



**Australian Government**  

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**National Archives of Australia**

**Records Authority**

**The Department of Broadband,  
Communications and the Digital  
Economy**

Job no 2009/00941258

23 July 2010

## CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>APPLICATION OF THIS AUTHORITY</b>	<b>3</b>
<b>CONTACT INFORMATION</b>	<b>4</b>
<b>AUTHORISATION</b>	<b>5</b>
<b>CLASSES</b>	<b>6</b>
<b>BROADCASTING AND THE DIGITAL ECONOMY     GRANT MANAGEMENT</b>	<b>6</b>
<b>BROADCASTING AND THE DIGITAL ECONOMY     POLICY DEVELOPMENT</b>	<b>8</b>
<b>BROADCASTING AND THE DIGITAL ECONOMY     POLICY AND LEGISLATION IMPLEMENTATION</b>	<b>10</b>
<b>BROADCASTING AND THE DIGITAL ECONOMY     SECTOR AND INDUSTRY DEVELOPMENT</b>	<b>12</b>
<b>TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES     GRANT MANAGEMENT</b>	<b>14</b>
<b>TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES     POLICY DEVELOPMENT</b>	<b>16</b>
<b>TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES     POLICY AND LEGISLATION IMPLEMENTATION</b>	<b>18</b>
<b>TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES     SECTOR AND INDUSTRY DEVELOPMENT</b>	<b>21</b>

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## INTRODUCTION

The Department of Broadband, Communications and the Digital Economy and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for all the Department's core business areas. It represents a significant commitment on behalf of Department to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Department of Broadband, Communications and the Digital Economy. 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 the Department of Broadband, Communications and the Digital Economy 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.

The Department may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records 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 Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover administrative records common to Australian Government agencies.
2. 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 Department of Broadband, Communications and the Digital Economy, such as encrypted records and source records that have been copied.
3. 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.
4. 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. The Department of Broadband, Communications and the Digital Economy will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.

5. In general, retention requirements indicate a minimum period for retention. The Department of Broadband, Communications and the Digital Economy 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 the Department of Broadband, Communications and the Digital Economy 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.

6. The Normal Administrative Practice (NAP) provision of the Archives Act gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Record Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy to assist in planning and implementing activities to determine whether records should be kept or destroyed. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au)

7. From time to time the National Archives will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. 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)

8. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need 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 currently after thirty years, including those records that remain in agency custody after this time.

9. 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.

10. Advice on how to use this Authority is available from the Department of Broadband, Communications and the Digital Economy 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:**

Peter Harris  
Secretary  
Department of Broadband, Communications and the Digital Economy  
GPO Box 2154  
Canberra ACT 2601  
Australia

**Purpose:**

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983.  
NAA RkS Ref: 2009/3109

**Application:**

All records for the core businesses of:

- Broadcasting and the Digital Economy Grant Management
- Broadcasting and the Digital Economy Policy Development
- Broadcasting and the Digital Economy Policy and Legislation Implementation
- Broadcasting and the Digital Economy Sector and Industry Development
- Telecommunications, Broadband and Postal Services Grant Management
- Telecommunications, Broadband and Postal Services Policy Development
- Telecommunications, Broadband and Postal Services Policy and Legislation Implementation
- Telecommunications, Broadband and Postal Services Sector and Industry Development

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**



Ross Gibbs  
Director-General  
National Archives of Australia

**Date of issue:**



## BROADCASTING AND THE DIGITAL ECONOMY GRANT MANAGEMENT

The core business of this area is to administer grants, in accordance with Departmental policy and legislation, to support and encourage Australian broadcasting and the digital economy.

Broadcasting is the delivery of television or radio programs to an audience through radio frequency spectrum, cable, optical fibre or satellite. It does not include services that make programs available on demand.

Broadcasting covers the following activities:


- establishing cost effective access to national broadcasting and television services for the Australian public;
- establishing the viability and accountability of the community broadcasting sector in Australia;
- establishing and providing the accountability and funding of national broadcasters in Australia;
- establishing and providing digital broadcasting for radio and television.

