



Australian Government

National Archives of Australia

Records Authority
National Archives of Australia

Job no 2010/00206866

April 2010

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INTRODUCTION

This Authority gives the National Archives the permission, required under the Archives Act, for the disposal 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 other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The National Archives can use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that cover functions and records common to every Commonwealth agency; 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 recordkeeping 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 recordkeeping 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 records authority will replace the existing class 18871 in NAA RA 2007/00576124 and allow the destruction of all access copies when they are superseded. It allows digital images have been loaded for access purposes to be removed from the RecordSearch and replaced more complete version when the agency file is closed and transferred to the Archives.
2. 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 function and activity. The information must be accessible for the period of time prescribed in this Authority. The Archives will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
3. In general, retention requirements indicate a minimum period for retention. The National Archives may extend minimum retention periods if it considers that there is an administrative need to do so. Where the National Archives believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should arrange for a review of the retention period.

AUTHORISATION

RECORDS AUTHORITY 2010/00206886

**Person to whom notice of
authorisation is given:**

Mr Ross Gibbs,
Director-General,
National Archives of Australia,
Queen Victoria Terrace,
Parkes ACT 2600

Purpose:

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

Application:

RECORDS ACCESS MANAGEMENT

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



Ms Margaret Chalker
Assistant Director-General
National Archives of Australia

Date of issue:

1 April 2010

RECORDS ACCESS MANAGEMENT

The function of providing public and official access to records of the Commonwealth. Includes providing a range of services to facilitate access such as the handling of reference enquiries, copying of archival records, examining records prior to release, and managing the appeals process.

For development and revision of standards of service (eg. Service Charters), use STRATEGIC MANAGEMENT Customer Service.

For development of finding aids, use PUBLICATIONS - Research, PUBLICATIONS - Drafting, and PUBLICATIONS - Production.

For development of applications, systems and databases relating to records access management, including RecordSearch, use TECHNOLOGY & TELECOMMUNICATIONS.

For communicating to external stakeholders about the records access management function, use ARCHIVES EXTERNAL COMMUNICATIONS.

For managing volunteers to carry out records access management activities, use PERSONNEL.

For hiring of casual staff or contract staff to carry out records access management activities, such as access examination, use PERSONNEL.

Entry	Description of records	Disposal action
21587	Record copies that no longer accurately reflect the records they purport to be copies of.	Destroy when the copy no longer reflects the original record