



Australian Government

National Archives of Australia

Records Authority

**Department of the Environment,
Water, Heritage and the Arts –
Australian Antarctic Division**

Job no 2010/00178266

2 June 2010

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INTRODUCTION

The Department of the Environment, Water, Heritage and the Arts - Australian Antarctic Division 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 the Australian Antarctic Division of the Department of the Environment, Water, Heritage and the Arts. 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 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 or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority replaces RDA 1020 (1993) and RDA 1192 (1995). These records authorities can no longer be used to sentence the records of the Australian Antarctic Division of the Department of the Environment, Water, Heritage and the Arts.
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. Class 21607 in COLLECTION MANAGEMENT contains a point covering historic records accumulated in the course of operations by the Australian Antarctic Division and its predecessors. It provides coverage for records of continuing research value that are not covered under existing 'retain as national archives' classes within this Authority or the Administrative Functions Disposal Authority. Records sentenced under this class must significantly contribute to meeting one of the five objectives in 'Why Records Are Kept: Directions in Appraisal', which provide the criteria for the selection of national archives.

The agency should consult with the National Archives prior to sentencing records under this class to ensure they meet the National Archives selection criteria.

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 Australian Antarctic Division, 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 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 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 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 Department 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 records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
9. 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.
10. Records in the care of the Department should be appropriately stored and preserved. The Department needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, public access arrangements are required for records that are in the open access period (currently after 30 years).

11. 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.
12. Advice on how to use this Authority is available from the Department of the Environment, Water, Heritage and the Arts - Australian Antarctic Division 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 the Environment, Water, Heritage and
the Arts
GPO Box 787
Canberra ACT 2601

Purpose:

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

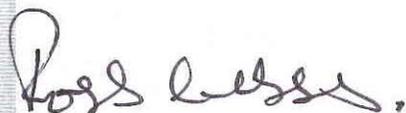
Application:

Air and Sea Operations
Antarctic Program Administration
Collection Management
Environmental Management
Expedition Personnel
International Relations
Medical Services, Support and Research
Scientific Research and Support
Station Operations & Infrastructure

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

Authorising Officer

Date of issue:



2 June 2010.

Ross Gibbs
Director-General
National Archives of Australia

AIR AND SEA OPERATIONS

The business of using aircraft or shipping services to transport personnel, equipment and supplies to support scientific and operational programs to and from the Australian Antarctic Territory, sub-Antarctic territories, the Southern Ocean and the territory of Heard Island and McDonald Islands (HIMI).

Involves the provision of ground support, cargo management compliance with regulatory requirements, scheduling of all voyages and flights, and planning and tracking of routes. Includes:

- Managing and administering a cargo facility, includes allocating, receipting, packing and dispatching from any cargo facility.
- Appointment of voyage representatives, such as leaders, and committees established to allocate berths.
- Appointments of ports, airports, wharves and boarding stations, through Customs gateways.
- Complying with Customs, Quarantine, Civil Aviation Safety Authority (CASA) and Australian Maritime Safety Authority (AMSA) regulations and requirements for the movement of goods and people. Includes clearances, permits, imports, declarations, inspections, fumigation, manifests and examinations of cargo or expedition personnel.
- Facilitating aircraft and shipping agreements such as industry agreements and bilateral agreements.
- Managing and administering contracted aircraft or shipping services in support of passenger and cargo movement.
- Periodic reporting of voyage progress on route
- Ship and aircraft arrival/departure movements, authorisations and docking/landing approvals
- The establishment, maintenance and operation of ports, wharves, airports, airfields, landing strips and helicopter landing pads

For submissions, use AFDA GOVERNMENT RELATIONS

For the leasing or security of berths, wharves or ports, use AFDA PROPERTY MANAGEMENT

For the design, construction, maintenance and removal of structures other than those required for Air and Sea Operations, use STATION OPERATIONS AND INFRASTRUCTURE

For managing and provision of training services for agency staff, use AFDA STAFF DEVELOPMENT

For station orientation programs and expedition training, use EXPEDITION PERSONNEL

For providing an air or sea emergency response or crisis management recovery, use ANTARCTIC PROGRAM ADMINISTRATION.

For tendering, use ANTARCTIC PROGRAM ADMINISTRATION.

For scientific research conducted on aircraft and ships, use SCIENTIFIC RESEARCH & SUPPORT

For development of equipment or technology to support stations, use STATION OPERATIONS AND INFRASTRUCTURE

For the granting and approving of permits to import, export or movement of specimens and samples, refer to SCIENTIFIC RESEARCH AND SUPPORT

Class number	Description of records	Disposal action
21592	<p>Records of archival value documenting Air and Sea Operations:</p> <ul style="list-style-type: none"> • All technical records from the acquisition of specialised equipment, machinery, plant and equipment which are of high logistic, technological or historic significance. Equipment may be of high significance if, for example it is controversial, subject to extensive debate, arouses widespread or other interest, or involves the use of major, new or innovative techniques. • Records relating to high-level aviation or maritime investigations involving fatality, political sensitivity or high-level media coverage or substantial damage to or destruction of aircrafts or ships • Records documenting the appointment of ports, airports, wharves, boarding stations and sufferance wharves. Includes permissions for installations. 	Retain as national archives

Class 21592 continued on next page

AIR AND SEA OPERATIONS

Class number	Description of records	Disposal action
21592 continued	<ul style="list-style-type: none"> • Records documenting the negotiation, establishment, maintenance and review of agreements, joint ventures, contracts or strategic partnerships of an innovative and/or high profile nature with either a significant or potentially significant social, environmental or economic benefit, such as the contract agreement for the operation of the Antarctic Division flagship RSV Aurora Australis and for the aircraft and helicopters operating to and from and within Antarctica • Records relating to the initial design, construction, replacement, rebuilding, modification, maintenance or removal of significant and historical structures such as ports, wharves, airports, airfields, landing strips and helicopter landing pads in support of Australian National Antarctic Research Expeditions (ANARE) air and sea operations (including temporary sites), past and present. Includes intra-continental facilities at Casey, Mawson and Davis Stations, field locations in the Australian Antarctic Territory and the cargo operations facility in Hobart • Records relating to the planning and coordination of all voyages and flights to and from Antarctica and the sub-Antarctic islands and stations. For example, records relating to the crewing, planning and execution of expeditions led by Sir Douglas Mawson; the first voyages to locations such as Heard and MacDonald Islands; inaugural flights to Antarctica by the Skytraders Airbus A319; the first intra-continental flights by the Skytraders CASA C-212 aircraft, ferry flights to and from Antarctica at the start and end of each expedition season and the arrangements for the safe transport of dangerous goods. • Manifests and particulars of cargo aboard ships and aircraft. • Final policy documents and major drafts documenting the development and establishment of air and sea operation policies and programs. • Master set of agency manuals, handbooks, directives etc. detailing procedures or guidelines that have been developed for the purpose of implementing aviation, maritime, quarantine and border protection laws, regulations, standards and policies • Records documenting the outcomes of historical or national significance projects. Includes projects assessing capability requirements, designs and specifications of vessels for acquisition. • Final version of unpublished formal reports related to the business of air and sea operations. Includes reports into the loss or wrecking of vessels and aircraft engaged in operations within and to and from Antarctica. 	Retain as national archives
21593	<p>Records documenting:</p> <ul style="list-style-type: none"> • Station copies of records relating to the initial design, construction, replacement, rebuilding, modification, maintenance or removal of significant and historical structures such as ports, wharves, airports, airfields, landing strips and helicopter landing pads in support of Australian National Antarctic Research Expeditions (ANARE) air and sea operations (including temporary sites), past and present. Includes: <ul style="list-style-type: none"> ○ drawings and plans; ○ registers of drawings; ○ case files; ○ specifications; ○ building and building materials inspections; ○ handover documentation; ○ maintenance or replacement work orders and plans; ○ project management records. <p><i>Class 21593 continued on next page</i></p>	Destroy 20 years after last action

AIR AND SEA OPERATIONS

Class number	Description of records	Disposal action
21593 continued	<ul style="list-style-type: none"> • The outcomes of projects with no historical or national significance. Includes projects assessing capability requirements, designs and specifications of vessels for acquisition. Includes: <ul style="list-style-type: none"> ○ final project plans; ○ drawings and specification 	Destroy 20 years after last action
21594	<p>Records documenting:</p> <ul style="list-style-type: none"> • Delegations of power to air and sea operations personnel to authorise administrative actions in matters relating to the function of providing air and sea operations. • Obtaining and complying with permits, licences, authorities, approvals, standards or registrations in accordance with legislative acts and regulatory bodies. Includes: <ul style="list-style-type: none"> ○ applications; ○ authorisations for each voyage or flight; ○ permissions relating to the movement of persons, aircrafts and vessels, includes undesignated ports or airports, making direct journeys between sea installations and external places, making unauthorised journeys and exemptions from arrival and departure reporting requirements; ○ licences for depots and warehouses i.e. Customs Bonds Store; ○ risk assessments; ○ reports; ○ notices of breaches or possible breaches. • The development of agency procedures or guidelines for the purpose of implementing laws, regulations, standards and policies. • Activities related to mandatory reporting by government and industry. Includes: <ul style="list-style-type: none"> ○ production or receipt of reports; ○ project management activities; and ○ evaluations or reviews of reporting processes. • Final version of reports made to external agencies. Includes: <ul style="list-style-type: none"> ○ project reviews; ○ contract reports; ○ joint venture reports; ○ pending and actual arrival and departure reports; ○ boarding of ships, small craft and aircraft. • The making, determination and applying of national standards or national protection measures. Includes: <ul style="list-style-type: none"> ○ the amendment, variation or revocation of standards or measures; ○ the determination of criteria for applying and meeting standards; ○ registration, accreditation and certification of standards with external National, State, industry and/or professional bodies; ○ guidelines and other directions supporting the implementation of industry and agency standards • Final version of reports made to external agencies. Includes: <ul style="list-style-type: none"> ○ project reviews; ○ contract reports; ○ joint venture reports; ○ pending and actual arrival and departure reports; ○ boarding of ships, small craft and aircraft 	Destroy 10 years after last action

Class 21594 continued on next page

AIR AND SEA OPERATIONS

Class number	Description of records	Disposal action
21594 continued	<ul style="list-style-type: none"> • The making, determination and applying of national standards or national protection measures. Includes: <ul style="list-style-type: none"> ○ the amendment, variation or revocation of standards or measures; ○ the determination of criteria for applying and meeting standards; ○ registration, accreditation and certification of standards with external National, State, industry and/or professional bodies; ○ guidelines and other directions supporting the implementation of industry and agency standards 	Destroy 10 years after last action
21595	<p>Records documenting:</p> <ul style="list-style-type: none"> • Internal and external audits and official examinations of air and sea operations facilities, vessels, cargo and containers etc. to ensure compliance with agreed standards and objectives, includes register of inspections. • Activities involved in administering and managing cargo facilities. Involves the allocation, receipting, packing and dispatching from cargo facilities subject to border protection and quarantine legislation. Includes: <ul style="list-style-type: none"> ○ cargo specifications, dimensions and weights; ○ cargo tracking records; ○ directions relating to the storage and movement of goods; ○ assessments and reports; ○ certificates of clearance; ○ registers of goods and containers; ○ requests for cargo release; ○ warehouse and export declarations; ○ temporary importation documents; ○ approval and release advice; ○ authorisations; ○ cancellation of approvals; ○ refusals and notices; ○ withdrawals and amendments. • Low-level aviation or maritime investigations not involving fatality, political sensitivity or high-level media coverage or substantial damage to or destruction of aircrafts or ships. • The appointment of persons under various Acts administered by the Department, including the appointment of voyage representatives, such as leaders to allocate berths. • The negotiation, establishment, maintenance and review of routine agreements, joint ventures, contracts or strategic partnerships. 	Destroy 7 years after last action
21596	<ul style="list-style-type: none"> • Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities. • All other general administrative records not covered in preceding classes 	Destroy 3 years after last action

ANTARCTIC PROGRAM ADMINISTRATION

The business of administering and managing environmental, logistic, medical, station operations, research and major science Antarctic programs, which advance Australia's Antarctic interests, protect the Antarctic environment, undertakes priority science, influence developments in a region close to Australia and/or supports work of practical, economic or national significance.

