



**Australian Government**  

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**National Archives of Australia**

**Records Authority**  
2012/00114047

**Australian Sports Anti-Doping  
Authority**

August 2012

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# CONTENTS

**INTRODUCTION** \_\_\_\_\_ **3**

**APPLICATION OF THIS AUTHORITY** \_\_\_\_\_ **3**

**CONTACT INFORMATION** \_\_\_\_\_ **4**

**AUTHORISATION** \_\_\_\_\_ **5**

**ANTI-DOPING RULE VIOLATION MANAGEMENT** \_\_\_\_\_ **6**

**DETECTION** \_\_\_\_\_ **8**

**DETERRENCE** \_\_\_\_\_ **11**

**ENFORCEMENT** \_\_\_\_\_ **13**

**MEDICAL ADVISORY COMMITTEE MANAGEMENT** \_\_\_\_\_ **15**

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## INTRODUCTION

The Australian Sports Anti-Doping Authority (ASADA) 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 Anti-Doping Rule Violation Management, Detection, Deterrence, Enforcement and Medical Advisory Committee Management. It represents a significant commitment on behalf of ASADA to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of ASADA. 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.

The Authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This Authority gives ASADA permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations. They 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 supersedes class 10.5 relating to the Sports Drug Program in Records Authority RDA 1243 (1996). The superseded class cannot be used by ASADA after the date of issue of this Authority.
2. This Authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the Authority.
  - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this Authority.
  - Records that have not reached the minimum retention period must be kept until they do.
  - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
3. The retention period for test samples is determined by the World Anti-Doping Code (WADA Code) issued by the World Anti-Doping Agency (WADA).
4. This Authority should be used in conjunction with general records authorities such as:
  - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies;
  - General Records Authority (31) for source (including original) records that have been copied, converted or migrated.
5. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* 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 Records Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au)
6. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the *Archives Act 1983*, the *Freedom of Information Act 1982* or any other relevant Act must not be destroyed until the action has been completed.
7. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au).

8. 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 applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. ASADA will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
9. In general, retention requirements indicate a minimum period for retention. ASADA 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 ASADA 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.
10. Records coming within 'Retain as national archives' classes in this Authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
11. 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 for public access including those records that remain in agency custody.
12. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
13. Advice on how to use this Authority is available from the ASADA 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 records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace  
Parkes ACT 2600  
PO Box 7425  
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)

## AUTHORISATION

### RECORDS AUTHORITY 2012/00114047

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

Aurora Andruska  
Chief Executive Officer  
Australian Sports Anti-Doping Authority  
PO Box 1744  
Fyshwick ACT 2609

**Purpose:**

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Determines records classed as 'Retain as national archives' in this Records Authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

**Application:**

All core business records relating to Anti-Doping Rule Violation Management, Detection, Deterrence, Enforcement, Medical Advisory Committee Management

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

**Authorised by**

David Fricker  
Director-General  
National Archives of Australia

**Date of issue:**

14<sup>th</sup> August 2012

## ANTI-DOPING RULE VIOLATION MANAGEMENT

The core business of convening of panels such as the Anti-Doping Rule Violation Panel (ADRVP) to make findings on possible anti-doping rule violations, maintaining a register of such findings and making recommendations about the consequences of such findings. The activities associated with anti-doping rule violation management include:

- adopting and maintaining a Charter for the conduct of panel business and processes;
- complying with legislative and regulatory standards or requirements;
- regular meetings involving the panel's activities;
- management of panels to assess violations;
- managing membership to violation assessment panels including appointments, separations, administering members' disclosure of interest and members' remuneration arrangements.;
- establishing and maintaining a register of findings;
- development of internal and external reports.

*For the management of issues relating to detecting the use of banned substances and methods, use DETECTION.*

*For the management of enforcement issues relating to anti-doping rule violations, use ENFORCEMENT.*

*For public addresses or presentations by the agency head relating to the role and activities of the agency, use DETERRENCE.*

*For the management of panel representatives on government bodies, use AFDA/AFDA Express - GOVERNMENT RELATIONS.*

*For legal matters relating to anti-doping rule violation issues, use AFDA/AFDA Express - LEGAL SERVICES.*

*For using and maintaining data held in the panel's electronic business systems, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.*

*For data matching records, use GDA 24 DATA MATCHING RECORDS.*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
60990	Records documenting: <ul style="list-style-type: none"> <li>• panel athlete or athlete support personnel case files relating to panel decisions or recommendations that are precedent-setting and/or draw extensive public reaction;</li> <li>• master set of panel Charter or procedural manuals and handbooks detailing panel processes and procedures;</li> <li>• panel agenda and meeting notes;</li> <li>• recommendations, decisions and reports on anti-doping rule violations that are precedent-setting and/or draw extensive public reaction;</li> <li>• register of findings;</li> <li>• panel member appointments and separations.</li> </ul>	Retain as national archives
60991	Records documenting: <ul style="list-style-type: none"> <li>• panel athlete or athlete support personnel case files relating to panel decisions or recommendations that are not precedent-setting and do not draw extensive public reaction;</li> <li>• routine recommendations, decisions and reports on anti-doping rule violations.</li> </ul> <p><i>[For cases, recommendations and decisions that are precedent-setting or</i></p>	Destroy 50 years after last action or retirement of athlete, whichever is the longer