The Digital Economy is the network of economic and social activities which are enabled by information and communications technologies, particularly the internet. The digital economy covers the following areas:

- developing the digital economy in Australia;
- managing online content issues and broader content issues related to the digital economy; and
- establishing and providing online security and internet safety within Australia.





The tasks associated with Administering Grants include:

- receiving grant proposals and allocating resources for their evaluation;
- performing an evaluation of grant proposals and advising applicants and stakeholders of the evaluation outcome;
- providing feedback to parties on the application process;
- establishing funding agreements;
- liaison with applicants;
- administering grant funding;
- monitoring the ongoing performance of grant related activity;
- dealing with breaches of grant conditions;
- audit activities;
- performing grant acquittals; and
- development of agency procedures supporting the administration of grants.

Entry	Description of records	Disposal action
21491 	Records documenting <b>significant successful</b> grant applications that have attracted high levels of public interest, involve large amounts of money and are precedent setting leading to changes in policy.	Retain as national archives

*[For similar activities with no long term significance, use class 21492]*

## BROADCASTING AND THE DIGITAL ECONOMY GRANT MANAGEMENT

Entry	Description of records	Disposal action
21492 	Records documenting <b>successful</b> applications for and management of grants that are <b>not considered significant</b> . Includes: <ul style="list-style-type: none"><li>• grant applications;</li><li>• assessment decisions and authorisations;</li><li>• correspondence with applicants;</li><li>• grant contracts and funding agreements;</li><li>• grant acquittals;</li><li>• receipt and provision of advice;</li><li>• records of consultations and committee meetings;</li><li>• record of liaison activities;</li><li>• audit outcomes; and</li><li>• reports on the administration of the grant.</li></ul>	Destroy 15 years after date of last action
	<i>[For similar activities of long term significance, use class 21491]</i>	
21493 	Records documenting procedures used to manage the administration of grants. Includes: <ul style="list-style-type: none"><li>• development records; and</li><li>• final versions of manuals, handbooks, directives.</li></ul>	Destroy 10 years after date of last action
21494 	Records documenting <b>unsuccessful applications</b> made for grant funding. Includes: <ul style="list-style-type: none"><li>• grant applications;</li><li>• records of assessment decisions; and</li><li>• copies of letters to applicants.</li></ul>	Destroy 7 years after date of last action
21495 	All administrative records supporting broadcasting and the digital economy grant management core business other than those covered in class 21491, 21492, 21493 or 21494. Includes: <ul style="list-style-type: none"><li>• common advice given on applying for grants;</li><li>• working papers; and</li><li>• records relating to consultation with grant applicants including arrangements for meetings, visits and distribution of documents.</li></ul>	Destroy 5 years after date of last action

## **BROADCASTING AND THE DIGITAL ECONOMY POLICY DEVELOPMENT**

The core business of developing whole-of-government policy for Australia's digital economy and Australian broadcasting. This can include policy created for digital television, radio and television broadcasting, and content regulation.

Broadcasting is the delivery of television or radio programs to an audience through radio frequency spectrum, cable, optical fibre or satellite. It does not include services that make programs available on demand.

Broadcasting covers the following activities:

- establishing cost effective access to national broadcasting and television services for the Australian public;
- establishing the viability and accountability of the community broadcasting sector in Australia;
- establishing and providing the accountability and funding of national broadcasters in Australia;
- establishing and providing digital broadcasting for radio and television;
- provision of commercial media regulation; and
- managing broadcasting content issues.

The Digital Economy is the network of economic and social activities which are enabled by information and communications technologies, particularly the internet. The digital economy covers the following activities:

- developing the digital economy in Australia;
- managing online content issues and broader content issues related to the digital economy;
- establishing and providing online security and internet safety within Australia;
- establishing Government strategy for the digital economy;
- the performance of Australian business in the digital economy;
- establishing cross-portfolio coordination on digital economy issues; and
- establishing International engagement on digital economy issues by Australia.

