this Records Authority to set out the amended requirements for keeping or destroying records for the core business area of Employment Services. It represents a significant commitment on behalf of DEEWR to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of DEEWR. 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 DEEWR 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.

DEEWR may use the following tools to dispose of their records:

- This Records Authority and other current 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 or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority replaces classes 5781, 5782, 5799, 5800, 5801, 5802, 5803, 5825 and 5831 in the previously issued Records Authority for Employment Services (June 2003, 2003/330307). The classes have been terminated and can no longer be used to sentence records.
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 DEEWR, 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. DEEWR 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. In general, retention requirements indicate a minimum period for retention. DEEWR 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 DEEWR 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.
7. DEEWR 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.
8. 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.
9. Records in the care of DEEWR should be appropriately stored and preserved. DEEWR 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.
10. 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.
11. Advice on how to use this Authority is available from the DEEWR 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
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Education, Employment and
Workplace Relations
GPO Box 9880
Canberra ACT 2601

Purpose:

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

Application:

EMPLOYMENT SERVICES - Participant Support, Public Reaction, Self-Employment Programs, Work Experience Activities

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:



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EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use EMPLOYMENT SERVICES. Use other current disposal authorities as appropriate.

Participant Support

The activities associated with the provision of advice and assistance for people looking for employment or undertaking related education, training or work experience.

For participants interested in starting their own business, use EMPLOYMENT SERVICES – Self-Employment Programs.

For Indigenous participants, use EMPLOYMENT SERVICES –Indigenous Employment Support.

Entry	Description of records	Disposal action
20184	Records documenting accidents or incidents to participants engaged in employment services programs, including all relevant records associated with that participant.	Destroy 6 years after last action
20192	Records documenting the services provided to participants engaged in community, voluntary and work experience projects.	Destroy 6 years after last action
20199	Records documenting the provision of employment services, other than work experience or limited services.	Destroy 3 years after last action
20200	Records documenting the processing of participants in receipt of limited employment services. Includes completion of forms, agreements and records of the participants matching history.	Destroy 6 months after last action

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of records	Disposal action
20185	Register of complaints about pre-employment and employment services, including any and associated documentation.	Destroy 6 years after last action

EMPLOYMENT SERVICES

The function of implementing labour market programs. Includes managing and coordinating the delivery of employment services and assistance to job seekers; administering the provision of grants and programs to assist targeted groups in the community, such as Indigenous Australians and disadvantaged job seekers; and liaising with local communities.

For developing policy and providing advice in relation to employment, wages and the effective operation of the labour market, do not use EMPLOYMENT SERVICES. Use other current disposal authorities as appropriate.

Self-Employment Programs

The provision of assistance for those people interested in becoming self-employed and starting their own business. Includes programs to allow interested participants to undertake market research for business ideas to establish their own business as an alternative to seeking a job with an employer, and incentives for unemployed people to become self-supporting and independent of social security payments by starting their own business.

For the management of grant funding, use EMPLOYMENT SERVICES - Grants.

For Indigenous organisations interested in starting their own business, use EMPLOYMENT SERVICES - Grants.

Entry	Description of records	Disposal action
20186	Records documenting the processing of project business proposals from participants for assistance under self-employment program schemes, including the assessment of applications, the monitoring and mentoring of participants and records documenting the payment of fees to the providers of these services.	Destroy 3 years after last action

Work Experience Activities

The activities associated with assessing, approving and reviewing decisions on applications for all Work Experience Activities.

For announcements of successful applications, use EMPLOYMENT SERVICES - Marketing.

For the provision of grants, use EMPLOYMENT SERVICES - Grants.

For the provision of advice and assistance to Indigenous participants, use EMPLOYMENT SERVICES - Indigenous Employment Support.

Entry	Description of records	Disposal action
20195	Records documenting the successful proposals for all Work Experience activities. Includes receipt, assessment and notification to applicants, project work plans, proposals, outcomes, milestones, performance indicators and successful requests for review of a decision. <i>[For payments to providers, use FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 3 years after last action
20197	Records documenting unsuccessful applications for work experience projects. Includes receipt, assessment and notification to unsuccessful applicants and unsuccessful request for review of a decision.	Destroy 3 years after last action