The tasks associated with Antarctic Program Administration include:

- Declarations and establishment of the Territories and approved names for geographical features;
- Facilitation of program agreements such as industry, service and bilateral agreements;
- Coordination of national cooperative programs in collaboration with Commonwealth, state and territory or local governments;
- Coordinating and supporting Antarctic projects through investment or funding programs;
- The administration of non-scientific grants, fellowships and Antarctic projects;
- The development of educational resources, public awareness campaigns and information products;
- Planning and implementation of emergency or crisis management responses.

For expedition training, use EXPEDITION PERSONNEL.

For scientific activities resulting from research grants, fellowships and Antarctic projects, use SCIENTIFIC RESEARCH AND SUPPORT.

For the administration of scientific grants and fellowships, use SCIENTIFIC RESEARCH AND SUPPORT.

For collecting and managing data, use SCIENTIFIC RESEARCH AND SUPPORT.

For managing and implementing maintenance and capital works programs, use STATION OPERATIONS AND INFRASTRUCTURE.

For managing and provision of training services for agency staff, use AFDA STAFF DEVELOPMENT.

For addresses delivered by the portfolio Minister or senior agency officers at events other than those directly related to Antarctic program administration, use AFDA COMMUNITY RELATIONS and/or AFDA GOVERNMENT RELATIONS.

For liaison activities related to Australia's participation in international events, use INTERNATIONAL RELATIONS

For the publication of educational products or research project outcomes including reports, books, brochures, pamphlets, posters and audio-visual material, use AFDA PUBLICATION.

For media relations, use AFDA COMMUNITY RELATIONS and/or AFDA GOVERNMENT RELATIONS.

For records relating to the purchase of goods and services in support of Antarctic Program Administration, including tender documentation and signed contracts under seal, use AFDA PROCUREMENT.

For records related to the strategic directions and outcomes of the agency, use AFDA STRATEGIC MANAGEMENT

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21599	<p>Records of archival value documenting Antarctic Program Administration:</p> <ul style="list-style-type: none">• Final versions of addresses presented by portfolio Ministers, the Department's Secretary or by portfolio agency heads.• Advice provided by the agency to the Minister and government agencies about controversial issues with far-reaching environmental, cultural, economic, legal, social, political or international implications.• Negotiation, establishment, maintenance and review of program agreements, joint ventures, contracts or strategic partnerships relating to Antarctic programs, which are of an innovative and/or high profile nature, or which have a major social, environmental or economic impact.• Appeals in relation to the delivery, administration or coordination of Antarctic programs where the case:<ul style="list-style-type: none">○ has far-reaching environmental, cultural, economic, legal, social, political, or international implications;○ is a precedent case; or○ is high profile or controversial in nature.• The outcomes of national assistance projects that are administered or funded by the agency (eg Macquarie Island rodent extermination project).• Delegations of power to agency staff to authorise administrative action in relation to the delivery, administration or coordination of Antarctic programs.• Master set of records of external committees (such as high-level inter-government or inter-agency committees), where the agency provides secretariat support; is the Australian Government's main representative, or plays a prominent or central role. Excludes working papers.• Declarations related to accepting the Territories under the authority of the Commonwealth and establishment of the agency to administer the Territories subject to Antarctic and subantarctic legislation. Also includes the declaration, implementation and establishment of approved names for geographical features• Reports of operations relating to hazardous events where emergency or crisis management activities (i.e. major enforcement or search and rescue operations), occur involving:<ul style="list-style-type: none">○ the death or serious injury of persons;○ the apprehension or attempted apprehension of persons undertaking illegal activities that have the potential to cause considerable harm or damage to persons, property or the environment.• Development and implementation of national campaigns and events, including national competitions and awards (events management), that have been organised to promote Antarctic programs. Excludes working papers and non-prize-winning and non-award-winning competition entries.• Establishment, administration and outcomes of non-scientific grant funded projects, fellowships and investment programs, such as the Antarctic Media Program.• Registers relating to the application for, and awarding of, grant funding for Antarctic research. Includes the Register of grant applications received.• Establishment, management and operations of councils, boards and other bodies supporting Antarctic program administration, where the Minister is a member, or where the Minister has appointed members (eg Council of Managers of National Antarctic Programs).	Retain as national archives

Class 21599 continued on next page

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21599 continued	<ul style="list-style-type: none"> • Development and establishment of Antarctic programs (policy development), including the development of policies supporting Antarctic program administration. Includes final versions and major drafts. • Register of Australian Government Antarctic non-scientific programs and projects. • Establishment, management and outcomes of Antarctic projects, plans and investments that are administered or funded under the auspices of Antarctic Programs. Excludes undertaking of scientific research activities and the collection and management of scientific data. • Final version of unpublished formal reports documenting the outcomes of Antarctic programs with significant or historic value. May include, for example, those that are controversial, the subject of extensive debate, or arouses widespread interest. • Collection and analysis of unique data related to the delivery, administration, coordination, evaluation or review of Antarctic programs, including internal research projects or surveys conducted to support agency annual reporting.. • Risk management activities where there is a potential national, environmental, social or health risk that is severe or high. Includes documentation covering each stage of the process, treatment schedules and action plans. 	Retain as national archives
21601	<p>Records documenting:</p> <ul style="list-style-type: none"> • Internal committees with responsibility for advising the Minister, the Government or Ministerial councils. Includes copies of minutes and meeting papers such as reports, briefing and discussion papers. Excludes working papers. • External committees where the agency does not provide secretariat support and does not play a prominent or central role or is the Australian Government's main representative. Includes copies of minutes and meeting papers such as reports, briefing and discussion papers. Excludes working papers. • The administration of national assistance project proposals. Includes: <ul style="list-style-type: none"> ○ funding applications ○ agreements with other Commonwealth agencies ○ work programs ○ budget monitoring activities ○ stakeholder consultations ○ recommendations ○ funding agreements and approvals ○ workshops and other training activities ○ draft activity completion reports. <p>Excludes outcomes of national assistance projects.</p> <ul style="list-style-type: none"> • Master set of agency manuals, handbooks, directives etc. detailing procedures supporting Antarctic program administration. 	Destroy 20 years after action completed

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21602	<p>Records documenting:</p> <ul style="list-style-type: none">• Establishment, management and operation of internal committees, where the committee's functions do not include advising the Minister, Government or Ministerial councils and where secretariat services are provided by the agency. Includes:<ul style="list-style-type: none">○ documents establishing the committee;○ appointment of members;○ minutes;○ briefing papers; and○ discussion papers. <p>Excludes working papers and copies of minutes and other meeting papers.</p> <ul style="list-style-type: none">• Final versions of routine agreements, including industry cooperative or facilitative agreements. Includes annual business agreements, action plans and annual reports. Excludes agreements relating to Antarctic programs, which are of an innovative and/or high profile nature, or which have a major social, environmental or economic impact.• Contract management activities supporting Antarctic program administration. Includes:<ul style="list-style-type: none">○ minutes of meetings;○ performance and evaluation reports• The development of agency procedures or guidelines in relation to the delivery, administration or coordination of Antarctic programs. Excludes master set of agency procedures.• The processing of applications for routine non-scientific grant funding, fellowships or investment programs for new, continuing or observational projects (Program assessments), such as the Antarctic Media Program. Includes:<ul style="list-style-type: none">○ approval of applications;○ variations and acquittal of funding; and○ unsuccessful applications and cases where the grant for projects did not commence through the withdrawal or rejection of offer. Includes deferred projects that were never finally approved. <p>Excludes registers relating to the application for, and awarding of, grant funding and fellowships for Antarctic research.</p> <ul style="list-style-type: none">• The processing of project proposals for funding or investments, including the approval and acquittal of project or investment funding for Antarctic projects. Includes:<ul style="list-style-type: none">○ stakeholder consultations;○ assessments;○ recommendations;○ decision;○ notifications;○ advice to successful applicants;○ the acquittal of funding; and○ the receipt and assessment of reports <p><i>Class 21602 continued on next page</i></p>	Destroy 10 years after action completed

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21602 continued	<p>Excludes records documenting refused, rejected or withdrawn applications for funding or investment.</p> <ul style="list-style-type: none"> • Final versions of routine reports required on a regular basis from external bodies or individuals. Excludes reports documenting the outcomes of Antarctic programs and reports of emergency and crisis management activities. • The application of national standards in support of Antarctic program administration. Includes the amendment, variation, or revocation of standards or measures. Also includes the determination of criteria for meeting standards. • Reviews conducted in relation to the function of delivering, administering or coordinating Antarctic programs. Includes: <ul style="list-style-type: none"> ○ documents establishing the review; ○ final report and action plan. 	Destroy 10 years after action completed
21603	<p>Excludes associated working papers</p> <p>Records documenting:</p> <ul style="list-style-type: none"> • The receipt of, or the provision of, routine advice in relation to the delivery, administration or coordination of Antarctic programs. • Appeal cases where the case does not have far-reaching environmental, cultural, economic, legal, social, political, or international implications; has no precedent value and is not high profile or controversial in nature. • Records relating to the planning and coordination of routine emergency or crisis management activities, such as enforcement or search and rescue training exercises. Includes: <ul style="list-style-type: none"> ○ manuals; ○ procedures; ○ contingency plans • The development of educational resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about Antarctic programs. Includes: <ul style="list-style-type: none"> ○ project proposals; ○ project evaluation reports; ○ reports from service providers. <p>Excludes working papers.</p> <ul style="list-style-type: none"> • The negotiation, establishment, maintenance and review of routine agreements, joint ventures, contracts or strategic partnerships relating to Antarctic programs, which are not of an innovative and/or high profile nature, and which have no major social, environmental or economic impact. • The development and marketing of Australian Antarctic Division programs and products (eg postage stamps). Includes: <ul style="list-style-type: none"> ○ market research ○ product assessments ○ sales forecasts ○ pricing ○ determinations ○ correspondence with retailers 	Destroy 7 years after action completed