The tasks associated with Policy Implementation in these activities include:

- researching, analysing and reviewing existing policy and legislation;
- consulting stakeholders;
- managing committees and taskforces;
- developing legal and policy frameworks;
- Preparing papers, submissions and reports;
- establishing funding frameworks;
- providing policy advice to ministers and other stakeholders within the Department; and
- drafting and authorising policy.

*For legal advice given and received on the interpretation of legislation, use LEGAL SERVICES – Advice.*

*For the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS – Legislation.*

*For managing the acquisition of goods and services, and tendering and contracting arrangements to support the Broadcasting and the Digital Economy Policy Development core business, use AFDA – PROCUREMENT.*

*For carrying out inquiries or participating in government enquiries relating to the core business, use GOVERNMENT RELATIONS – Inquiries.*

*For managing the activities of advisory bodies established to advise the core business, use ADVISORY BODIES.*



*For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the*



## BROADCASTING AND THE DIGITAL ECONOMY POLICY DEVELOPMENT

National Archives of Australia guidelines on destroying records as a normal administrative practice  
<http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
21477 	Records documenting the development of policy. Includes: <ul style="list-style-type: none"><li>• policy proposals;</li><li>• research papers and discussion papers;</li><li>• results of consultations and committee meetings;</li><li>• the receipt and provision of advice;</li><li>• supporting reports;</li><li>• major drafts;</li><li>• records of high level Government initiatives;</li><li>• records of international agreements;</li><li>• final policy documents; and</li><li>• ministerial advice.</li></ul>	Retain as national archives
21485 	All administrative records supporting the broadcasting and the digital economy policy development core business other than those covered in class 21477. Includes: <ul style="list-style-type: none"><li>• policy and advice drafts with minor changes; and</li><li>• records relating to consultation with stakeholders including arrangements for meetings, visits and distribution of documents.</li></ul>	Destroy 5 years after date of last action

## **BROADCASTING AND THE DIGITAL ECONOMY POLICY AND LEGISLATION IMPLEMENTATION**

The core business of this area is to implement government-wide policies, plans, regulatory frameworks and legislation for broadcasting and the digital economy within Australia. This includes activities relating to the regulation of the digital economy, the information economy, digital television, radio and television broadcasting, and content within these media. It also includes monitoring to ensure that implementation goes according to schedule and that standards are met.

Broadcasting is the delivery of television or radio programs to an audience through radio frequency spectrum, cable, optical fibre or satellite. It does not include services that make programs available on demand.

Broadcasting covers the following activities:

- establishing cost effective access to national broadcasting and television services for the Australian public;
- establishing the viability and accountability of the community broadcasting sector in Australia;
- establishing and providing the accountability and funding of national broadcasters in Australia;
- establishing and providing digital broadcasting for radio and television;
- provision of commercial media regulation; and
- managing broadcasting content issues.

The Digital Economy is the network of economic and social activities which are enabled by information and communications technologies, particularly the internet. The digital economy covers the following activities:

- developing the digital economy in Australia;
- managing online content issues and broader content issues related to the digital economy;
- establishing and providing online security and internet safety within Australia;
- establishing Government strategy for the digital economy;
- the performance of Australian business in the digital economy;
- establishing cross-portfolio coordination on digital economy issues; and
- establishing International engagement on digital economy issues by Australia.

The tasks associated with Policy and Legislation Implementation in these activities includes:

- maintaining regulatory frameworks based on legislation;
- providing advice on policy and legislation to stakeholders from outside of the Department, to whole-of-government and the Australian community;
- managing committee and ad-hoc meetings and task forces;
- consulting, informing and liaising with stakeholders;
- arranging or attending external conferences;
- monitoring, evaluating, reviewing and auditing regulatory activities;
- developing and implementing plans, procedures and instructions; and
- preparing submissions and reports.

