



**Australian Government**  

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**National Archives of Australia**

**Records Authority**

**Department of the Prime Minister  
and Cabinet –  
*Royal Commission Administration***

Job No 2010/00039583

15 July 2010

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## INTRODUCTION

The Department of the Prime Minister and Cabinet and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business area of Royal Commission Administration. It represents a significant commitment on behalf of Department of the Prime Minister and Cabinet to understand, create and manage the records of Royal Commissions.

This Authority is based on the identification and analysis of the business of Royal Commissions and the responsible agency, the Department of the Prime Minister and Cabinet. 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 the Prime Minister and Cabinet 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 of the Prime Minister and Cabinet 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. Classes in this Records Authority that permit destruction or other disposal must not be applied to the records of a Royal Commission conducted jointly by the Commonwealth and a State unless:
  - (a) there is an agreement between the Commonwealth and the State for the purposes of subsection 22(6) of the *Archives Act 1983*; and
  - (b) the agreement provides for the Commonwealth to undertake the specified destruction or other disposal actions, or gives the Commonwealth the freedom to dispose of the records as it sees fit.
2. There are special provisions in place for the return of original evidence and exhibits to owners (see class 21548). Please ensure that the internal procedures developed by the Department of the Prime Minister and Cabinet which relate to 'reasonable efforts' for the return of such evidence and exhibits are followed in all cases.
3. 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.

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 Department of the Prime Minister and Cabinet, 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 how long records need to be kept. Advice on sentencing is available from the National Archives.
6. 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 the Prime Minister and Cabinet will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The Department of the Prime Minister and Cabinet 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 the Prime Minister and Cabinet 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 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)
9. 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)
10. 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.
11. Please note that the National Archives is not entitled to the care of any records kept by a Royal Commission except in accordance with a direction from the responsible Minister under section 22 of the *Archives Act 1983* or a regulation under section 9 of the *Royal Commissions Act 1902*.
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 the Department of the Prime Minister and Cabinet 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:**

The Secretary  
Department of the Prime Minister and Cabinet  
National Circuit  
BARTON ACT 2600

**Purpose:**

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

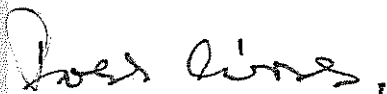
**Application:**

The core business records relating to ROYAL COMMISSION ADMINISTRATION

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:**



15 July 2010.

Ross Gibbs  
Director-General  
National Archives of Australia

## ROYAL COMMISSION ADMINISTRATION

The core business of administering (the execution of) Royal Commissions established by Letters Patent signed by the Governor-General. Includes carrying out investigations and research, receiving submissions and holding hearings. Also includes activities associated with the presentation of a final report to the Governor-General and Parliament.

*For matters relating to the budgeting of Royal Commissions, use AFDA FINANCIAL MANAGEMENT.*

*For matters relating to Tendering, use AFDA PROCUREMENT.*

*For Information Management procedures, use Plans, Policies and Procedures; for all other matters relating to Information Management, use AFDA INFORMATION MANAGEMENT.*

*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>*

### Addresses (Presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

*For opening addresses made at hearings, use ROYAL COMMISSION ADMINISTRATION - Hearings.*

Class No	Description of records	Disposal action
21530 ██████████	Records documenting final versions of addresses delivered by Royal Commissioners, senior Counsels Assisting and Ministers supporting the core business of Royal Commission Administration. Includes all multi-media presentations and supporting educational aids.	Retain as national archives
21531 ██████████	Records documenting final versions of addresses and speeches delivered by other Royal Commission staff. Includes all working papers documenting the preparation and development of addresses and speeches supporting the core business of Royal Commission Administration. Includes research documents and drafts.	Destroy 2 years after last action

### Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No	Description of records	Disposal action
21536 ██████████	<ul style="list-style-type: none"> <li>Records documenting the provision and receipt of advice between internal staff and external stakeholders related to the core business of Royal Commission Administration. Includes foreign Governments, State and Territory Governments, representatives of stakeholder interest groups, agencies, expert reference groups and expert consultants;</li> <li>All working papers, research documents and drafts created in the development of advice for internal staff and external stakeholders related to the core business of Royal Commission Administration; and</li> <li>Records documenting the preparation and drafting of the final version of advice provided by the Royal Commission staff to the</li> </ul>	Retain as national archives
21536		

## ROYAL COMMISSION ADMINISTRATION

### Advice continued:

Class No	Description of records	Disposal action
cont:	Royal Commissioners and portfolio ministers and Government agencies. Includes advice provided in the form of briefing notes (includes background briefs and Question Time Briefs), minutes providing advice to the Minister, Ministerial statements, Government responses to Inquiry recommendations, policy papers (White and Green papers), minutes providing coordination comments and advice to agencies.	Retain as national archives
21537 ■■■■■■■■■■	General administrative records documenting the provision of advice. Includes list of briefing requirements and records documenting the tabling of reports and papers to Parliament.	Destroy 5 years after the completion of the Royal Commission

### Agreements

The process associated with the establishment, maintenance, review and negotiation of agreements.