Class 21603 continued on next page

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21603 continued	<ul style="list-style-type: none"> ○ advertising ○ marketing plans; and ○ promotional photographs. <p>Excludes working papers.</p> <ul style="list-style-type: none"> ● Contact with other Australian Government agencies, state and territory government agencies, other organisations or individuals in relation to research that does not result in the production of unique scientific or other data. ● Implementation of industry and agency standards to support Antarctic program administration. Includes guidelines and other directions supporting the implementation of standards. ● Routine risk management activities where there is no perceived national, environmental, social or health risk. Includes documentation covering each stage of the process, treatment schedules and action plans. ● Risk register relating to the administration of Antarctic programs. 	Destroy 7 years after action completed
21604	<p>Records documenting:</p> <ul style="list-style-type: none"> ● Final versions of addresses presented by agency staff in support of Antarctic program administration, excluding those presented by portfolio Ministers, the Department's Secretary or by portfolio agency heads. ● Working papers, including draft versions, of all addresses and presentations presented by portfolio Ministers, the Department's Secretary, portfolio agency heads, Departmental staff or portfolio agency staff. ● Establishment, management and operation of internal committees where the committee's functions do not include advising the Minister, the Government or Ministerial councils and where secretariat services are not provided by the agency. Includes copies of minutes and other meeting papers such as reports, briefings and discussion papers. ● Working papers documenting the conduct and administration of all committees. ● Arrangements for agency conferences, workshops, seminars, forums and symposiums related to the delivery, administration or coordination of Antarctic programs. Includes: <ul style="list-style-type: none"> ○ program development; ○ arranging speakers; ○ promotion; ○ venue bookings and catering; ○ managing registrations ○ reports assessing the conduct of agency conferences, seminars, workshops, forums and symposiums. ● The attendance of agency staff at conferences, seminars, workshops, forums and symposiums arranged by other organisations. Includes: <ul style="list-style-type: none"> ○ completed conference registration forms; ○ programs; ○ conference promotional material; ○ conference proceedings <p><i>Class 21604 continued on next page</i></p>	Destroy 5 years after action completed

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21604 continued	<ul style="list-style-type: none"> ○ agency participant reports ● The handling of public enquiries about the agency and its programs, products and services. ● Evaluations and other assessments of products, programs, processes, systems or services in relation to the delivery, administration or coordination of Antarctic programs. Includes: <ul style="list-style-type: none"> ○ evaluation criteria; ○ draft and final versions of survey/evaluation forms; ○ returned survey forms; ○ results of surveys; and ○ recommendations. <p>Excludes evaluation and assessment of scientific research activities and the collection and management of scientific data.</p> ● Final versions of routine plans related to the delivery, administration or coordination of Antarctic programs. ● Copies of policies and procedures, manuals handbooks, directives, reports relating to Antarctic program administration etc. 	Destroy 5 years after action completed
21605	<p>Records documenting:</p> <ul style="list-style-type: none"> ● Regular general contact with other government agencies (government liaison) in support of Antarctic program administration. Includes the sharing of informal advice and discussions and collaborating on projects that are not joint ventures. ● The implementation of routine plans, procedures or instructions in relation to the delivery, administration or coordination of Antarctic programs. ● Liaison activities undertaken with professional organisations, private sector organisations and community groups in support of the delivery, administration or coordination of Antarctic programs. Includes collaboration on projects, exchange of information and all activities of a member of an organisation. ● Routine internal meetings held in relation to the delivery, management or coordination of Antarctic program administration. Includes: <ul style="list-style-type: none"> ○ final version of minutes; ○ agendas and supporting documents tabled at meetings; ○ notices of meetings. ● Working papers used to develop all routine management plans. Includes: <ul style="list-style-type: none"> ○ draft plans; ○ reports; ○ analysing issues; ○ comments received from other areas of the agency. ● Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities. Excludes reports documenting the outcomes of Antarctic programs and reports of emergency and crisis management activities. 	Destroy 3 years after action completed

ANTARCTIC PROGRAM ADMINISTRATION

Class number	Description of records	Disposal action
21606	<p>Records documenting:</p> <ul style="list-style-type: none">• The refusal, rejection or withdrawal of funding applications or proposals for funding or investments related to Antarctic projects or strategies. Includes advice to unsuccessful applicants.• Non-prize-winning and non-award-winning competition entries in national competitions and awards (events mgt), organised to promote Antarctic programs.• Working papers resulting from reviews related to the function of delivering, administering or coordinating Antarctic Programs.• Working papers documenting the development of educational, marketing or other events resources and programs for educational, marketing or and events resources or programs.	Destroy 2 years after action completed

COLLECTION MANAGEMENT

The business of acquiring, documenting, controlling, conserving, preserving, researching, and making accessible the organisation's special collections. Collections may be utilised for research, memorabilia, exhibitions, loans to Museums, art galleries and libraries. Involves the development, coordination and management of the agency's displays, events or exhibitions, including travelling exhibitions to enhance the knowledge and understanding of Antarctica and the administration of Antarctic libraries, information services or facilities to meet the specialist needs of the Antarctic Division's programs.

For the management of current records identified as potential collection items, use appropriate core businesses elsewhere in this records authority.

For the biological collection, use SCIENTIFIC RESEARCH & SUPPORT

For the launch of new publications to be sold by the agency, use AFDA COMMUNITY RELATIONS.

For the opening of exhibitions, use AFDA COMMUNITY RELATIONS – Functions (Social).

For the publishing of information sheets, activity sheets, websites, etc and the production of multi media presentations use AFDA PUBLICATION.

For the promotion or sponsorship of programs, use AFDA COMMUNITY RELATIONS – MARKETING

For insurance policies and insurance claims associated with exhibitions, use AFDA PROPERTY MANAGEMENT.

For the production of books, posters, articles, multi-media publications, and electronic guides and online information relating to the collection, use AFDA PUBLICATION.

For the acquisition and management of multi-media equipment, and technological systems and equipment used to manage and control the collection, use AFDA TECHNOLOGY & TELECOMMUNICATIONS.

Class number	Description of records	Disposal action
21607	<p>Records of archival value documenting Collection Management.</p> <ul style="list-style-type: none"> • Records documenting the negotiation, establishment, maintenance and review of program agreements, joint ventures, contracts or strategic partnerships of an innovative and/or high profile nature with either a significant or potentially significant social, environmental or economic benefit. • The outcomes from fellowship programs. Includes examples of completed artworks. • The successful acquisition of items for the special collections, through donation, transfer, loan and purchase • Records documenting the selection of an artist, photographer, sculptor etc. and the management of the commission. • Master control records for internal collection management systems. • Records documenting the collection and maintenance of biographical information (life and works) of individual artists, photographers, cinematographers and craftsmen whose works are part of the special collections. • Master documentation records describing items in the special collections. • Records relating to donations of items, artefacts, property or monies that are of a significant public or historical interest. Includes conditions relevant to the donation. • Records documenting the history of an official collection within the special collections. • Records which establish precedent and document requests for public access to records and documents in the special collections under the FOI Act, the Privacy Act and other legislation specific to the agency. 	Retain as national archives

Class 21607 continued on next page

COLLECTION MANAGEMENT

Class number	Description of records	Disposal action
21607 continued	<ul style="list-style-type: none"> • The research conducted to develop storyline and content for exhibitions and displays • Historic records accumulated in the course of operations by the agency and its predecessors <p>Note: Only to be used for historic records that are not 'retain as national archives' under a specific core business in this Records Authority or the Administrative Functions Disposal Authority. Please see the note under the Application Page for further information on the application and coverage of this class.</p> <ul style="list-style-type: none"> • Final versions and major drafts documenting the development and establishment of collection management policies, procedures and programs. • Final versions of the design and layout of exhibitions. • Final versions of unpublished formal reports relating to Collection Management with a significant or historic value, including those that are controversial, the subject of extensive debate, or arouse widespread interest. 	Retain as national archive
21608	<p>Records documenting:</p> <ul style="list-style-type: none"> • The unsuccessful acquisition of items that are not accepted for the special collections. Includes: <ul style="list-style-type: none"> ○ receipt, acknowledgement and assessment of item ○ justification for rejection ○ photographs ○ condition reports. • Major security breaches or incidents relating to the special collections where the incident results in major fraud, damage or theft of collection items. Includes: <ul style="list-style-type: none"> ○ evidence ○ witness reports ○ photos ○ investigation notes and reports ○ incident reports. • Conservation treatment and repairs of items. Includes: <ul style="list-style-type: none"> ○ survey requests ○ conservation / treatment request ○ photographs and drawings ○ conservation / treatment reports ○ progress reports ○ condition reports ○ taxidermy for specimens e.g. huskies. • Textile work log book documenting conservation treatment of textiles and soft organic objects in the special collection. • Records of contract management for conservation work, or the provision of goods or services relating to conservation of items. Includes <ul style="list-style-type: none"> ○ minutes of meetings with stakeholders ○ photographs of work in progress ○ progress reports ○ performance and evaluation reports ○ recommendations. • The disposal or transfer of items from the special collections in accordance with the agency's collection disposal policy. Includes disposal forms. 	Disposal not authorised

Class 21608 continued on next page

COLLECTION MANAGEMENT

Class number	Description of records	Disposal action
21608 continued	<ul style="list-style-type: none"> • The successful negotiation, transfer and management of intellectual property of items in the special collections to the agency. Includes cases where the intellectual property is shared between the agency and another party. Also includes transfer of copyright forms. • The unsuccessful negotiation and transfer of intellectual property of items in the special collections. • The management of intellectual property of items in the collection, where others own the intellectual property. Includes: <ul style="list-style-type: none"> ○ permission to reproduce images ○ copyright declaration forms. ○ Inventories of items in the special collections. ○ Loan applications that are rejected or do not proceed. Includes application and notification. ○ Maintenance registers and log books. • The transportation or movement of special collection items, which require specialised handling, such as large expedition objects. Includes: <ul style="list-style-type: none"> ○ photographs ○ diagrams ○ measurements ○ identification of lifting supports. ○ Final version of plans supporting the collection management function. • Technical manuals and diagrams associated with items in the special collections, such as aircraft operating manuals (procedures). • Access conditions and restrictions imposed on private records and publications in the special collections. (public access) • Final versions of reports on joint venture projects supporting Collection Management that are not of national significance. • Reproduction images, including digitisation, of items in the special collections maintained as preservation copies. • Sampling and scientific testing of collection items and material. Includes: <ul style="list-style-type: none"> ○ analysis of samples ○ sample documentation. • All historical, scientific and technical research into special collection items, materials used in the conservation of collection items or into processes that affect collection items. Includes: <ul style="list-style-type: none"> ○ interviews ○ oral histories ○ literature searches ○ analysis of information ○ reports 	Disposal not authorised