*For tasks associated with processing and administering grants that support broadcasting and the digital economy use BROADCASTING AND THE DIGITAL ECONOMY - GRANT MANAGEMENT.*

*For tasks associated with supporting the development of Australian broadcasting and the digital economy use BROADCASTING AND THE DIGITAL ECONOMY - SECTOR AND INDUSTRY DEVELOPMENT.*

*For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.*




*For legal advice given and received on the interpretation of legislation, use LEGAL SERVICES – Advice.*

*For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the*

## BROADCASTING AND THE DIGITAL ECONOMY POLICY AND LEGISLATION IMPLEMENTATION

National Archives of Australia guidelines on destroying records as a normal administrative practice  
<http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>.

Entry	Description of records	Disposal action
21486 	Records relating to the implementation of <b>significant</b> policies and legislation such as the sale of major public assets, implementation of new infrastructure projects or regulatory changes resulting in major changes to the way services are delivered, or have resulted in far reaching social and economic changes, or have been controversial, and the promotion campaigns supporting these projects.  <i>[For similar activities with no long term significance, use class 21487]</i>	Retain as national archives
21487 	Records documenting the administration broadcasting and the digital economy policy and legislation implementation that are <b>not considered significant</b> and other activities supporting the management of core business. Includes: <ul style="list-style-type: none"><li>• implementation plans;</li><li>• records documenting the development of agency manuals, handbooks, directives and final versions;</li><li>• formal user instructions;</li><li>• records of consultations, liaison and feedback activities;</li><li>• receipt and provision of advice;</li><li>• agreements;</li><li>• research papers;</li><li>• meeting and committee records;</li><li>• records of liaison activities;</li><li>• formal reports; and</li><li>• media releases.</li></ul> <i>[For similar activities of long term significance, use class 21486]</i>	Destroy 10 years after date of last action
21488 	Records documenting broadcasting and the digital economy policy and legislation implementation other than those covered in class 21486 and 21487. Also includes routine operational administrative tasks supporting core business.	Destroy 5 years after date of last action

## **BROADCASTING AND THE DIGITAL ECONOMY SECTOR AND INDUSTRY DEVELOPMENT**

The core business of supporting and fostering the development of the Australian broadcasting sector and the digital economy.

Broadcasting is the delivery of television or radio programs to an audience through radio frequency spectrum, cable, optical fibre or satellite. It does not include services that make programs available on demand.

Broadcasting covers the following activities:

- establishing cost effective access to national broadcasting and television services for the Australian public;
- establishing the viability and accountability of the community broadcasting sector in Australia;
- establishing and providing the accountability and funding of national broadcasters in Australia;
- establishing and providing digital broadcasting for radio and television;
- provision of commercial media regulation; and
- managing broadcasting content issues;

The Digital Economy is the network of economic and social activities which are enabled by information and communications technologies, particularly the internet. The digital economy covers the following activities:

- developing the digital economy in Australia;
- managing online content issues and broader content issues related to the digital economy;
- establishing and providing online security and internet safety within Australia;
- establishing Government strategy for the digital economy;
- the performance of Australian business in the digital economy;
- establishing cross-portfolio coordination on digital economy issues; and
- establishing International engagement on digital economy issues by Australia.

The tasks associated with Sector and Industry Development in these activities includes:

- developing and operating Government programs for Australian sectors and industries;
- promoting Australian sectors and industries through international and regional organisations;
- promoting Australian sectors and industries by arranging or attending conferences;
- researching and analysing Australian sectors and industries;
- monitoring the ongoing performance of Government programs for Australian sectors and industries;
- consulting and informing stakeholders;
- preparing submissions and reports;
- administering funding for relevant Government programs;
- managing initiatives, projects and task forces for relevant Government programs; and
- development of internal procedures to manage sector and industry development activities.