*For contracts and agreements resulting from tenders, use AFDA PROCUREMENT*

Class No	Description of records	Disposal action
21538 ■■■■■■■■■■	Final signed versions of agreements related to the core business of Royal Commission Administration. Includes Memoranda of Understanding between the Australian Government, foreign Governments, State and Territory Governments and other external stakeholders and community groups.	Retain as national archives
21539 ■■■■■■■■■■	Records documenting the negotiations, establishment, maintenance and review of agreements related to the core business of Royal Commission Administration. Includes draft agreements and communications between agencies creating the agreements. Includes agreements with community groups and other external non-Government stakeholders.	Destroy 10 years after the completion of the Royal Commission

### Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Class No	Description of records	Disposal action
21540 ■■■■■■■■■■	<ul style="list-style-type: none"> <li>Records documenting the source of authority for the Royal Commission such as Letters Patent, the conductor of the inquiry, the nature of the inquiry, its scope, the reporting requirement and the timing;</li> <li>Records documenting the delegation of power or authorisations to Commission staff, or a member of the Australian Federal Police, or of the Police Force of a State or Territory, who is assisting the relevant Commission.</li> </ul>	Retain as national archives




## ROYAL COMMISSION ADMINISTRATION

### Commission Liaison


The activities associated with maintaining regular general contact with Federal, State, Territory, local and foreign Government agencies and other stakeholders. Includes sharing informal advice and discussion.

*For requests for information concerning investigations use ROYAL COMMISSION ADMINISTRATION - Referrals*

Class No	Description of records	Disposal action
21542 	Records documenting liaison activities undertaken with Government and community stakeholders such as professional, business and community associations and stakeholder groups. Includes collaboration on projects and the exchange of information, details of consultants, feedback processes and contact lists.	Retain as national archives


### Commissioner Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisation, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Class No	Description of records	Disposal action
21543 	Records documenting: <ul style="list-style-type: none"> <li>• Preparation of travel itineraries, bookings and authorisations; and</li> <li>• Arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and office space.</li> </ul>	Destroy 5 years after the completion of the Royal Commission

### Contracting Out


The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Class No	Description of records	Disposal action
21544 	Records documenting contract management relating to the core business of Royal Commission Administration. Includes: <ul style="list-style-type: none"> <li>• Minutes of meetings with main stakeholders;</li> <li>• Performance and evaluation reports; and</li> <li>• Final signing off of a project or provision of a service.</li> </ul>	Destroy 7 years after completion or other termination of contract

## ROYAL COMMISSION ADMINISTRATION

### Enquiries


The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Class No	Description of records	Disposal action
21545 	<ul style="list-style-type: none"> <li>Records documenting the receipt of and responses to general enquiries from stakeholders and the public relating to the core business of Royal Commission Administration. Also includes records documenting statistics and the types of enquiries received by the staff of the Royal Commission.</li> <li>Working drafts and research documentation used to prepare responses to general enquiries; and</li> <li>The management of specific customer services provided to the public such as managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services such as carrying out customer surveys.</li> </ul>	Destroy 5 years after the completion of the Royal Commission

### Evidence and Exhibit Management

The activities associated with the management of evidence and exhibits. Includes the registration of documents and objects submitted voluntarily or received under notice, lodging evidence as exhibits for hearings and providing access to evidence and exhibits during the course of the Royal Commission. Also includes the physical documents and objects submitted voluntarily or received under notice as evidence including exhibits.