COLLECTION MANAGEMENT

Class number	Description of records	Disposal action
21609	<p>Records documenting:</p> <ul style="list-style-type: none"> • The development of the design and layout of exhibitions. Includes: <ul style="list-style-type: none"> ○ design briefs ○ content lists ○ models ○ preliminary images, text, design and layout ○ graphic design. • Agency liaison activities undertaken with agencies, organisations, stakeholders and interest groups. Includes: <ul style="list-style-type: none"> ○ contact lists/registers ○ project collaborations ○ meeting notes ○ exchanged information ○ routine correspondence. • The management of projects relating to the collection management function. Includes: <ul style="list-style-type: none"> ○ progress reports ○ project schedules ○ notes from meetings with stakeholders. • The stocktake process of special collection items. Includes: <ul style="list-style-type: none"> ○ stocktaking schedule ○ stock take forms ○ stocktaking results form ○ consolidated stocktaking reports. • The implementation of industry and agency standards to support the collection management function. 	<p>Destroy 10 years after last action</p>
21610	<p>Records documenting:</p> <ul style="list-style-type: none"> • Delegation of power to agency staff to authorise administrative action relating to the collection function. • Contract management of non-conservation work of the provision of goods and services not related to the conservation of items in the special collections. Includes: <ul style="list-style-type: none"> ○ minutes of meetings with stakeholders ○ progress reports ○ performance and evaluation reports. • Master set of agency manuals, handbooks, directives etc. detailing procedures or guidelines that have been developed to support the COLLECTION MANAGEMENT core business. • Security breaches or incidents of a minor nature relating to the collection management function. Includes incident reports. • The lending of items in the special collections, to other organisations. Includes: <ul style="list-style-type: none"> ○ checklists ○ loan applications ○ loan approval forms ○ venue sheets ○ condition reports. • For agreements associated with loans, use COLLECTION MANAGEMENT – Agreements 	<p>Destroy 7 years after last action</p>

Class 21610 continued on next page

COLLECTION MANAGEMENT

Class number	Description of records	Disposal action
21610 continued	<ul style="list-style-type: none"> • The loan of collection items to the agency, from other organisations, groups or individuals. Includes: <ul style="list-style-type: none"> ○ loan proposal ○ routine correspondence ○ liaison with stakeholders ○ condition reports. • For agreements associated with loans, use COLLECTION MANAGEMENT – Agreements • Activities of planning and coordinating exhibitions and events. • Routine unpublished reports supporting the COLLECTION MANAGEMENT core business • The storage of special collection items within the agency. Includes assessment and development of storage systems. • The preparation of agency submissions seeking support for projects relating to the collection management function. Includes: <ul style="list-style-type: none"> ○ draft submissions ○ preparation papers. ○ The valuation of items in the special collections. • Venue arrangements carried out to support exhibitions. Includes: <ul style="list-style-type: none"> ○ venue bookings ○ confirmation of venue conditions ○ delivery instructions ○ routine correspondence ○ schedules ○ transport bookings. • The development of the exhibition concepts. Includes: <ul style="list-style-type: none"> ○ draft schedule ○ discussion notes ○ concept brief ○ notices of decision. • The installation and demounting of permanent exhibitions. Includes installation plans. • The marketing of exhibitions and displays. Includes: <ul style="list-style-type: none"> ○ advertising ○ marketing plans ○ promotional photographs. • Final versions and working papers of exhibition plans. Includes: <ul style="list-style-type: none"> ○ forward plans ○ forward changeover plans ○ gallery master plans ○ layout plans ○ schedules. • The development and production of text for exhibitions and displays. Includes: <ul style="list-style-type: none"> ○ drafts ○ reviews 	Destroy 7 years after last action
21611	<p>Records documenting:</p> <ul style="list-style-type: none"> • Register (such as freezer book) detailing items from the special collections that undergo the freezing conservation process. • Register (such as photography book) detailing items from the special collections that are photographed during conservation. 	Destroy 5 years after last action

Class 21611 continued on next page

COLLECTION MANAGEMENT

Class number	Description of records	Disposal action
21611 continued	<ul style="list-style-type: none"> • The handling of all enquiries relating to the collection management function • Records documenting the routine movement or transportation to and from storage areas, of other items in the special collections. Includes: <ul style="list-style-type: none"> ○ installation and changeover schedules ○ installation lists ○ rehousing reports ○ reports on packing art works. <p>For records documenting the movement of special collection items recorded in the collection management system, use COLLECTION MANAGEMENT – Control</p> <ul style="list-style-type: none"> • Routine requests for public access to records in the special collections under the FOI Act, the Privacy Act and other legislation specific to the agency. • Client registration that allows access to printed and published records in the special collections. Includes registration forms. (public access) • Administrative arrangements for visits to the agency relating to the collections. Includes: <ul style="list-style-type: none"> ○ bookings ○ schedules ○ routine correspondence and reports. 	Destroy 5 years after last action
21612	<p>Records documenting:</p> <ul style="list-style-type: none"> • The regular/routine maintenance of exhibitions displays and items in the special collections, such as cleaning. Excludes repairs. • Working papers used to develop plans supporting the collection management function. Includes: <ul style="list-style-type: none"> ○ reports analysing issues ○ drafts ○ comments. • Working papers documenting the development of policies and procedures supporting the collection management function. Includes minor drafts. • Final versions of periodic reports supporting the collection management function. • The installation and demounting of temporary exhibitions. Includes installation plans. 	Destroy 3 years after last action

ENVIRONMENTAL MANAGEMENT

The business of regulating activities to protect and conserve the environment, marine living resources and heritage of Antarctica and the Southern Ocean including the Australian Antarctic Territory, the Southern Ocean, the Territory of Heard Island and McDonald Islands, as well as activities conducted on Tasmania's Macquarie Island.

The tasks associated with Environment Management include:

- Maintaining the Antarctic Treaty System and consulting with Treaty Partners regarding the use of the region for research, information exchange and protecting the Antarctic environment.
- Advising the Australian Government on the development of national policies, legislation, strategies and environmental standards.
- Providing environmental advice to people intending to conduct activities in the Antarctic.
- Administering policies and procedures for Antarctica relating to environmental, quarantine and heritage practices.
- Administering nominations, appointments and resignations of Australian delegates or other representatives.
- Conducting investigations into possible breaches of environmental and heritage laws and regulations that may lead to the issue of infringement notices or administrative warnings.
- Conducting inspections of vehicles, aircraft, vessels, premises, baggage, documents or any place by an authorised officer who suspects on reasonable grounds that environment and heritage laws, regulations or standards have been contravened. Includes conducting random fuel sampling and compiling incident reports. Also includes the seizure of items, specimens, or equipment and the disposal, transfer, release, retention or loan of seized specimens.
- Conducting environmental and heritage audits.
- Refusing or approving referrals or refusing, issuing, granting, renewing, varying, cancelling, revoking, suspending, transferring or approving permits, licences, authorities, approvals, standards variations or product registrations to enter parts of the Territory and for the purposes of carrying on in that zone such activities as specified. Includes receiving reports from the holders of permits, licences or authorities or as a result post-approval reporting and maintaining registers.
- Conducting assessments on environmental impacts for scientific, management or recreational and other non-government activities in the Antarctic, subantarctic and Southern Ocean. Includes preliminary assessments (PA), initial environmental evaluations (IEE) and comprehensive environmental evaluations (CEE).
- Maintaining statutory lists and registers for permits, authorisations and assessments.
- Developing, implementing, amending or revoking environmental or heritage management plans and guidelines. Includes management plans for zones of special status including protection of environment and wildlife, regulation of the use of the zone of special status and the preservation of the Territories.
- Assessing Antarctic Special Protection Areas (ASPAs) and Antarctic Specially Managed Areas (ASMA). Includes preparing, reviewing or approving ASPA and ASMA management plans.
- Reviewing and commenting on environmental impact assessments and environment or heritage management plans prepared by other Antarctic Treaty Parties.
- Making declarations by the Minister or a Designated Authority in order to protect and conserve the environment and heritage.
- Making written Ministerial or conservation orders and issuing evidentiary certificates to prohibit or to restrict specified activities or actions for the protection and conservation of the environment and heritage. Includes confirming, varying and revoking orders and evidentiary certificates and providing notices of advice about whether a proposed action would contravene an existing order.
- Planning and administering Antarctic cleanup programs, including remediation of contaminated sites.

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

For records documenting the development of proposal for new legislation or amendments to existing legislation, use AFDA STRATEGIC MANAGEMENT – Legislation.

For participating in inquiries about regulatory matters, use AFDA GOVERNMENT RELATIONS – Inquiries.

For training resources, material and managing the provision of environmental training services for expeditions, use EXPEDITION PERSONNEL.

For training material and managing the provision of training services for agency staff, use AFDA STAFF DEVELOPMENT – Training.

ENVIRONMENTAL MANAGEMENT

Class number	Description of records	Disposal action
21613	<p>Records of archival value documenting Environmental Management:</p> <ul style="list-style-type: none"> • External committees that support Environmental Management, where the agency: provides secretariat services; is the Australian Government's main representative; has statutory decision making powers; or has responsibility for advising the Minister, the Government or Ministerial Councils. Excludes working papers. • Internal committees that support Environmental Management, where the agency: has statutory decision making powers; or has responsibility for advising the Minister, the Government or Ministerial Councils. Excludes working papers. • Declarations related to the protection and conservation of the environment and heritage including Commonwealth reserves and the proclamation of conservation zones (protected areas), historic sites, relics and monuments, international movement of wildlife specimens, wetlands of international importance, Antarctic specially protected or managed areas and world heritage areas. Includes revoking, amending or renewing existing declarations. • The negotiation, establishment, maintenance and review of national environmental management agreements. Agreements include bilateral agreements with state or local governments, agreements with community groups etc. • Environmental audits. • Environmental assessments of proposed activities, actions, policies, plans or programs, such as Environmental Impact Assessments (EIA) at the Comprehensive Environmental Evaluation (CEE) and Initial Environmental Evaluation (IEE) and Preliminary Assessment (PA) levels. • The granting or approval of applications, proposals or referrals related to permits, licenses, authorities, standards variations, registrations or approvals. • The refusal or rejection of applications, proposals or referrals related to permits, licenses, authorities, standards variations, registrations or approvals, where the case is precedent setting, is considered high profile or controversial, or concerns matters with far-reaching environmental, cultural, economic, legal, social, political or international implications. • The management of investigations into possible breaches of environmental and heritage laws, regulations or standards. • The development, implementation, making, adoption, approval, amendment, revocation or replacement of national plans related to the protection and conservation of the environment and heritage such as heritage listed places, world heritage areas and wetlands of international importance. Excludes draft plans and working papers. • Registers and databases related to the processing of proposals, referrals or applications and the granting, issuing or refusal of permits, licences, authorities, approvals, standards variations or registrations. (Environmental Management Authorisations) • Pollution and waste management activities i.e. Antarctic cleanup programs where there has been potential far-reaching consequences or risk of long term damage. Includes planning and establishment, research, monitoring and remediation of contaminated site, waste removal and arrangements to return waste to Australia for treatment and disposal in accordance with border protection requirements. 	Retain as national archives