*For grants administered as part of sector and industry development broadcasting and the digital economy use BROADCASTING AND THE DIGITAL ECONOMY - GRANT MANAGEMENT.*

*For the activities relating to issuing, receiving and assessing tenders and managing the performance of external service providers, use PROCUREMENT.*

*For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia guidelines on destroying records as a normal administrative practice <http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>*

## BROADCASTING AND THE DIGITAL ECONOMY SECTOR AND INDUSTRY DEVELOPMENT

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
21489 	Records establishing the objectives, outcomes and authorisation of sector and industry development programs. Includes: <ul style="list-style-type: none"><li>• approved program proposals;</li><li>• program objective and outcome statements;</li><li>• funding commitment documentation;</li><li>• letters from the Minister or the Governor General;</li><li>• legislative instruments and determinations; and</li><li>• international committees or meetings or where the agency is the lead agency providing secretariat services.</li></ul>	Retain as national archives
21490 	Records documenting telecommunications, broadband and postal services sector and industry development activities other than those covered in class 21489. Includes: <ul style="list-style-type: none"><li>• program development, execution and evaluation;</li><li>• records documenting the development of agency of agency manuals, handbooks, directives and final versions; and</li><li>• conference proceedings and promotion.</li></ul> <p><i>[For involvement in international committees or meetings or where the agency is the lead agency providing secretariat services, use class 21489]</i></p>	Destroy 10 years after date of last action

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES GRANT MANAGEMENT

The core business of this area is to administer grants, in accordance with Departmental policy and legislation, to support and encourage telecommunications, broadband and postal services.

Telecommunications is the carriage of communications by means of guided or unguided electromagnetic energy.

Telecommunications covers the following activities:

- establishing competitive and accessible telecommunication services for the Australian public; and
- improving telecommunications services to indigenous communities and regional Australia.


Broadband is a term used to describe fast, high bandwidth “always-on” access to the Internet.

Broadband covers the following activities:

- establishing equitable access to broadband services across Australia;
- investing in broadband and communications infrastructure;
- understanding the implications of broadband usage and broadband policy for the Government;
- postal Services provides the collection and distribution of postal articles, including letters and packages;
- postal services covers the following areas; and
- establishing cost effective and accessible postal services within Australia.





The tasks associated with Administering Grants in this area include:

- receiving grant proposals and allocating resources for their evaluation;
- performing an evaluation of grant proposals and advising applicants and stakeholders of the evaluation outcome;
- providing feedback to parties on the application process;
- liaison with applicants;
- establishing funding agreements;
- administering grant funding;
- monitoring the ongoing performance of grant related activity;
- dealing with breaches of grant conditions;
- conducting audits;
- performing grant acquittals; and
- development of agency procedures supporting the administration of grants.

Entry	Description of records	Disposal action
21472 	Records documenting <b>significant successful</b> grant applications that have attracted high levels of public interest, involve large amounts of money and are precedent setting leading to changes in policy.	Retain as national archives

*[For similar activities with no long term significance, use class 21473]*

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES GRANT MANAGEMENT

Entry	Description of records	Disposal action
21473 	Records documenting <b>successful</b> applications for and the management of grants that are <b>not considered significant</b> . Includes: <ul style="list-style-type: none"><li>• grant applications;</li><li>• assessment decisions and authorisations;</li><li>• correspondence with applicants;</li><li>• grant contracts and funding agreements;</li><li>• grant acquittals;</li><li>• receipt and provision of advice;</li><li>• records of consultations and committee meetings;</li><li>• record of liaison activities;</li><li>• audit outcomes; and</li><li>• reports on the administration of the grant.</li></ul> <p><i>[For similar activities of long term significance, use class 21472]</i></p>	Destroy 15 years after date of last action
21474 	Records documenting the procedures used to manage the administration of grants. Includes: <ul style="list-style-type: none"><li>• development records; and</li><li>• final versions of manuals, handbooks, directives.</li></ul>	Destroy 10 years after date of last action
21475 	Records documenting <b>unsuccessful applications</b> made for grant funding. Includes: <ul style="list-style-type: none"><li>• grant applications;</li><li>• records of assessment decisions; and</li><li>• copies of letters to applicants.</li></ul>	Destroy 7 years after date of last action
21476 	All administrative records supporting the telecommunications, broadband and postal service grant management core business other than those covered in class 21472, 21473, 21474 or 21475. Includes: <ul style="list-style-type: none"><li>• common advice given on applying for grants;</li><li>• working papers; and</li><li>• records relating to consultation with grant applicants including arrangements for meetings, visits and distribution of documents.</li></ul>	Destroy 5 years after date of last action

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES POLICY DEVELOPMENT

The core business of this area is to develop whole-of-government policy for Australian telecommunications and broadband, and the postal industry of Australia. This includes policy and legislation created for the development of broadband infrastructure and telecommunication networks, network and spectrum regulation and consumer protection.