## ANTI-DOPING RULE VIOLATION MANAGEMENT

Class no	Description of records	Disposal action
	<i>high profile, use class 60990.]</i>	
60992	Records documenting: <ul style="list-style-type: none"> <li>• developing and establishing of risk management process;</li> <li>• enquiries regarding anti-doping rule violations;</li> <li>• members' disclosures of interest and remuneration arrangements</li> </ul>	Destroy 10 years after last action
60993	Records documenting: <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business;</li> <li>• anti-doping rule violation management activities other than those covered in classes 60990 - 60992.</li> </ul>	Destroy 5 years after last action

## DETECTION

The core business of managing a comprehensive anti-doping program through investigating allegations of doping by athletes and athlete support personnel, as well as conducting doping control activities. The activities associated with detection include:

- advising, liaising and meeting with stakeholders, including national and international stakeholders;
- liaison with the World Anti-Doping Agency (WADA) and other external agencies on issues affecting detection programs including prohibited lists and international standards;
- negotiation, establishment, maintenance and review of agreements such as memoranda of understanding for international and national cooperation on suspected doping cases and agreements for the exchange of information;
- planning and conducting anti-doping investigations in relation to athletes and athlete support personnel;
- planning doping control programs including selecting athletes;
- management of internal and external committees;
- complying with legislative, regulatory and voluntary standards or requirements, in particular the World Anti-Doping Code (WADA Code) and the standards made under it;
- designing and implementing detection strategies which ensure that testing is carried out in an effective and efficient manner, such as a test distribution plan;
- ensuring field staff are properly trained and accredited;
- liaison with relevant laboratories in relation to results management;
- evaluation and review of detection management programs and services;
- maintaining and updating protocols on intelligence gathering in relation to athletes and athlete support personnel possibly associated with doping activities;
- internal meetings to ensure information flow is appropriate to conduct activities;
- planning and management of detection projects;
- managing complaints;
- development of internal and external reports;
- conduct of general research into detection issues;
- arranging interpreting service ensuring efficiency and transparency when testing international athletes.

*For the management of enforcement issues relating to anti-doping rule violations, use ENFORCEMENT.*

*For rulings in relation to the confirmed detection of substances, use ANTI-DOPING RULE VIOLATION MANAGEMENT.*

*For public addresses or presentations by the agency head relating to the role and activities of the agency, use DETERRENCE.*

*For presentation of public addresses by agency personnel documenting detection doping issues, use AFDA/AFDA Express - COMMUNITY RELATIONS.*

*For research into therapeutic use issues, including sports doping and safety matters, use MEDICAL ADVISORY COMMITTEE MANAGEMENT.*

*For the financial management of contracted testing services such as invoicing and payment records, use AFDA/AFDA Express - FINANCIAL MANAGEMENT.*

*For the management of agency representatives on government organisations, use AFDA/AFDA Express - GOVERNMENT RELATIONS.*

*For legal matters relating to enforcement of possible anti-doping violation issues, use AFDA/AFDA Express - LEGAL SERVICES.*



## DETECTION

*For using and maintaining data held in the organisation's electronic business systems, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.*

*For data matching records, use GDA 24 DATA MATCHING RECORDS.*

*For records of the ASADA Advisory Group, use GRA 26 ADVISORY BODIES.*

<b>Class no.</b>	<b>Description of records</b>	<b>Disposal action</b>
60994	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• the development of standards for doping control officials, eg the Sample Collection Manual;</li> <li>• the development and implementation of policies in accordance with legislation, regulations and the WADA code;</li> <li>• planning and strategic management of athlete testing both domestic and international;</li> <li>• advice regarding detection policy or strategies to the Minister and national organisations; advice to athletes and athlete support personnel that sets precedents and/or draws extensive public reaction;</li> <li>• final agreements, bilateral arrangements and Memoranda of Understanding with foreign countries, international sporting organisations and law enforcement bodies, including records relating to the establishment, maintenance and review of these agreements;</li> <li>• final agreements with domestic stakeholders such as law enforcement agencies eg Australian Federal Police, Australian Customs and Border Protection Service;</li> <li>• external committees where the agency provides secretariat support, is the Australian Government's main representative, plays a prominent or central role or high level internal committees such as executive committees, committees that set strategic directions for detection relating to doping control programs, including documents establishing the committee, agendas, final versions of minutes, reports and supporting documentation such as briefing and discussion papers;</li> <li>• investigation and intelligence records that set new directions for detection programs and strategies;</li> <li>• athlete and athlete support personnel detection case files that are high profile, set precedents and/or draw extensive public reaction;</li> <li>• reports for external agencies both national and international involved in assisting with the anti-doping programs;</li> <li>• reviewing of the agency's anti-doping operations and programs that lead to changes in strategic direction.</li> </ul>	Retain as national archives
60995	<p>Case file records not covered in class 60994 documenting anti-doping detection activities about athletes, athlete support personnel and/or members of national/international sporting organisations.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• investigation and intelligence records leading to testing of athletes;</li> <li>• doping control testing including testing reports, witness statements, reports of analysis by labs, assessments, medical reports and certificates;</li> </ul>	Destroy 50 years after retirement of athlete