Class 21613 continued on next page

ENVIRONMENTAL MANAGEMENT

Class number	Description of records	Disposal action
21613 continued	<ul style="list-style-type: none"> • The granting, issuing, termination, variation, revocation, refusal or rejection of application for an exemption. Includes: <ul style="list-style-type: none"> ○ certificate of exemption; ○ The establishment and amendment of lists or registers for the purpose of protecting and conserving the environment and heritage (listings). ○ The making of a written order or the issuing of an evidentiary certificate. • Policy documents and major drafts documenting the development and establishment of environmental management and heritage regulatory policies and programs. Excludes working papers. • Final version of unpublished formal reports related to the environmental management function. • Online catalogue, registers and master control records for environmental assessments and permits issued in accordance with legislative requirements (environmental management authorisations) • Register and databases of Antarctic Specially Protected Areas (ASPA), Antarctic Specially Managed Areas (ASMA) and other gazetted protected areas. (Listings) • Online catalogues and databases for environmental reporting, species listings and natural or cultural heritage such as historic sites, monuments and listings of world, national and Commonwealth heritage. (Listings / Reporting). 	Retain as national archives
21615	<p>Records documenting:</p> <ul style="list-style-type: none"> • Delegations of power to agency staff to authorise administrative action in matters relating to the function of environmental management. 	Disposal not authorised
21616	<p>Records documenting:</p> <ul style="list-style-type: none"> • Incident reports associated with environmental audits related to approvals, permits, licences, authorities, registrations and standards variations with conditions where no expiry date has been attached or imposed. 	Destroy 100 years after action completed
21617	<p>Records documenting:</p> <ul style="list-style-type: none"> • Scientific data supplied for the purposes of conducting an environmental assessment. 	Destroy 20 years after action completed
21618	<p>Records documenting:</p> <ul style="list-style-type: none"> • Internal committees supporting Environmental Management, where the committee: does not exercise statutory decision-making powers and the committee's functions do not include advising the Minister, the Government or Ministerial Councils. Includes: <ul style="list-style-type: none"> ○ documents establishing the committee; ○ appointment of members; ○ minutes; ○ briefing papers; and ○ discussion papers. Excludes working papers. • Joint venture / contract management activities in support of statutory decision-making processes with respect to the function of Environmental Management. Includes: <ul style="list-style-type: none"> ○ minutes of meetings with stakeholders; ○ performance and evaluation reports. 	Destroy 10 years after action completed

Class 21618 continued on next page

ENVIRONMENTAL MANAGEMENT

Class number	Description of records	Disposal action
21618 continued	<ul style="list-style-type: none"> • Draft plans and working papers for the development, implementation, making, adoption, approval, amendment, revocation or replacement of national plans. • The development and review of environmental indicators. (environmental management reporting) • Activities related to mandatory reporting by government and industry. Includes: <ul style="list-style-type: none"> ○ production or receipt of reports; ○ project management activities; and ○ evaluations or reviews of reporting processes. • The development of agency procedures or guidelines for the purpose of implementing environmental management laws, regulations, standards and policies. • The making, determination and applying of national standards or national protection measures. Includes: <ul style="list-style-type: none"> ○ the amendment, variation or revocation of standards or measures; ○ the determination of criteria for applying and meeting standards; ○ registration, accreditation and certification of standards with external National, State, industry and/or professional bodies; and ○ guidelines and other directions supporting the implementation of industry and agency standards. 	Destroy 10 years after action completed
21619	<p>Records documenting:</p> <ul style="list-style-type: none"> • The appointment of persons under various Acts administered by the Department, including the appointment of members of technical reference working groups, committees, inspectors, auditors, examiners, arbitrators or commissioners. Includes: <ul style="list-style-type: none"> ○ identity cards. • Contract management activities that do not support statutory decision-making processes related to the Environmental Management. Includes: <ul style="list-style-type: none"> ○ minutes of meetings with stakeholders; ○ performance and evaluation reports. • Environmental audits and incident reports audits relating to approvals, permits, licences, authorities, registrations and standards variations where an expiry date has been attached or imposed. Includes: <ul style="list-style-type: none"> ○ incident reports; ○ surveillance audits; and ○ self-assessment audits for waste management, chemicals, the storage, use and disposal of hazardous materials, energy use, resources acquisition, movement and use, physical disturbance, environmental checklist for field self assessments and compliance with environment protection legislation. • Inspections, including seizures in relation to possible contraventions of environment and heritage laws, regulations or standards. Includes: <ul style="list-style-type: none"> ○ search warrants; ○ written notices; and ○ evidence register. • The forfeiture, return or disposal of seizures (environmental inspections). Includes: <ul style="list-style-type: none"> ○ applications from owners; ○ orders to owners and owners' consent; and ○ arrangements for forfeiture of possession. 	Destroy 7 years after action completed

Class 21619 continued on next page

ENVIRONMENTAL MANAGEMENT

Class number	Description of records	Disposal action
21619 continued	<ul style="list-style-type: none"> • Random fuel sampling (environmental inspections). Includes: <ul style="list-style-type: none"> ○ incident reports; ○ consent notice forms; ○ fuel sampling records; and ○ fule sample test results • The handling of public enquiries about the agency and its programs, products and services in relation to environmental management. • Routine administration of pollution and waste activities with no far-reaching consequences, does not set a precedent case, or have historical or public interest. Includes the routine, day to day removal of pollution or waste materials. 	Destroy 7 years after action completed
21620	<p>Records documenting:</p> <ul style="list-style-type: none"> • External committees that support Environmental Management, where the agency does not exercise statutory decision-making powers and the committee's functions do not include advising the Minister, the Government or Ministerial councils, and where secretariat services are not provided by the agency. Includes: <ul style="list-style-type: none"> ○ copies of minutes; ○ meeting papers such as reports, briefing and discussion papers. • Referred proposals not requiring an assessment or approval process. • The rejection or refusal of applications where there are no far-reaching environmental, cultural, legal, social, political or international implications, the matter is not a precedent case and is not considered high profile or controversial. (environmental management authorisations) • Working papers documenting the development of environmental management policies and programs. • Reference copies of applications and supporting documents for authorities including documents from workflow management systems. (environmental management authorisations) • Unsuccessful applications for permits. (environmental management authorisations) 	Destroy 5 years after action completed
21621	<ul style="list-style-type: none"> • Working papers documenting the conduct and administration of all committees formed to consider matters concerning the Environmental Management. Includes: <ul style="list-style-type: none"> ○ draft agendas; ○ notices of meetings; and ○ draft minutes. • Working papers documenting the development of formal reports. • Annual statements submitted by producers and importers of fuels, subject to a fuel standard. (environmental management inspections) 	Destroy 3 years after action completed

EXPEDITION PERSONNEL

The business of managing, training and preparing all expedition personnel to participate in Australia's Antarctic Programs and providing them with a full range of support services for travel, work and to live in the Australian Antarctic Territory, sub-Antarctic territories, the Southern Ocean and the Territory of Heard Island and McDonald Islands, as well as activities conducted and support services on Tasmania's Macquarie Island. Includes:

- Accredited personnel includes registers and lists;
- Employment conditions and history;
- Australian Antarctic Fellowships;
- Planning, managing and providing training services to enable knowledge and skills in safety, survival, environmental and governance for working in the Australian Antarctic Territories. Includes induction, pre-departure, field, search and rescue, vehicle and equipment training;
- Honours and service awards, includes Australian Antarctic medallions and certificates;
- Arrangements for psychological testing, travel and accommodation;
- Member/Family Liaison and Support.

EXPLANATORY NOTE: Head office staff that travel to the Australian Antarctic Territory and sub Antarctic territories are classed as expedition personnel. For non expedition personnel use AFDA PERSONNEL.

For compensation claims and compensable rehabilitation use AFDA OCCUPATIONAL HEALTH AND SAFETY

For counselling, use AFDA PERSONNEL

For complaints or grievances, use AFDA PERSONNEL

For leave, use AFDA PERSONNEL

For pay and entitlements, use AFDA PERSONNEL

For rehabilitation not related to a compensation case, use AFDA PERSONNEL

For selection centres and recruitment, use AFDA PERSONNEL

For terminations, use AFDA PERSONNEL

For OH&S training use, AFDA STAFF DEVELOPMENT

For managing medical and dental matters, use MEDICAL SERVICES, SUPPORT AND RESEARCH

For specialised Antarctic preparation and training for medical officers, use MEDICAL SERVICES, SUPPORT AND RESEARCH

Class number	Description of records	Disposal action
21622	<p>Records documenting Expedition Personnel that are of archival value:</p> <ul style="list-style-type: none"> • Records of committees where the agency provides secretariat support or is the Commonwealth's main representative such as the Australian Antarctic Names & Medals Committee (AANMC). • Records documenting the recognition of significant achievements, contributions or service of personnel including expedition personnel, accredited representatives, foreign exchange personnel and fellowship applicants. • Records documenting the outcomes of significant fellowship funding programs, such as the Australian Antarctic Arts Fellowship. • Consolidated registers of fellowship recipients. • Records documenting the appointment of Chief Executive Officers (employment conditions). • Records documenting the consolidated employment history of: <ul style="list-style-type: none"> ○ Directors ○ Deaths in Antarctica ○ Station Leaders ○ Senior Scientists and scientists on indefinite appointment or long term contracts. 	Retain as national archives

Class 21622 continued on next page

EXPEDITION PERSONNEL

Class number	Description of records	Disposal action
21622 continued	<ul style="list-style-type: none"> ○ Non-research staff and scientists on short term contracts, fellowships, exchange programs etc who are eminent or notable in the public or scientific life; and women science graduates employed prior to 1987 ○ Medical Practitioners ○ Eminent or accredited personnel ○ Indigenous people ● Final policy documents and major drafts in relation to international environment, heritage and natural resource management. ● Name-identified records documenting accredited representatives involved in expeditions of a historical or national significance, such as expeditioners in the Australasian Antarctic Expedition (AAE) 1911-1913, the BANZARE expedition 1929-1931, the Sea Ice Physics and Ecosystem eXperiment (SIPEX) in 2007 or the Antarctic Whale Expedition of 2010. ● Records documenting the development and establishment of policies and major operating procedures (such as the Expeditioner Handbook), including instructions and executive proposals and standing and routine orders. ● Formal internal reports and reports made to external authorised bodies or the Australian Government, for example reports from staff on voyages. 	Retain as national archives
21623	<p>Records documenting:</p> <ul style="list-style-type: none"> ● The consolidated employment history of: <ul style="list-style-type: none"> ○ Non-research staff and scientists on short term contracts, fellowships, exchange programs etc who are not eminent or notable in the public or scientific life; ○ Station and Ground Support Staff; ○ Trades; ○ Telecommunications Officers; ○ Fellowship or Exchange Program Recipients. ● The granting, issuing, termination, variation, revocation, refusal or rejection of application for an exemption from training. Includes certificates of exemptions. 	Destroy 75 years after date of birth and last action completed, or on notification of death and last action is completed, whichever is sooner
21624	<p>Records documenting:</p> <ul style="list-style-type: none"> ● The accreditation of training and education courses. ● Master set of agency training materials, including amended material, for training programs and courses that are developed and administered by the Department. <p>Includes:</p> <ul style="list-style-type: none"> ○ lecture notes; ○ training course programs; ○ presentation slides and handouts; ○ training manuals; ○ learning modules; ○ films, videos, guides and specimens. ● The evaluation and review of training programs or courses. Includes: <ul style="list-style-type: none"> ○ summaries of course evaluations by participants; ○ reports to management. 	Destroy 7 years after last action completed

EXPEDITION PERSONNEL

Class number	Description of records	Disposal action
21625	Records documenting: <ul style="list-style-type: none">• Local or routine policies and procedures, including local standing orders, directives or routine orders.• Routine planning and administrative arrangements of internal and external training programs or courses. Includes:<ul style="list-style-type: none">○ course schedules;○ enrolment forms;○ attendance lists;○ correspondence to and from training providers;○ training course information summaries;○ results;○ presentations.	Destroy 5 years after last action completed
21626	Records documenting: <ul style="list-style-type: none">• The development of all policies including administrative and minor working papers, surveys and research• Australian National Antarctic Research Expeditions (ANARE) member liaison and family support services by professional associations, private sector organisations and community groups. Includes correspondence;	Destroy 3 years after last action completed
21627	Records documenting: <ul style="list-style-type: none">• Arrangements for expedition personnel to undertake a journey or trip for work-related reasons. Includes arrangements for obtaining official passports and visas, training courses, allocations and tickets for flights and voyages, bookings for the use of residential accommodation or quarters etc.• The development of all reports, including minor working papers, drafts and comments.• The development of training material for courses run internally by the agency, including working papers.	Destroy 2 years after last action completed

INTERNATIONAL RELATIONS

The business of administering Australia's obligations under international conventions and agreements in Antarctica, the subantarctic and the Southern Ocean.