*For the selection of evidence or exhibits to be tendered, use ROYAL COMMISSION ADMINISTRATION – Investigations.*

Class No	Description of records	Disposal action
21546 	<p>Records documenting the control of evidence and exhibits. Includes records registering the receipt, control and movement of evidence and exhibits. Includes the control of evidence and exhibits with security or legal caveats and those which are politically sensitive. Includes documenting the loan or transfer of evidence to:</p> <ul style="list-style-type: none"> <li>The Attorney General of the Commonwealth, of a State, of the Australian Capital Territory or of the Northern Territory; or</li> <li>The Director of Public Prosecutions; or</li> <li>A Special Prosecutor appointed under the Special Prosecutors Act 1982; or</li> <li>The Commissioner of the Australian Federal Police or of the Police Force of a State or of the Northern Territory; or</li> <li>The authority or person responsible for the administration or enforcement of a law; or</li> <li>Another Commission; or</li> <li>Australian Crime Commission; or</li> <li>The Integrity Commissioner.</li> </ul>	Retain as national archives

## ROYAL COMMISSION ADMINISTRATION

### Evidence and exhibit management continued:

Class No	Description of records	Disposal action
21547 ██████████	<ul style="list-style-type: none"> <li>Records documenting the return or attempts to return evidence or exhibits to the original owners; and</li> <li>Records documenting unsuccessful attempts to return evidence or exhibits to the original owners.</li> </ul>	Destroy 10 years after the completion of the Royal Commission
21548 ██████████	<p>Evidence or exhibits not required to be retained as national archives, which are: not wanted by their owner; or unable to be returned to their owner after reasonable efforts have been made for their return. 'Reasonable efforts' for the purposes of this class will be determined by the Department responsible for the core business of Royal Commission Administration and the National Archives.</p> <p><i>[For exhibits to be retained as national archives use 21552, for evidence to be retained as national archives use 21556.]</i></p>	Destroy after the completion of the Royal Commission or after authorised use by other persons or bodies whichever is the later

### Hearing Arrangements

The activities associated with making arrangements for the conduct of a Royal Commission hearing. Includes organising facilities, preparing itineraries and advertising hearings.

*For the selection of evidence or exhibits to be tendered, use ROYAL COMMISSION ADMINISTRATION – Investigations.*

*For the leasing and fit out of facilities for hearings, use AFDA PROPERTY MANAGEMENT*

*For the furnishing of facilities for hearings, use AFDA EQUIPMENT AND STORES*

*For activities associated with technological equipment used for the hearings, use AFDA TECHNOLOGY & TELECOMMUNICATIONS*

*For the payment of witness expenses associated with appearing at hearings, use AFDA FINANCIAL MANAGEMENT*

Class No	Description of records	Disposal action
21550 ██████████	<p>Records documenting allowances to cover witness expenses and arrangements undertaken to conduct hearings. Includes:</p> <ul style="list-style-type: none"> <li>Advertising date and venue;</li> <li>Preparation of facilities;</li> <li>Preparations for the recording and management of oral evidence in hearings including in camera hearings;</li> <li>Arrangement for attendance of court reporting staff; and</li> <li>Preparation of lists of witnesses to appear.</li> </ul>	Destroy 7 years after the completion of the Royal Commission

## ROYAL COMMISSION ADMINISTRATION




### Hearing Management

The activities involved in conducting hearings to collect information relating to the Terms of Reference of a Royal Commission. Includes the summoning and examining of witnesses, presenting exhibits to the hearings, and the recording of transcripts. Also includes the authorisation of legal practitioners, the administration of oaths or affirmations and the processing of grievances relating to hearings.

*For security issues during hearings use ROYAL COMMISSION ADMINISTRATION – Security.*

*For the management of exhibits and evidence before and after the hearings use ROYAL COMMISSION ADMINISTRATION – Evidence and Exhibits Management.*

*For notices to produce, arrest warrants and summons use ROYAL COMMISSION ADMINISTRATION – Warrant Authorisation.*

Class No	Description of records	Disposal action
21552 	<ul style="list-style-type: none"> <li>• Audio and audio-visual recordings of proceedings of Royal Commissions and records documenting their creation and retention. Includes cross-examination of witnesses by legal counsel. Includes both paper and electronic record formats;</li> <li>• Records documenting the creation and control of transcripts and recordings, such as spreadsheets and registers. Includes creation and control of recordings and transcripts with security or legal caveats and those which are politically sensitive;</li> <li>• Final or master copy of transcripts and copies with significant annotations; and</li> <li>• Exhibits presented at hearings and required to be kept by the Royal Commission.</li> </ul>	Retain as national archives
21553 	<ul style="list-style-type: none"> <li>• Records documenting legal practice during hearings. Includes the authorisation of legal practitioners to appear before the Royal Commission, administration of oaths and affirmations and hearing grievances relating to the hearings. Also includes the drafting and distribution of practice notes and directions describing the conduct of the hearings from the Royal Commissioner; and</li> <li>• Administrative records relating to the routine conduct of hearings. Includes access to hearing rooms and distribution of lists of witnesses during the hearings.</li> </ul>	Destroy 10 years after the completion of the Royal Commission
21554 	Copies of transcripts with insignificant or no annotations.	Destroy 2 years after the completion of the Royal Commission