Telecommunications is the carriage of communications by means of guided or unguided electromagnetic energy.

Telecommunications covers the following activities:

- establishing competitive and accessible telecommunication services for the Australian public;
- establishing telecommunications regulatory policy;
- improving telecommunications services to indigenous communities and regional Australia;
- establishing law enforcement and the use of telecommunications;
- establishing radio communications spectrum and telephone number regulation;
- establishing internet governance and domain name regulation;
- establishing communications infrastructure protection;
- establishing and directing Government enterprises in the telecommunications industry;
- establishing International agreements and trade policy for telecommunication and network services;
- establishing International engagement on internet and telecommunication issues by Australia; and
- broadband is a term used to describe fast, high bandwidth "always-on" access to the Internet.

Broadband covers the following activities:

- establishing equitable access to broadband services across Australia;
- investing in broadband and communications infrastructure;
- understanding the implications of broadband usage and broadband policy for the Government;
- establishing the rollout of high speed Broadband to Australia; and
- Postal Services provides the collection and distribution of postal articles, including letters and packages.

Postal Services covers the following activities:

- establishing and directing cost effective and accessible postal services within Australia;
- establishing and directing Australian postal services regulation;
- establishing and directing Government enterprises in the postal industry; and
- establishing International engagement on postal services issues by Australia.

The tasks associated with the Development of Policy include:

- researching, analysing and reviewing existing policy and legislation;
- consulting with stakeholders;
- managing committee meetings, ad-hoc meetings and taskforces;
- developing legal and policy frameworks;
- preparing discussion papers, submissions and reports;
- establishing funding frameworks;
- providing policy advice to ministers and other stakeholders within the Department;
- drafting and authorising policy; and
- negotiating, reviewing and establishing agreements.

*For legal advice given and received on the interpretation of legislation, use LEGAL SERVICES - Advice.*

*For the preparation and passage of legislation through Parliament, use GOVERNMENT RELATIONS - Legislation.*



## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES POLICY DEVELOPMENT



*For managing the acquisition of goods and services, and tendering and contacting arrangements to support the Telecommunications, broadband and postal services policy development core business, use PROCUREMENT.*

*For carrying out inquiries or participating in government enquiries relating to the core business, use GOVERNMENT RELATIONS – Inquiries.*

*For managing the activities of bodies established to advise on the core business, use ADVISORY BODIES.*

*For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia guidelines on destroying records as a normal administrative practice <http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>*

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
21465 	Records documenting the development of policy. Includes: <ul style="list-style-type: none"><li>• policy proposals;</li><li>• research papers and discussion papers;</li><li>• results of consultations and committee meetings;</li><li>• the receipt and provision of advice;</li><li>• supporting reports;</li><li>• major drafts;</li><li>• records of high level Government initiatives;</li><li>• records of international agreements;</li><li>• final policy documents; and</li><li>• ministerial advice.</li></ul>	Retain as national archives
21466 	All administrative records supporting the telecommunications, broadband and postal service policy development core business other than those covered in class 21465. Includes: <ul style="list-style-type: none"><li>• policy and advice drafts with minor changes; and</li><li>• records relating to consultation with stakeholders including arrangements for meetings, visits and distribution of documents.</li></ul>	Destroy 5 years after date of last action

## **TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES POLICY AND LEGISLATION IMPLEMENTATION**

The core business of this area is to implement government-wide policies, regulatory frameworks and legislation relating to telecommunications, broadband and postal services. This includes activities relating to the development of broadband infrastructure and telecommunication networks, network and spectrum regulation, and consumer protection. It also includes monitoring to ensure that implementation goes according to schedule and that standards are met. Excludes managing grants to support the implementation of telecommunications, broadband and postal services.