Involves representing and advocating Australia's policy and environmental interests internationally, contributing to the development of international agreements for environmental protection, safety, tourism management and logistic cooperation, and providing leadership, assistance and training to other nations. Includes:

- Developing and providing policy or legal advice on national and international obligations, including Antarctic-related legislation, Antarctic Treaty matters and administration of Australian Antarctic and subantarctic territories.
- Liaising, negotiating and exchanging information with other countries, government departments, agencies, forums and institutions with responsibility for monitoring and administering international agreements.
- Maintaining the Antarctic Treaty System to enhance Australia's influence in it and to enhance international protection for seabirds and conservation of Antarctic marine living resources.
- Monitoring compliance with global and regional agreements and reporting to international bodies.
- Providing financial or technical assistance, including the sharing of expertise, to other countries and to global regional institutions or forums.
- Evaluating Antarctica's environmental performance and conditions, including the development of performance indicators and preparing national reports.

For records documenting the development of legislation, use AFDA STRATEGIC MANAGEMENT.

For records documenting the preparation and passage of legislation through parliament, use AFDA GOVERNMENT RELATIONS - Legislation.

For collaborative international research projects, use SCIENTIFIC RESEARCH AND SUPPORT.

For offences/breaches against environment/heritage legislation, use ANTARCTIC ENVIRONMENTAL MANAGEMENT.

For outreach activities to the Australian public, and liaison with non-government bodies and industry groups, use AFDA COMMUNITY RELATIONS.

For addresses presented at government occasions, use AFDA GOVERNMENT RELATIONS.

Class number	Description of records	Disposal action
21628	<p>Records of archival value documenting International Relations:</p> <ul style="list-style-type: none"> • Final version of addresses presented at international events or to visiting delegations by portfolio Ministers, the Department's Secretary or by portfolio agency heads. • International Antarctic Territorial claims and declarations relating to these claims. • Records of internal and external committees, working groups and task forces that support International Relations where the agency: provides secretariat services; or, is the Australian Government's main representative; or, has statutory decision making powers; or, has responsibility for advising the Minister, the Government or Ministerial Councils. Excludes working papers. • The development of the Australian Government position, the briefing of Australian delegations and the evaluation of the outcomes of international Antarctic conferences, conventions, commission meetings, workshops, forums and symposiums. • The negotiation, establishment and review of international agreements and partnerships related to global and regional Antarctic frameworks, policies and programs. • The outcomes of international assistance programs or projects that are administered or funded by the Australian Government. 	Retain as national archives

Class 21628 continued on next page

INTERNATIONAL RELATIONS

Class number	Description of records	Disposal action
21628 continued	<ul style="list-style-type: none"> • Records from International consultative meetings and decision making forums for the Antarctic Treaty or the Antarctic Treaty System on issues such as scientific cooperation, protection of the Antarctic environment, conservation of plants and animals, preservation of historic sites, designation and management of protected areas, management of tourism, information exchange, meteorological data, hydro-graphic charting, logistic cooperation, transport, communications and safety. • National reports and environmental performance reviews presented to international Antarctic Treaty Parties or Institutions. • Final policy documents and major drafts in relation to international environment, heritage and natural resource management. • Final version of unpublished formal reports that document the outcomes of international programs or projects. • Records documenting activities such as research projects, and surveys that result in the collection of unique scientific or other data related to international issues. • Master set of agency manuals, handbooks, directives etc. detailing procedures or guidelines that have been developed in relation to international issues. • Records documenting liaison activities. 	Retain as national archives
21629	<p>Records documenting::</p> <ul style="list-style-type: none"> • The administration of international assistance project proposals. Includes: <ul style="list-style-type: none"> ○ funding applications; ○ agreements with other Commonwealth agencies; ○ work programs; ○ budget monitoring activities; ○ stakeholder consultations; ○ recommendations; ○ funding agreements and approvals; ○ workshops and other training activities; and ○ draft activity completion reports. • Minor drafts documenting the development and establishment of international policies and programs. • The development of agency procedures or guidelines in relation to international issues. • Reviews related to the function of delivery, administering or coordinating international agreements, partnerships arrangements, frameworks, policies and programs. Includes the coordination of contributions from both internal and external stakeholders. • Internal or external committees, working groups and taskforces where the agency does not provide secretariat services, and: is not the Australian Government's main representative: does not have statutory decision making powers; or does not have responsibility for advising the Minister, the Government or Ministerial Councils. Includes: <ul style="list-style-type: none"> ○ documents establishing the committee; ○ agendas; ○ final versions of minutes; ○ reports; ○ supporting documentation such as briefing and discussion papers. <p>Excludes working papers.</p>	Destroy 20 years after action completed

INTERNATIONAL RELATIONS

Class number	Description of records	Disposal action
21630	<p>Records documenting:</p> <ul style="list-style-type: none"> • The appointment of individuals or groups as official representatives of Australia to international institutions, committees, offices, councils or groups. Includes: the processes of handling nominations, appointments, resignations or other terminations. • Administrative arrangements for agency-organised international conferences, conventions, commission meetings, workshops, forums and symposiums. Includes: <ul style="list-style-type: none"> ○ offers to hold meetings; ○ program development; ○ speakers arrangements; ○ registrations; ○ promotion, summaries of media issues and clippings; ○ venue bookings and catering; ○ media accreditation. • The administrative arrangements related to the attendance of agency staff and Australian delegates and stakeholders at international conferences, conventions, commission meetings, workshops, forums and symposiums arranged by other organisations. Includes: <ul style="list-style-type: none"> ○ completed conference registration forms; ○ programs; ○ conference promotional material; ○ conference proceedings. • Routine agency liaison activities, includes: <ul style="list-style-type: none"> ○ contact information and lists; ○ routine correspondence; ○ circulars and advices by international institutions; ○ media enquiries / summaries. • Administrative arrangements in relation to international research projects. Includes: <ul style="list-style-type: none"> ○ funding requests and funding agreements; ○ meeting records and presentations; ○ audit and project progress reports; ○ correspondence. 	<p>Destroy 10 years after action completed</p>
21631	<p>Records documenting:</p> <ul style="list-style-type: none"> • Final version of addresses presented to visiting delegations or at international events by other agency staff. • Working papers, including draft versions of addresses and other presentations, related to the preparation of addresses presented to visiting delegations or at international events by portfolio Ministers, the Department's Secretary, portfolio agency heads, Departmental staff or portfolio agency staff. Includes: <ul style="list-style-type: none"> ○ requests for input into ministerial speeches; ○ quality control; ○ comments; ○ clearances; ○ draft versions of speeches. • Working papers documenting the conduct and administration of committees. Includes: <ul style="list-style-type: none"> ○ notices of meetings; ○ draft minutes. <p><i>Class 21631 continued on next page</i></p>	<p>Destroy 5 years after action completed</p>

INTERNATIONAL RELATIONS

Class number	Description of records	Disposal action
21631 continued	<ul style="list-style-type: none">• Arrangements for international visits of ambassadors, envoys, delegates and agency staff. Includes:<ul style="list-style-type: none">○ itineraries;○ reports.• Internal agency meetings held in relation to the delivery, administration or coordination of international programs or projects. Includes:<ul style="list-style-type: none">○ final version of minutes;○ agendas and supporting documents tabled at meetings;○ notices of meetings	Destroy 5 years after action completed
21632	<ul style="list-style-type: none">• Minor drafts documenting the development of national reports and environmental performance reviews presented to international Antarctic Treaty Parties and Institutions.• Minor drafts documenting the development of formal reports related to the outcomes of international programs or projects.• Working papers relating to reviews of international agreements, partnerships arrangements, frameworks, policies and programs.	Destroy 3 years after action completed

MEDICAL SERVICES, SUPPORT AND RESEARCH

The business of providing comprehensive medical services (medical, surgical and dental) at Australian Antarctic stations, field camps, voyage vessels and head office to support operations in Antarctica and the Southern Ocean including the Australian Antarctic Territory, subantarctic territory of Heard Island and McDonald Islands, the Southern Ocean, and Tasmania's sub-Antarctic Macquarie Island. Also includes the provision of medical assistance to other agencies and nations.

Includes:

- Providing medical support and advice;
- Setting standards for and conducting medical and dental screenings of expedition personnel;
- Preparing and training Expedition Medical Officers;
- Designing, specifying and providing medical, surgical and dental facilities;
- Providing medical supplies;
- Responding to medical emergency situations;
- Conducting human biology and medical research in Antarctica, in the areas of health and behavioural studies, thermal adaptation, nutrition, epidemiology, cardiovascular studies, photobiology and diving medicine.

For personnel records of Medical Practitioners providing services on stations or voyages use EXPEDITION PERSONNEL

For emergency management, use ANTARCTIC PROGRAM ADMINISTRATION.

For construction and maintenance of medical facilities, use AFDA PROPERTY MANAGEMENT.

For significant or unique construction of medical facilities, use STATION OPERATIONS AND INFRASTRUCTURE.

