



Australian Government

National Archives of Australia

Records Authority

**Office of the Inspector-General of
Intelligence and Security**

Job no 2010/00216680

May 2010

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INTRODUCTION

The Office of the Inspector-General of Intelligence and Security and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business Intelligence and Security Accountability. It represents a significant commitment on behalf of the Office of the Inspector-General of Intelligence and Security to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Office of the Inspector-General of Intelligence and Security. 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 Office of the Inspector-General of Intelligence and Security 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.

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.

APPLICATION OF THIS AUTHORITY

1. This Authority replaces Records Authority (RA) 1255 (1996). The superseded RA can no longer be used by the Office of the Inspector-General of Intelligence and Security to sentence records after the date of issue of this Authority.
2. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
3. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Office of the Inspector-General of Intelligence and Security, such as encrypted records and source records that have been copied.
4. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
5. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The Office of the Inspector-General of Intelligence and Security will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
6. In general, retention requirements indicate a minimum period for retention. The Office of the Inspector-General of Intelligence and Security 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 Office of the Inspector-General of Intelligence and Security believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.

7. The Office of the Inspector-General of Intelligence and Security 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.

8. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au.

9. Records in the care of the Office of the Inspector-General of Intelligence and Security should be appropriately stored and preserved. The Office of the Inspector-General of Intelligence and Security needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that are in the open access period (currently after 30 years).

10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace

Tel: (02) 6212 3610

Parkes ACT 2600

Fax: (02) 6212 3989

PO Box 7425

Email: recordkeeping@naa.gov.au

Canberra Mail Centre ACT 2610

Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

Inspector-General of Intelligence and Security
PO Box 6181
KINGSTON ACT 2604
AUSTRALIA

Purpose:

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

Application:

Intelligence and Security Accountability

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authorisation 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:



4 May 2010

Ross Gibbs

Director-General

National Archives of Australia

INTELLIGENCE AND SECURITY ACCOUNTABILITY

The activities associated with the oversight and review of Australian intelligence and security accountability matters including:

- inquiries undertaken by the Inspector-General at his or her own motion, or at the request of a minister or complainant
- inspection of intelligence and security activities including:
 - compliance with policy, legislation and regulations
 - ensuring activities respect human rights
 - completeness and appropriateness of policies and procedures
- liaison and agreements with other national, state and international integrity and regulatory authorities
- submissions and advice on policy and legislative changes
- agency and community awareness about the role of the Inspector-General and complaint investigation.

Entry	Description of records	Disposal action
21589	<p>Records documenting intelligence and security accountability matters that have enduring value to Australia including:</p> <ul style="list-style-type: none">• inquiries where the agency head used, or had the potential to use, coercive powers• advice and submissions with implications for legislative change, changes to government policies and/or the internal policies of an agency, department or organisation• the development of codes of conduct and standards including the final code or standard• agreements with state, national and international integrity agencies• legal proceedings (including civil, criminal or administrative) which relate to the conduct of the agency's functions, where a precedent is set or which create intense media interest or which result in changes to policy or legislation, and• registers and summaries of inquiries and complaints in Class 21590.	Retain as national archives
21590	<p>Records documenting intelligence and security accountability matters (other than those covered in Class 21589), including:</p> <ul style="list-style-type: none">• reports of inspections and inquiries• complaint handling• advice and submissions with implications for the internal procedures of an agency, department or organisation• briefings by an agency, department or organisation.• development and final version of procedures for inspections• legal proceedings (including civil, criminal or administrative) which relate to the conduct of the agency's functions but do not set a precedent or create intense media interest or result in changes to policy or legislation• liaison with state, national and international integrity agencies, and• representations received or made from or to peak bodies, non-government organisations and/or influential stakeholders.	Destroy 15 years after last action

Entry	Description of records	Disposal action
21591	<p>Records documenting activities that are routine in nature and that are not of enduring significance to the agency and/or the community at large. Including:</p> <ul style="list-style-type: none">• materials prepared for agency and public affairs purposes related to intelligence and security accountability• internal administrative documentation relating to legal proceedings, and• routine advice.	Destroy 3 years after last action