Telecommunications is the carriage of communications by means of guided or unguided electromagnetic energy.

Telecommunications covers the following activities:

- establishing competitive and accessible telecommunication services for the Australian public;
- establishing telecommunications regulatory policy;
- improving telecommunications services to indigenous communities and regional Australia;
- establishing law enforcement and the use of telecommunications;
- establishing radio communications spectrum and telephone number regulation;
- establishing internet governance and domain name regulation;
- establishing communications infrastructure protection;
- establishing and directing Government enterprises in the telecommunications industry;
- establishing International agreements and trade policy for telecommunication and network services; and
- establishing International engagement on internet and telecommunication issues by Australia.

Broadband is a term used to describe fast, high bandwidth “always-on” access to the Internet.

Broadband covers the following activities:

- establishing equitable access to broadband services across Australia;
- investing in broadband and communications infrastructure;
- understanding the implications of broadband usage and broadband policy for the Government; and
- establishing the rollout of high speed Broadband to Australia.

Postal Services provide the collection and distribution of postal articles, including letters and packages. Postal services cover the following activities:

- establishing and directing cost effective and accessible postal services within Australia;
- establishing and directing Australian postal services regulation;
- establishing and directing Government enterprises in the postal industry; and
- establishing International engagement on postal services issues by Australia.

The tasks associated with the Implementation of Policy and Legislation for these activities include:

- maintaining regulatory frameworks based on legislation;
- providing advice on policy and legislation to stakeholders from outside of the Department, to whole-of-government and the Australian community;
- managing committee meetings, ad-hoc meetings and taskforces;
- consulting stakeholder, informing and liaising with stakeholders;
- monitoring, evaluating and reviewing regulatory activities; and
- developing and implementing plans, procedures and instructions.

*For tasks associated with processing and administering grants to support and encourage telecommunications, broadband and postal services, use TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES - GRANT MANAGEMENT.*

*For tasks associated with supporting the development of Australia’s telecommunications, broadband and postal services, use TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES - SECTOR AND INDUSTRY DEVELOPMENT.*

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES POLICY AND LEGISLATION IMPLEMENTATION

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

For legal advice given and received on the interpretation of legislation, use LEGAL SERVICES – Advice.


For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.

For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia guidelines on destroying records as a normal administrative practice <http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>

Entry	Description of records	Disposal action
21467 ■■■■■■■■■■	<p>Records relating to implementation of <b>significant</b> polices and legislation such as the sale of major public assets, implementation of new infrastructure projects or regulatory changes resulting in major changes to the way services are delivered, or have resulted in far reaching social and economic changes, or have been controversial, and the promotion campaigns supporting these projects. Includes:</p> <ul style="list-style-type: none"><li>• briefs for legal providers;</li><li>• implementation plans;</li><li>• records of consultations, liaison and feedback activities;</li><li>• receipt and provision of advice;</li><li>• agreements;</li><li>• research papers;</li><li>• meeting and committee records;</li><li>• formal reports; and</li><li>• media releases.</li></ul> <p><i>[For similar records of short term significance, use class 21468]</i></p>	Retain as national archives
21468 ■■■■■■■■■■	<p>Records documenting the administration of telecommunications, broadband and postal services policy and legislative implementations that are <b>not considered significant</b> and other activities supporting the management of core business.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• implementation plans;</li><li>• records documenting the development of agency manuals;</li><li>• handbooks, directives and final versions;</li><li>• formal user instructions;</li><li>• records of consultations, liaison and feedback activities;</li><li>• receipt and provision of advice;</li><li>• agreements;</li><li>• research papers;</li><li>• meeting and committee records;</li><li>• records of liaison activities;</li><li>• formal reports; and</li><li>• media releases.</li></ul> <p><i>[For similar activities of long term significance, use class 21467]</i></p>	Destroy 10 years after date of last action

