



Australian Government

National Archives of Australia

Records Authority

Old Parliament House

*Heritage Building Management and
Museum Management*

Job no 2010/00362926

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INTRODUCTION

Old Parliament House 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 areas of Heritage Building Management and Museum Management. It represents a significant commitment on behalf of Old Parliament House to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Old Parliament House. 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 Old Parliament House 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.

Old Parliament House 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.

APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover administrative records common to Australian Government agencies.

2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Old Parliament House, such as encrypted records and source records that have been copied.

3. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.

4. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. Old Parliament House will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.

5. In general, retention requirements indicate a minimum period for retention. Old Parliament House 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 Old Parliament House believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.

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

7. From time to time the National Archives will place a freeze on some groups of records relating to a particular topic or event which has gained prominence or provokes controversy. While the freeze is in place no records relating to the topic or event may be destroyed. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au

8. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available to the public currently after twenty years, including those records that remain in agency custody after this time.

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

10. Advice on how to use this Authority is available from the Old Parliament House 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:**

Jenny Anderson
Director
Old Parliament House
18 King Georges Terrace
Parkes, Canberra ACT 2600

Purpose:

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

Application:

All core business records relating to:
Heritage Building Management and Museum 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

Date of issue:

27/08/2010.

Ross Gibbs
Director-General
National Archives of Australia

HERITAGE BUILDING MANAGEMENT

The core business of managing the operation and maintenance of the Old Parliament House building (OPH). Includes maintaining Old Parliament House's commitment to National and Commonwealth Listed Heritage Values.


OPH includes the gardens and courtyards within the OPH footprint, which includes the area contained within the laneways around the building.

Heritage Building Management includes projects and programs to design and construct architectural and engineering works of any kind including refurbishments and extensions and conservation of such works. The core business includes records relating to the following:



- giving and receiving advice;
- management of agreements;
- conduct of audits;
- committee records;
- compliance with, and implementation of, standards;
- conservation and maintenance activities undertaken to preserve, protect and maintain, restore and enhance the building;
- construction, design and planning of building works;
- management of contracts;
- inspection of property for hazardous substances and risk management plans;
- liaison and meetings with stakeholders;
- policy and procedures relating to Heritage Building Management;
- refurbishment of buildings;
- reporting to internal and external committees and stakeholders;
- reviewing programs; and
- heritage building security.

For records relating to exposure to hazardous materials use PERSONNEL.


For records relating to tendering use PROCUREMENT.

Class No	Description of records	Disposal action
21715 	<p>Significant records supporting the core business of Heritage Building Management. Includes:</p> <ul style="list-style-type: none"> • records documenting structural works to Old Parliament House. Includes, construction, contract management, design, planning and consultation. For example civil engineering drawings and structural design calculations; electrical engineering drawings, mechanical engineering drawings and hydraulic engineering drawings and final versions of program and project plans for works; • records documenting major repairs and restoration work carried out on Old Parliament House. For example rebuilding with significantly different materials; change to the size or type of windows or doors and significant change to the interior design or decoration of the building such as involved in a major rebranding of rooms or spaces; • primary conservation records which represent the significant records used to preserve, protect, maintain, restore and enhance the building and gardens. These records include conservation/treatment reports; condition reports and primary photographs and drawings; • primary records of committees relating to Building Management which represent and give evidence of the Committee's establishment and decisions. For example committees with decision making powers for actions to the building; 	Retain as national archives

HERITAGE BUILDING MANAGEMENT

Class No	Description of records	Disposal action
(cont)	<ul style="list-style-type: none"> • final versions of addresses presented by agency staff or contractors that contribute significantly to the knowledge and understanding of Old Parliament House and/or Australia's political history; • significant advice such as to the Minister, Parliament etc; • final signed agreements; • records documenting compliance with internal or external heritage management standards; • records documenting inspection of the building and grounds. For example documenting the existence of hazardous materials in the course of an inspection and the 1984 survey of all Commonwealth buildings for asbestos, including inspections of Old Parliament House; and • master set of policies relating to the core business of Building Management • final versions of formal internal reports or reports to external agencies. For example reports to Advisory Council. 	
21717 	Records relating to the removal and disposal of hazardous materials	Destroy 75 years after removal of waste.
21718 	<p>Records documenting:</p> <ul style="list-style-type: none"> • minor repairs and maintenance carried out on Old Parliament House and its gardens. Minor maintenance includes repairs and maintenance that do not change the appearance or structure or which effect a minor part of the building or gardens. For example mending a hole in a wall; replacing a light fitting; replacing a water conditioner; replacing or repairing a roof panel; • committee records, supporting documents and final minutes of meetings; • plant and equipment maintenance, including manuals and guides; • security arrangements, systems procedures and breaches or incidents, excluding collection security; • routine advice given and received; • management of contracts and agreements, including tenancy agreements for the use of Old Parliament House; • records relating to the development of routine addresses; • audit reports; • the evaluation, review, periodic reporting and monitoring of programs, processes, systems or services; • insurance policies; • development and establishment of policies; • master set of agency manuals, handbooks, directives etc detailing procedures; • implementation of standards, such as the Building Code of Australia • program planning for building management work, including maintenance programs; • risk management; • stakeholder liaison; and • secondary conservation records, including maintenance schedules. 	Destroy 10 years after last action

HERITAGE BUILDING MANAGEMENT

Class No	Description of records	Disposal action
21719 	Records documenting routine heritage building management activities other than those included in classes 21715 to 21718 including: <ul style="list-style-type: none">• building management or energy management systems and databases; and• the development of procedures for building management activities.	Destroy 5 years after action completed.