Class number	Description of records	Disposal action
21633	<p>Records of archival value documenting Medical Services Support & Research:</p> <ul style="list-style-type: none"> • Records documenting the acquisition of specialised equipment, machinery, plant and equipment which are of high medical, technological or historic significance. Equipment may be of high significance if, for example it is controversial, subject to extensive debate, arouses widespread medical or other interest, or involves the use of major, new or innovative techniques. For example three-dimensional diagnostic ultrasound machines acquired to enable remote specialist diagnostic support. • Records documenting the negotiation, establishment, maintenance and review of program agreements, joint ventures, contracts or strategic partnerships of an innovative and/or high profile nature with either a significant or potentially significant social, environmental or economic benefit to medical services, research and/or the Australian people. For example records of agreements with national and international universities and the U.S. National Space Biomedical Institute (NSBRI). • Records documenting appeals in relation to the delivery, administration or coordination of medical services or support where the case has far-reaching environmental, cultural, economic, legal, social, political, or international implications or where there is a precedent case or where is significant public or historical interest in the case • Records documenting activities associated with the collection and management of electronic health data and databases. Includes: <ul style="list-style-type: none"> ○ The master database of the Australian National Antarctic Research Expeditions Health Register (AHR) ○ Electronic health records summary data created to facilitate the making of treatment decisions. ○ Telemedicine electronic records • Descriptive or spatial data collections, including data sets, required for the purposes of developing information products to support medical services, support and medical research. 	<p>Retain as national archives</p>

Class 21633 continued on next page

MEDICAL SERVICES, SUPPORT AND RESEARCH

Class number	Description of records	Disposal action
21633 continued	<ul style="list-style-type: none"> • Records documenting the submission for exemptions from legislation, such as anti-discrimination legislation, in order to preserve ANARE medical and fitness standards and associated legal advice. • Records of activities involved in conducting pure and applied medical research (research analysis / research design) i.e. modelling, field trials, data collection, surveys, experimentation and fabrication for significant projects where the records are identified, complete, able to be interpreted and necessary to provide an understanding of the project. Projects may be significant if they, for example, are controversial, are the subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major impacts on the environment, society or human health. For example immunological studies utilizing the isolation of ANARE stations or space analogue studies in Antarctica. • Final policy documents and major drafts documenting the development and establishment of medical services, support and research policies and programs. • Final version of internal reports related to the medical services, support and research function, such medical reports from stations, vessels and voyages. • Preparation of material for health and medical research reports and contributions for publication in other agency publications including national and international professional journals • Meetings relating to decisions affecting provision of health or medical research resources of services to ANARE operations, for example the Agenda and Minutes of the Expeditioner Medicine Steering Committee 	Retain as national archives
21634	<p>Records documenting:</p> <ul style="list-style-type: none"> • Research records and materials with no historical or national significance created in the course of routine medical investigations. Includes records documenting research analysis and design such as: <ul style="list-style-type: none"> ○ collections or samples of patient records identified as being of value for medical or social research purposes ○ correspondence with other medical professionals ○ field and laboratory notebooks and other medical records ○ observation and experimental data ○ raw or derived data ○ working papers ○ photographs, film or images ○ research collections, where the coherence is between objects in the assembled data or information products • The granting or approval of applications to authorise the importing, exporting or movement of medical specimens or material brought to Australia in accordance with border protection requirements. Includes: <ul style="list-style-type: none"> ○ correspondence; ○ case files; ○ manifests of quarantine material returned on each voyage; • Records relating to the collection, tracking, movement and storage of specimens. Includes: <ul style="list-style-type: none"> ○ registers; ○ data and databases; • Specialised Antarctic preparation and training for medical officers 	Destroy 50 years after last action completed

MEDICAL SERVICES, SUPPORT AND RESEARCH

Class number	Description of records	Disposal action
21635	<p>Records documenting:</p> <ul style="list-style-type: none"> • The receipt of, or the provision of high level medical advice in relation to the delivery, administration or coordination of Medical Services, Support and Research, such as recalls of medical equipment or drugs, discontinued presentations and their alternatives, safety alerts and associated matters. • Records relating to the dispensation and supply of pharmaceuticals i.e. via the Medical Supply System. Includes: <ul style="list-style-type: none"> ○ Drug registers ○ Requisitions and orders ○ Prescriptions ○ Medication chart orders ○ Records of supply other than on prescription ○ Receipts / records of delivery ○ Stock and inventory control records 	<p>Destroy 20 years after last action completed</p>
21636	<p>Records documenting:</p> <ul style="list-style-type: none"> • Delegations of power to medical officer to authorise administrative actions in matters relating to the function of providing medical services, support and research. • The routine obtaining and complying with permits, licences, authorities, approvals, standards variations or registrations in accordance with legislative acts and regulatory bodies i.e. to provide medical services or operate specialised medical equipment. Includes: <ul style="list-style-type: none"> ○ Applications ○ Reports • Activities related to mandatory reporting by government and industry. Includes: <ul style="list-style-type: none"> ○ Production or receipt of reports ○ Project management activities ○ Evaluations or reviews of reporting processes • The development of agency procedures or guidelines for the purpose of implementing medical laws, regulations, standards and policies • Insurance for medical practitioners involved in the treatment of people in Antarctica, for example medical indemnity insurance • Internal investigations involving medical issues • Formal and informal liaison with organisations and individuals that document medical contacts and the provision of medical information that is not strategic or high profile in nature. • Addresses and presentations at meetings and conferences. Includes major drafts and working papers • Internal reviews of medical programs, for example the Dental Review 2008 	<p>Destroy 10 years after last action completed</p>
21637	<p>Records documenting:</p> <ul style="list-style-type: none"> • The routine acquisition of medical supplies and equipment for Head Office, stations, field parties, vessels and aircrafts. Includes maintaining catalogues and inventories. Includes: <ul style="list-style-type: none"> ○ Quotes ○ Purchase Orders ○ Invoices • Routine planning and administrative arrangements for the provision of medical supplies and medical kits. 	<p>Destroy 7 years after last action completed</p>
<p>Class 21637 continued on next page</p>		

MEDICAL SERVICES, SUPPORT AND RESEARCH

Class number	Description of records	Disposal action
21637 continued	<ul style="list-style-type: none"> • Appeal cases where the case has no precedent value and there is no significant historical or public interest in the case. • The maintenance and servicing of routine medical equipment. <p>Other research records and materials created in the course of medical investigations, including those that are not able to be identified or interpreted or are incomplete or are not necessary to provide an understanding of the project. Includes records documenting research analysis and design.</p>	Destroy 7 years after last action completed
21638	<p>Records documenting:</p> <ul style="list-style-type: none"> • The provision of medical services, such as medical referrals, immunisation programs, diagnostic visual, image or pictorial recordings. Includes: <ul style="list-style-type: none"> ○ Requests for assistance or referral of matters to or from other medical practitioners relating to expeditioners or others with a 'green form' ○ Requests for assistance or referral of matters to or from other medical practitioners relating to employees without a 'green form' ○ X-rays, videotapes, films, photographs or equivalent image recordings. • Medical screenings of personnel travelling to and from Australian Antarctic Territory and subantarctic territories, the Southern Ocean, the territory of Heard Island and McDonald Islands and Macquarie Island. Includes: <ul style="list-style-type: none"> ○ Australian Maritime Safety Orders ○ Confidential checklists of medical history (known as 'Medical Check Lists') for ANARE applicants (whether successful or not) for whom a 'green form' has been raised. ○ Original medical examinations of ANARE personnel (known colloquially as 'Green forms' or 'Green Medical Forms') with supporting documents and attachments. ○ Psychology adaptability assessments results ○ X-ray registers • The provision of medical support and health care, such as examinations, assessments and treatments of patients/clients on ANARE stations, operations, vessels and voyages. Includes: <ul style="list-style-type: none"> ○ Case files ○ Dental charts ○ X-rays ○ Specialist and pathology results ○ Reports ○ Medical referrals ○ Copies of medical certificates 	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

SCIENTIFIC RESEARCH AND SUPPORT

The business of conducting and supporting scientific research in support of Australia's Antarctic Goals. The research is undertaken on the Antarctic Continent primarily within the Australian Antarctic Territory, the Southern Ocean, the Territory of Heard Island and McDonald Islands, and Macquarie Island and in laboratories both in Australia and overseas institutions.. Research Includes:

- Investigating the role of adaptation to environmental change in Antarctica and ensuring protection of the Antarctic environment
- Researching ice, oceans, atmosphere and climate in Antarctica, the subantarctic and the Southern Ocean.
- Researching, modelling and monitoring Southern Oceans.
- Researching the structures and dynamics of ecosystems.
- Researching the impacts of human activity on Antarctica
- Researching and providing vital information on the populations of flora and fauna both on land, in lakes and the ocean.
- Studying the life in the Southern Ocean: from single celled plants and animals (phytoplankton and protozoa), bacteria and viruses up to top predators including penguins, seals and whales
- Researching terrestrial biology and botany. Includes identifying of plants and preparing or managing herbarium material.
- Conducting scientific research that contributes to the conservation and management of marine mammals around Australia, through the Pacific and in Antarctic waters.
- Internal and external liaison with external researchers with respect to proofing equipment for Antarctic environments.
- Acquiring or production of scientific equipment
- Planning and conducting scientific experiments and observations
- Preparing, examining and photographing of samples utilising a range of electron microscopy equipment or processes, includes imaging technology, and data retrieval systems.
- Identifying plants and preparing or managing herbarium material
- Collections of scientific data, analysis and reporting of results
- Managing specimens and sample collections
- Storing data and metadata obtained from Antarctic research and making it available to the public.
- Mapping of Antarctic and other territories
- Producing maps and charts of the built and natural Antarctic environment
- The operation of laboratories or storage facilities. Includes research vessel laboratories i.e. RSV Aurora Australis, the krill aquarium, herbarium, electron microscopy unit, cold room/freezers.

*For non-scientific program administration, refer to ANTARCTIC PROGRAM ADMINISTRATION
For non-scientific grants administration and funding refer to ANTARCTIC PROGRAM
ADMINISTRATION.*

*For addresses presented at government occasions, use AFDA GOVERNMENT RELATIONS –
Addresses (presentations).*

For the formal publication of scientific research, use AFDA PUBLICATION.

*For development of new equipment or technology to support operations in Antarctica, use STATION
OPERATIONS AND INFRASTRUCTURE.*

For material safety data sheets, refer to AFDA OCCUPATIONAL HEALTH AND SAFETY

SCIENTIFIC RESEARCH AND SUPPORT

Class number	Description of records	Disposal action
21639	<p>Records of archival value documenting Scientific Research and Support:</p> <ul style="list-style-type: none">• Acquisition of unique and highly specialised technical equipment, plant and machinery used to assist with conducting research in the Antarctic region which may be considered to have historic value or is controversial, subject to extensive debate, arouses widespread interest or involves the use of major, new or innovative techniques. For example, specialised equipment and machinery such as Automatic Weather Stations (AWS); Heat In, Halide Out (HIHO) and Upward Looking Sonar (ULS) buoys.• In-house design, manufacture or modification of scientific equipment, apparatus, tools plant etc which may be considered to have historic value or is controversial, subject to extensive debate, arouses widespread interest or involves the use of major, new or innovative techniques. For example, in-house developed scientific equipment such as the Light Detection and Ranging (LIDAR) instrument, the Continuous Plankton Recorder (CPR) and the Davis Meteor Radar which is used to detect meteor trails.• Final versions of research management plans for significant projects which may be considered controversial, subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major adverse impacts on the environment, society or human health science-related projects outlined in strategic plans.• Activities associated with collecting and interpreting scientific data and developing information products for scientific data, for example the Australian Antarctic Data Centre, to support the protection and conservation of the Antarctic region. Includes:<ul style="list-style-type: none">○ The management of scientific data and databases, such as taxonomy listings and data control mechanisms e.g. catalogues, classification schemes used to index scientific collections, forms etc.○ Descriptive or spatial data collections, including data sets, required for the purposes of developing information products, such as the Australian Antarctic Data Centre.○ Information products, interactive applications or tools i.e. online catalogues or databases, searchable tools, maps and directories such as those provided through the Australian Antarctic Data Centre. Includes non-interactive outputs and products such as maps or the results of data analysis including geographic information systems, projects, maps, charts, reports and reporting information.• Activities involved in conducting pure and applied scientific research (research analysis / research design). For example, correspondence with scientists, modelling, field trials, data collection, surveys, experimentation, observation and fabrication where records are complete, able to be interpreted and necessary to provide an understanding of the project. Includes research in:<ul style="list-style-type: none">○ glaciology;○ space and atmospheric science;○ biological and ecological science;○ Southern Ocean ecosystems and;○ other related scientific disciplines	Retain as national archives