# ROYAL COMMISSION ADMINISTRATION

## Investigations

The activities associated with the identification, location and examination of witnesses, physical objects, electronic-digital information and other forms of evidence associated with the Terms of Reference of the Royal Commission. Includes the preparation of responses for the legal counsel assisting the Royal Commissioner to determine the need to issue: notices to produce; notices to attend hearings; and search or arrest warrants. Also includes interviewing witnesses, obtaining statements and securing evidence.

*For coordinating the investigative processes use ROYAL COMMISSION ADMINISTRATION – Investigations and Research Management*


*For requests for information concerning investigations use ROYAL COMMISSION ADMINISTRATION – Referrals*

*For background research that supports the activity of investigations use ROYAL COMMISSION ADMINISTRATION – Research*

*For the process of securing warrants for non-compliance for witnesses and tendering evidence and statements use ROYAL COMMISSION ADMINISTRATION – Warrant Authorisation*

*For statements presented or taken at Hearings, use ROYAL COMMISSION ADMINISTRATION - Hearing Management*

*For the management of evidence, use ROYAL COMMISSION ADMINISTRATION – Evidence and Exhibit Management.*

Class No	Description of records	Disposal action
21556 	<ul style="list-style-type: none"> <li>Records documenting investigations and evidence used in the course of a Royal Commission. Includes working papers, reports analysing issues, evidence received but not tendered at hearings, results of investigations and recommended action;</li> <li>Royal Commissioner's working papers; and</li> <li>Working papers documenting investigations and records not used in the final outcomes put to the Commission. Includes lines of investigation not proceeded with, and interviews determined not to be of value.</li> </ul>	Retain as national archives


## ROYAL COMMISSION ADMINISTRATION

### Investigations and Research Management

The activities associated with the direction and management of the investigation and research of a Royal Commission. Includes the supervision and coordination of the work of solicitors, investigators and analysts of the Royal Commission. Also includes advising the Royal Commissioner/s on matters affecting the investigations of the Royal Commission

*For the management of exhibits used during the investigations and research use ROYAL COMMISSION ADMINISTRATION – Evidence and Exhibit Management*

*For ad hoc meetings covering the coordination of the investigations and research of Royal Commissions, use ROYAL COMMISSION ADMINISTRATION – Meetings*

Class No	Description of records	Disposal action
21557 	Records documenting the co-ordination of investigations and research relating to the core business of Royal Commission Administration, and advising on matters affecting Royal Commission investigations such as parallel court proceedings. Includes the delegation of powers to Royal Commission investigation and research staff to authorise administrative action relating to the investigation and research activities of Commission staff and the production of Practice Notes.	Retain as national archives

### Legal Compliance

The activities associated with supporting compliance with the mandatory legal, investigative and reporting requirements necessary for conducting a Royal Commission. Includes powers relating to the refusal to give or produce evidence and statements, the provision of misleading information and the destruction of evidence. It also includes the protection of the rights of witnesses in relation to injury, bribery, fraud, prevention of attendance and dismissal by employers.


*For the enforcement of penalties associated with non-compliance use ROYAL COMMISSION ADMINISTRATION – Referrals*

*For the protection of witnesses attending hearings, use ROYAL COMMISSION ADMINISTRATION – Security*

*For cases that proceed to litigation, use AFDA LEGAL SERVICES - Litigation.*

*For infringements by staff, use AFDA PERSONNEL - Infringements.*

*For referral to legal authorities, use ROYAL COMMISSION ADMINISTRATION – Referrals*

Class No	Description of records	Disposal action
21559 	Records documenting agency compliance with standards or legal requirements. Includes: <ul style="list-style-type: none"> <li>Records documenting infringements or breaches of mandatory statutory requirements including failure to produce evidence, failure of witnesses to attend hearings, refusing to be sworn as a witness, providing false or misleading evidence, destroying evidence, refusing to answer questions or other expressions of contempt of the Royal Commission. Also includes records documenting infringements or breaches of mandatory statutory requirements including bribery of witnesses, preventing witnesses from attending hearings, dismissing witnesses from employment for attending hearings and fraud on witnesses; and</li> <li>Records documenting all other advice received from internal legal staff or external legal consultants concerning legal compliance and Royal Commissions.</li> </ul>	Retain as national archives

## ROYAL COMMISSION ADMINISTRATION

### Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda and taking of minutes etc. Excludes committee meetings.