MUSEUM MANAGEMENT

The core business of managing the Museum of Australian Democracy (MoAD) to ensure that the people of Australia and international visitors are able to enjoy, appreciate and understand its major contribution to the nation and to preserve the heritage collections for future generations.


This includes:

- collection management;
- interpretation programs;
- tour planning and implementation;
- education and learning programs;
- exhibitions; and
- historical research.



Includes records relating to :

- acquisition and management of objects in the collection, including accessioning and conservation;
- preparing addresses;
- provision and receipt of advice;
- authorisations and delegations;
- hosting conferences;
- commissioning of objects;
- managing committees;
- fulfilling compliance requirements;
- control;
- development, research, planning, design, installation, modelling and implementation of Museum management core programs. For example exhibitions, tours, visits;
- processing grant and funding applications;
- liaison with stakeholders;
- loans to and from the museum;
- developing policy and procedures;
- managing programs and projects management;
- conducting research;
- review and evaluation of programs and processes; and
- stocktake and security of collection


For records relating to procurement of goods and services, including tendering use PROCUREMENT.

Class No	Description of records	Disposal action
21721 	<p>Significant records supporting the core business of Museum Management, including:</p> <ul style="list-style-type: none"> • records documenting the acquisition of objects in the collection. Includes the acquisition plan; • records documenting the management of objects in the collection incorporating conservation, accessioning and movement; • final versions of addresses presented by agency staff or contractors that contribute significantly to the knowledge and understanding of Australia's democracy; • records documenting advice that involves considerable research or investigation and may establish precedent; • records documenting the management of oral history records of parliamentarians and people associated with them; Prime Ministers 	Retain as national archives

MUSEUM MANAGEMENT

Class No	Description of records	Disposal action
(cont)	<p>and people associated with them; people associated with the history and use of Old Parliament House; and members of political parties. Includes the digital file, terms of deposit, summary finding aids and photographs. Excludes routine administrative arrangements;</p> <ul style="list-style-type: none"> • final content of Museum Management core programs, including education, exhibitions, interpretation and tours. Includes captions for exhibition panels, scripts for audio-visual elements and text for interactive elements including education programs; • records documenting the selection and management of an artist, photographer, historian, writer, sculptor etc for a commission supporting the core business of Museum Management; • records relating to all high level committees formed to consider matters relating to Museum Management. For example committees dealing with acquisitions; • records relating to the Research and Scholarship Program. Includes register, selection panel, applications and contracts for successful applications and a copy of the final product; • final policy documents relating to the core business of Museum Management. Also includes records documenting the development and establishment of policies; • records documenting a review of Museum Management core programs and operations which result in major changes to policy, procedures or operations; • major security breaches or incidents relating to the agency's collections where the incident results in major fraud, damage or theft of objects and associated materials. Includes witness reports, photographs, investigation notes and reports, and incident reports; and • master control records for collection management systems. For example Accession register. Includes electronic databases. 	
21722 	Records documenting the loan of collection items from the agency to other organisations, groups or individuals	Destroy 50 years after action completed (return of item)
21723 	<p>Records documenting administrative tasks to support the core business of museum management including:</p> <ul style="list-style-type: none"> • records relating to the development of addresses. Excludes final versions of addresses that contribute significantly to the knowledge and understanding of Old Parliament House and/or Australia's political history; • authorisations and delegations of power to agency staff to authorise administrative action relating to museum management activities; • records documenting liaison with external stakeholders who provide advice on, or assist with development of Museum Management core programs. Includes the Round Table on Prime Ministerial Libraries, Prime Ministers Centre Steering Group and the Expert Advisory Panel; • records documenting compliance with mandatory or optional standards or with statutory requirements in relation to the collection, for example handling hazardous materials in the collection. Includes copies of notifications received from regulatory authorities; 	Destroy 10 years after action is completed

MUSEUM MANAGEMENT

Class No	Description of records	Disposal action
(cont)	<ul style="list-style-type: none"> records documenting the review and evaluation and ongoing monitoring of programs, processes, systems or services that do not result in major changes to policy and procedures; records documenting successful and unsuccessful funding applications made by OPH, including applications, activity reports, and acquittal reports. For example ARC Linkage grants; records documenting the management of joint ventures. Includes notes on consultations with stakeholders and progress reports. For example joint venture with Shrine of Remembrance; records documenting the loan of collection items to the agency from other organisations, groups or individuals; records documenting the stocktake of the collections. Includes schedule, forms, results form and consolidated stocktaking reports; records documenting the development of museum management core programs, such as education, exhibitions, interpretation and tour programs. Includes research, planning, design, installation, modelling and implementation; records relating to unsuccessful applications for the Research and Scholarship Program; records relating to the hosting of conferences when OPH is the convenor. For example Gender Politics and Biography; development and maintenance of security systems and procedures to protect the agency's collections. Includes minor incident reports and records documenting the selection process and management of an artist, photographer, historian, writer, sculptor etc for unsuccessful, incomplete or unfulfilled commissions. 	
21724 	<p>Records documenting routine museum management activities other than those included in classes 21721 to 21723. Including:</p> <ul style="list-style-type: none"> routine advice received by or given by the agency that involves minor research or investigation, and is not related to specific items in the collection; records documenting the handling of enquiries; records documenting meetings supporting the management of the museum. Includes notices of meetings, agenda, and minutes; master set of manuals, handbooks, directives and guidelines detailing procedures; final versions of periodic reports supporting the management of the museum; and records documenting arrangements for oral history interviews, meetings, tours and visits to the Museum. Includes bookings, scheduling. 	Destroy 5 years after last action