Class 21639 continued on next page

SCIENTIFIC RESEARCH AND SUPPORT

Class number	Description of records	Disposal action
21639 continued	<ul style="list-style-type: none"> • Activities involved in conducting pure and applied scientific research (research analysis / research design). For example, correspondence with scientists, modelling, field trials, data collection, surveys, experimentation, observation and fabrication where records are complete, able to be interpreted and necessary to provide an understanding of the project. Includes research in: <ul style="list-style-type: none"> ○ glaciology; ○ space and atmospheric science; ○ biological and ecological science; ○ Southern Ocean ecosystems; ○ and; other related scientific disciplines. • Establishment, management and operations of internal and external committees supporting Antarctic science program administration, where the agency provides secretariat support; is the Australian Government's main representative, or plays a prominent or central role, or where the Minister is a member, or where the Minister has appointed members. • Register of applications for Australian Government Antarctic scientific programs and projects. • Records documenting the granting or approval of applications to permit the importing, exporting or movement of biological (human and animal), geological plant and water specimens, samples or material brought to Australia in accordance with border protection requirements. • Records relating to the tracking, movement and storage of samples or specimens. • Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the scientific research and support function • Establishment, administration and outcomes of scientific grant funded projects and research fellowships. Includes: • Registers relating to the application for, and awarding of, grant funding for scientific Antarctic research. Includes a register of grant applications received. 	Retain as national archives
21640	<p>Records documenting:</p> <ul style="list-style-type: none"> • Research records and materials with no historical or national significance created in the course of scientific and technical investigations required for long term studies and observations. Includes records documenting research analysis and design. • Registers, databases and other records relating to technical support services i.e. testing, diagnosis, measurement, sample analysis etc. • The testing and calibrating process carried out pursuant to legislation, including original data from calibrations and calibration reports which are of significant or high scientific value or of historical significance. (technical services) 	Destroy 50 years after last action
21641	<p>Records documenting:</p> <ul style="list-style-type: none"> • The non-commercial acquisition of samples, specimens, etc. where conditions of use, laboratory transfers, rationale for transfer and licenses are involved. • The design and construction of scientific equipment, apparatus, tools, plant, etc. with no historical or national significance. • Copies (i.e. duplicates) of papers and reports documenting experimentations, observations, research analysis or research design created in the course of scientific and technical investigations. (research and observations / analysis / design) • The testing and calibrating process carried out pursuant to legislation, including original data from calibrations and calibration reports. 	Destroy 20 years after last action

SCIENTIFIC RESEARCH AND SUPPORT

Class number	Description of records	Disposal action
21642	<p>Records documenting:</p> <ul style="list-style-type: none">• Copies of research management plans.• The provision of technical services. Includes:<ul style="list-style-type: none">○ testing;○ diagnosis;○ measurement;○ sample analysis.• Final version of reports made to external agencies. Includes:<ul style="list-style-type: none">○ project reviews;○ contract reports;○ joint venture reports.• Spreadsheets on resource allocation and annual calculations of grants related to scientific projects.• The processing of applications for routine grant funding or fellowships for new, continuing or observational projects (Program assessments). Includes:<ul style="list-style-type: none">○ approval of applications;○ variations and acquittal of funding; and○ unsuccessful applications and cases where the grant for projects did not commence through the withdrawal or rejection of offer. Includes deferred projects that were never finally approved.	Destroy 10 years after last action
21643	<p>Records documenting:</p> <ul style="list-style-type: none">• Agency compliance with mandatory or optional standards or with statutory requirements relating to the research management i.e. ethical standards relating to humans and animals.• The acquisition of other samples, specimens etc. where there is no tender or contracting-out process. Includes formal requests for quotations, orders, handover reports, correspondence relating to the acquisition and collections for research purposes.• Unsuccessful applications for scientific projects and cases where projects did not commence through withdrawal, rejection or deferral.	Destroy 7 years after last action
21644	<p>Records documenting:</p> <ul style="list-style-type: none">• Other research records and materials created in the course of scientific and technical investigation, including those that are not able to be identified or interpreted or are incomplete or are not necessary to provide an understanding of the project. Includes records documenting research analysis and design.• Copies of policies and procedures, manuals handbooks, directives etc, reports.	Destroy 5 years after last action
21645	<ul style="list-style-type: none">• Working papers used to develop all research management plans. Includes draft plans, reports, analysing issues and comments received from other areas of the agency.• Working papers and administrative arrangements of technical services. Includes results and reports of tests, measurements, analyses etc.	Destroy 3 years after last action

STATION OPERATIONS AND INFRASTRUCTURE

The business of managing the operations and infrastructure of stations, field camps (bases), depots, airfields and other facilities in the Australian Antarctic Territory and sub-Antarctic territories. Involves a number of year-round stations, many of which have been in operation continuously since the 1940s.

Includes:

- Administering stations and field bases within Antarctica. Includes arrangements to supply food, clothing and field equipment.
- Conducting field operations to support scientific research
- Developing and establishing operation and field manuals
- Periodic reporting on stations operations
- Delegations of legislative responsibilities i.e. weapons regulations. Includes acquisition and storage of firearms
- Designation of special constables who have powers to deal with persons who have breached the laws of the Territory including those laws that carry criminal sanctions
- Designing, specifying, developing and acquiring clothing, plant, equipment or associated facilities.
- Managing and implementing maintenance and capital works programs for Australia's Antarctic and subantarctic stations and field camps. Includes energy and water management programs for power generation, sewage works, water supply etc.
- Conducting infrastructure projects relating to accommodation, amenities, etc for station and field operations. Includes installation and removal of temporary structures or reducing / eliminating inflexible systems and infrastructure.

For Head Office Staff who travel to the Australian Antarctic Territory and subantarctic territories use EXPEDITION PERSONNEL. For non- expeditioners, use AFDA PERSONNEL.

For agreements, contracts or joint ventures, use ANTARCTIC PROGRAM ADMINISTRATION

For tendering, use ANTARCTIC PROGRAM ADMINISTRATION

For station orientation programs and expedition training, use EXPEDITION PERSONNEL

For ceremonies, celebrations or functions held by the agency, use AFDA COMMUNITY RELATIONS.

For contact with the media, use AFDA COMMUNITY RELATIONS - Media Relations.

For acquisition or management of equipment and stores that are not new or unique, use AFDA EQUIPMENT AND STORES.

For asbestos management refer to AFDA OCCUPATIONAL, HEALTH & SAFETY

For management of land and working, storage, or living space within premises that are not new or unique, use AFDA PROPERTY MANAGEMENT

For security, use AFDA PROPERTY MANAGEMENT

For technology and telecommunications, use AFDA TECHNOLOGY AND TELECOMMUNICATIONS

For visits to stations or field bases by members of the public or community representatives, use AFDA COMMUNITY RELATIONS

For visits to stations or field bases by Members of Parliament, international delegations, or other government agencies, use GOVERNMENT RELATIONS

For the design, construction, maintenance and removal of airfield and port facilities, use AIR AND SEA OPERATIONS

STATION OPERATIONS AND INFRASTRUCTURE

Class number	Description of records	Disposal action
21646	<p>Records of archival value documenting Station Operations and Infrastructure</p> <ul style="list-style-type: none"> • Records, including station annotated copies, relating to the initial design, construction, replacement, rebuilding, modification, maintenance or removal of significant and historical buildings, facilities, fittings and equipment in support of ANARE operations and stations (including temporary sites), past and present. • Records relating to the in-house design, manufacture or modification of station operations clothing or specialised field plant, equipment and vehicles. • Records relating to the development and establishment of significant or unique station operations management systems, such as energy and water management programs for power generation, sewage works, water supply etc. • Final version of unpublished formal reports related to the station operations and infrastructure. • Activities of scientific or technical research, such as examining and testing construction materials for capital works, maintenance and infrastructure programs or projects, that results in the production of unique scientific data or other data. • Master set of agency manuals, handbooks, directives etc. detailing procedures or guidelines that have been developed to support the STATION OPERATIONS AND INFRASTRUCTURE core business. • Records documenting the introduction, management, training, kennelling, and general care of huskies. Includes the return, quarantine and resettlement of huskies 	Retain as national archives
21647	<p>Records documenting:</p> <ul style="list-style-type: none"> • Administration supporting the implementing, operating and maintaining station operations management systems, such as energy and water management programs for power generation, sewage works, water supply etc. Includes: <ul style="list-style-type: none"> ○ Plans of management ○ Project files 	Destroy 20 years after last action
21648	<p>Records documenting:</p> <ul style="list-style-type: none"> • Delegations of power to expedition personnel such as station, voyage and field leaders to authorise administrative actions in matters relating to the function of regulating station operations. Includes delegations under various Acts, such as the weapon and criminal ordinances. • The making, determination and applying of national standards or national protection measures. Includes: <ul style="list-style-type: none"> ○ The amendment, variation or revocation of standards or measures ○ The determination of criteria for applying and meeting standards ○ Registration, accreditation and certification of standards with external National, State, industry and/or professional bodies ○ Guidelines and other directions supporting the implementation of industry and agency standards. 	Destroy 10 years after last action
21649	<p>Records documenting:</p> <ul style="list-style-type: none"> • The acquisition of special and protective clothing, station food and field rations, household goods or amenities and field equipment. Includes quotes, purchase orders and invoices. • Routine planning and administrative arrangements for provision of debriefing programs, expeditions, field trips, data gathering exercises, research, special and protective clothing, station food and field rations, household goods or amenities and equipment. Includes applications for field trips and reports. 	Destroy 7 years after last action

Class 21649 continued on next page

STATION OPERATIONS AND INFRASTRUCTURE

Class number	Description of records	Disposal action
21649 continued	<ul style="list-style-type: none">• The appointment of persons under various Acts administered by the Department, including the appointment of members of technical reference working groups, committees, inspectors, special constables, auditors, examiners, arbitrators or commissioners. Includes identity cards.• The preparation, assessment, maintenance, alterations and repair of clothing or specialised field equipment.• Activities of scientific or technical research, such as examining and testing construction materials for capital works, maintenance and infrastructure programs or projects, that does not result in the production of unique scientific data or other data.	Destroy 7 years after last action
21650	<ul style="list-style-type: none">• Working papers used to administer station operations management systems. Includes:<ul style="list-style-type: none">○ Draft plans○ Reports○ Analysing issues○ Comments received from other areas of the agency• Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities.	Destroy 3 years after last action