Class No	Description of records	Disposal action
21560 ██████████	<ul style="list-style-type: none"> <li>Final version of minutes and supporting documents tabled at meetings held that relate to the core business of Royal Commission Administration. Includes meetings with external organisations or agencies; and</li> <li>Records documenting the final version of agenda, supporting documents, record of apologies and minutes of staff and management meetings to support the internal processes of the Royal Commission.</li> </ul>	Destroy 7 years after the completion of the Royal Commission
21561 ██████████	Working papers documenting the conduct and administration of meetings to support the operations of a Royal Commission. Includes notices of meetings, agenda, supporting documents and draft minutes.	Destroy 1 year after the completion of the Royal Commission

### Plans, Policies and Procedures

The activities associated with formulating objectives, developing and establishing directions, practice notes and orders (including non-disclosure, non-publication and confidentiality), and the methods of planning and operating a Royal Commission.

Class No	Description of records	Disposal action
21562 ██████████	<ul style="list-style-type: none"> <li>Master set of policies, directives, practice notes, orders, directions, manuals and handbooks detailing procedures relating to the core business of Royal Commission Administration;</li> <li>Records documenting the development and review of policies, procedures and guidelines supporting the conduct of the Royal Commission;</li> <li>Final version of plans supporting the operation of a Royal Commission;</li> <li>Working papers used to develop plans of a Royal Commission. Includes draft plans, reports analysing issues and comments received; and</li> <li>Records documenting the development of Royal Commission procedures supporting information and records management. Includes: <ul style="list-style-type: none"> <li>security procedures and library collection development procedures;</li> <li>procedures for managing electronic information and records including email, documents, websites, and database systems such as electronic records and document management systems;</li> <li>procedures for managing mandatory elements listed in National Archives' Recordkeeping Metadata for Commonwealth agencies; procedures for Information Management control records such as registers (paper &amp; electronic) &amp; Information Management control elements in electronic databases; and</li> <li>proposals for procedures, research papers, results of consultations and supporting reports.</li> </ul> </li> </ul>	Retain as national archives

## ROYAL COMMISSION ADMINISTRATION

### Plans, Policies and Procedures continued:

Class No	Description of records	Disposal action
21564 ██████████	Copies of procedures relating to the conduct of a Royal Commission. Includes practice notes, orders, directions, manuals, handbooks and directives.	Destroy 2 years after last action

### Referrals

The activities associated with referring to Federal, State and Territory Governments or to the relevant legal prosecuting authority (currently Director of Public Prosecutions), information or evidence that relates to, or may relate to, an offence against a Federal, State or Territory law.

*For the provision of information on breaches of law in formal reports, use ROYAL COMMISSION ADMINISTRATION – Reporting.*

*For identification of breaches of law, use ROYAL COMMISSION ADMINISTRATION - Legal Compliance.*

Class No	Description of records	Disposal action
21565 ██████████	Records documenting the referral of matters to the appropriate law authority, Court or Commonwealth agency where a possible breach of law has been identified.	Retain as national archives

### Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns

*For the production of final versions of reports, use AFDA PUBLICATION – Production*

*For the Royal Commission Report drafting process, use AFDA PUBLICATION - Drafting.*

*For published reports (eg Royal Commission Reports), use AFDA PUBLICATION - Planning and AFDA PUBLICATION - Production.*

Class No	Description of records	Disposal action
21566 ██████████	<ul style="list-style-type: none"> <li>Final version of formal reports relating to a Royal Commission. Includes: assessment papers, discussion papers, information papers, decisions or recommendations, material to be included in the report, documents supporting the presentation to the Governor-General, Prime Minister and tabling in Parliament;</li> <li>Draft circulation versions of formal reports relating to a Royal Commission where stakeholder input is sought and documented. Includes assessment papers, discussion papers, information papers, decisions or recommendations, material to be included in the report, documents supporting the presentation to the Governor-General, Prime Minister and tabling in Parliament; and</li> <li>Final versions of other unpublished internal reports and periodic reports relating to inquiries and supporting the core business of Royal Commission Administration.</li> </ul>	Retain as national archives



## ROYAL COMMISSION ADMINISTRATION

### Reporting continued:

Class No	Description of records	Disposal action
21567 ■■■■■■■■■■	Working papers documenting the development of formal reports relating to a Royal Commission. Includes drafts and comments received.	Destroy 10 years after the completion of the Royal Commission

### Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc, and the business activities of the organisation in general. Includes follow up enquiries relating to organisational programs, projects, working papers, literature searches etc.