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## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES POLICY AND LEGISLATION IMPLEMENTATION

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
21469 	Records documenting telecommunications, broadband and postal services policy and legislative implementation other than those covered in class 21467 and 21468. Also includes routine operational administrative tasks supporting core business.	Destroy 5 years after date of last action

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES SECTOR AND INDUSTRY DEVELOPMENT

The core business of supporting and fostering the development of Australia's telecommunication, broadband and postal sectors. Telecommunications is the carriage of communications by means of guided or unguided electromagnetic energy.

Telecommunications covers the following activities:

- establishing telecommunications regulatory policy;
- improving telecommunications services to indigenous communities and regional Australia;
- establishing law enforcement and the use of telecommunications;
- establishing Radio communications spectrum and telephone number regulation;
- establishing Internet governance and domain name regulation;
- establishing Communications infrastructure protection;
- establishing and directing Government enterprises in the telecommunications industry;
- establishing International agreements and trade policy for telecommunication and network services; and
- establishing International engagement on internet and telecommunication issues by Australia.

Broadband is a term used to describe fast, high bandwidth "always-on" access to the Internet.

Broadband covers the following activities:

- establishing equitable access to broadband services across Australia;
- investing in broadband and communications infrastructure;
- understanding the implications of broadband usage and broadband policy for the Government; and
- establishing the rollout of high speed Broadband to Australia.

Postal Services provide the collection and distribution of postal articles, including letters and packages. Postal services cover the following activities:

- establishing and directing cost effective and accessible postal services within Australia;
- establishing and directing Australian postal services regulation;
- establishing and directing Government enterprises in the postal industry; and
- establishing International engagement on postal services issues by Australia.

The tasks associated with Sector and Industry Development in these areas includes:

- developing and operating Government programs for Australian sectors and industries;
- promoting Australian sectors and industries through international and regional organisations;
- promoting Australian sectors and industries by arranging or attending conferences;
- researching and analysing Australian sectors and industries;
- monitoring the ongoing performance of Government programs for Australian sectors and industries;
- consulting and informing stakeholders;
- preparing submissions and reports;
- administering funding for relevant Government programs;
- managing initiatives, projects and task forces for relevant Government programs; and
- development of internal procedures to manage sector and industry development activities.

*For grants administered as part of sector and industry development telecommunications, broadband and postal services, use TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES - GRANT MANAGEMENT.*

*For the activities relating to issuing, receiving and assessing tenders and managing the performance of external service providers, use PROCUREMENT.*

*For handling public reaction to policy or services, use COMMUNITY RELATIONS - public reaction.*

*For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the*

## TELECOMMUNICATIONS, BROADBAND AND POSTAL SERVICES SECTOR AND INDUSTRY DEVELOPMENT

National Archives of Australia guidelines on destroying records as a normal administrative practice  
<http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>

Entry	Description of records	Disposal action
21470 ■■■■■■■■■■	Records establishing the objectives, outcomes and authorisation of sector and industry development programs. Includes: <ul style="list-style-type: none"><li>• approved program proposals;</li><li>• program objective and outcome statements;</li><li>• funding commitment documentation;</li><li>• letters from the Minister or the Governor General;</li><li>• legislative instruments and determinations; and</li><li>• international committees or meetings or where the agency is the lead agency providing secretariat services.</li></ul>	Retain as national archives
21471 ■■■■■■■■■■	Records documenting telecommunications, broadband and postal services sector and industry development activities other than those covered in class 21470. Includes: <ul style="list-style-type: none"><li>• program development, execution and evaluation;</li><li>• records documenting the development of agency of agency manuals, handbooks, directives and final versions; and</li><li>• conference proceedings and promotion.</li></ul>	Destroy 10 years after date of last action

*[For involvement in international committees or meetings or where the agency is the lead agency providing secretariat services, use class 21470]*