*For information about the management of research in Royal Commissions use ROYAL COMMISSION ADMINISTRATION – Investigations and Research Management.*

Class No	Description of records	Disposal action
21569 ■■■■■■■■■■	<ul style="list-style-type: none"> <li>Records documenting the preparation of discussion papers, background papers and information papers. Includes documents that are sent out to State and Territory Governments and other interested stakeholder parties requiring additional consultation and action supporting the core business of Royal Commission Administration; and</li> <li>Records documenting the analysis of data received from internal or external sources. Includes data from library research; consultancy reports; investigation teams; State and Territory Governments; and stakeholders.</li> </ul>	Retain as national archives

### Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

*For the destruction of classified waste, use AFDA PROPERTY MANAGEMENT – Maintenance.*

*For the security classification and appropriate protection of data, use AFDA INFORMATION MANAGEMENT - Security.*

*For physical security (including control of access to computer rooms etc), use AFDA PROPERTY MANAGEMENT - Security.*

*For the protection of personal information in technology and telecommunication systems, use AFDA TECHNOLOGY & TELECOMMUNICATIONS - Privacy.*

*For requests for changes to passwords etc, use AFDA TECHNOLOGY & TELECOMMUNICATIONS - Operations.*

*For disciplinary action against staff for security related breaches, use AFDA PERSONNEL – Discipline*




*For the monitoring of building management systems (including security systems), use AFDA PROPERTY MANAGEMENT - Maintenance.*

*For general arrangements for visits, use AFDA COMMUNITY RELATIONS - Visits.*

*For building security arrangements made for a visit, use AFDA PROPERTY MANAGEMENT-Security.*

## ROYAL COMMISSION ADMINISTRATION


### Security continued:

Class No	Description of records	Disposal action
21570 	<ul style="list-style-type: none"> <li>Records documenting the management of security arrangements for handling records and information (eg mail). Includes: classified document registers eg register of Cabinet documents, safe hand registers, safe hand receipts;</li> <li>Records documenting the implementation of security arrangements for electronic document and records management systems. Includes authentication, encryption, requests for approval to connect equipment to Royal Commission local area networks and to wide area networks, removable computer media, reports on security leaks, investigations into alleged security breaches and referral of those breaches to law enforcement authorities. Also includes records documenting arrangements for the sanitisation and digital preservation of technology equipment prior to disposal; and</li> <li>Records documenting the oversight of projects by a 'security accreditation authority' and appropriate certifying authorities. Includes appointment of members to the authorities.</li> </ul>	Retain as national archives
21571 	Records documenting property access controls to secure areas. Includes: access registers (eg visitor books); keys register; security data logs; issue of security passes to visitors including dignitaries; reports on responses to alarm warnings within the area of a Royal Commission hearing room and facilities for the Secretariat and its surrounds. Also includes drawings and other documentation relating to the physical location of all locks, points of alarm, safe rooms and safe entry and exits for the Royal Commission hearing rooms and facilities.	Destroy 10 years after the completion of the Royal Commission
21572 	Records documenting property guarding, surveillance and patrol operations. Includes rosters, security reports, the issuing of visitor passes and sign-in requirements and police checks. Also includes images from scanning equipment used to scan all incoming items, containers, bags, parcels, packages and related security breaches.	Destroy 5 years after the completion of the Royal Commission

### Warrant Authorisation

The process of seeking and obtaining warrants from a judge to search premises or arrest non-compliant witnesses. Includes applying for warrants over the phone.

*For determination of requirements for a warrant, use ROYAL COMMISSION ADMINISTRATION - Investigations*

Class No	Description of records	Disposal action
21573 	<ul style="list-style-type: none"> <li>Records documenting the preparation of warrants or similar instruments relating to an investigation. Includes search warrants, affidavits, commitment warrants, apprehension warrants, court orders, summonses or other types of warrants; and</li> <li>Registers documenting the application and issue of warrants.</li> </ul>	Retain as national archives