## DETECTION

	<ul style="list-style-type: none"> <li>agency doping control officials meeting notes and correspondence;</li> <li>recommendations and decisions supporting doping control of an athlete, eg referral for investigation, legal advice and subsequent action in relation to athlete;</li> <li>potential anti-doping rule violations and associated records.</li> </ul> <p><i>[For cases that set precedents or draw extensive public reaction, use class 60994.]</i></p>	
60996	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>testing programs for stakeholders, including sample collection and planning;</li> <li>records relating to doping control tests resulting in a negative finding.</li> </ul>	Destroy 20 years after last action
60997	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>management and handling of complaints, made by or on behalf of athletes, athlete support personnel and sporting organisations to the agency;</li> <li>development and establishment of procedures and anti-doping programs in accordance with legislation, standards, regulations and the WADA Code, eg athletes whereabouts system;</li> <li>establishment, maintenance and review of agreements with domestic stakeholders such as law enforcement agencies, eg Australian Federal Police, Australian Customs and Border Protection Service;</li> <li>project management;</li> <li>recommendations and decisions on doping control processes;</li> <li>advice not covered in class 60994 regarding detection matters to athletes, athlete support personnel and national and international sporting organisations;</li> <li>establishment and functioning of routine internal committees, relating to doping control programs including meeting notes;</li> <li>liaison with anti-doping organisations and law enforcement agencies both domestic and international in regards to development and maintenance of intelligence related processes;</li> <li>reviewing of the agency's anti-doping operations and programs that do not result in major changes;</li> <li>maintenance of anti-doping equipment;</li> <li>investigations and intelligence liaison with external organisations including law enforcement agencies;</li> <li>summary record of laboratory sample reports.</li> </ul> <p><i>[For final agreements, high level committees and for reviews that result in major changes, use class 60994.]</i></p>	Destroy 10 years after policy, plans and procedures are superseded or last action, whichever is the longer
60998	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>routine operational administrative tasks supporting the core business;</li> <li>detection activities other than those covered in classes 60994 - 60997.</li> </ul>	Destroy 5 years after last action

## DETERRENCE

The core business of ensuring that sport anti-doping policies and activities reflect the WADA Code and the UNESCO Convention against Doping in Sport. This includes informing athletes and athlete support personnel of the dangers of doping in sport and deterring them from engaging in behaviours that go against the concept of pure performance. The activities associated with deterrence include:

- advising and meeting with stakeholders;
- managing monitoring of doping deterrence programs including education;
- promoting anti-doping awareness to athletes, support persons and sporting organisations;
- management of internal and external committees and task forces;
- arranging and/or attending conferences relating to deterring doping in sport;
- monitoring doping deterrence services to agency customers;
- developing and managing the education of athletes and other stakeholders about their rights and obligations in doping in sport;
- providing information, education, medical and other advisory services to athletes, athlete support personnel and sporting organisations, including disseminating the Prohibited List;
- evaluation and review of deterrence programs and services;
- liaison meetings with national and international stakeholders;
- meetings involving internal business units;
- planning and management of doping deterrence projects;
- developing and reviewing of policies, procedures and guidelines;
- development of internal and external reports;
- representation of the agency internationally on doping deterrence matters;
- research into doping deterrence issues;
- development and implementation of industry standards for external agencies including contribution to the development of WADA standards and the development of anti-doping policies with national sporting organisations;
- developing and managing deterrence services to athletes including athlete support personnel and sporting organisations.

*For research into therapeutic use issues, including sports doping and safety matters, use Medical Advisory Committee Management.*

*For presentation of media releases by agency personnel documenting doping enforcement issues, use AFDA/AFDA Express - COMMUNITY RELATIONS.*

*For using and maintaining data held in the organisation's electronic business systems, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.*

*For data matching records, use GDA 24 DATA MATCHING RECORDS.*

*For records of the ASADA Advisory Group, use GRA 26 ADVISORY BODIES.*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
60999	Records documenting: <ul style="list-style-type: none"> <li>• finalised programs and products that promote doping deterrence in national sport including educational material, eg National Anti-Doping Education Framework, Anti-Doping Education Model and Anti-doping Education Model, the Prohibited List;</li> <li>• anti-doping education policies and policies for delivering services to promote doping deterrence in national sport, eg approved anti-doping</li> </ul>	Retain as national archives

## DETERRENCE

Class no	Description of records	Disposal action
	<p>policies for national sporting organisations;</p> <ul style="list-style-type: none"> <li>• liaison and meetings with stakeholders including the Minister and international and national entities;</li> <li>• advice to the Minister and national organisations; advice on matters that set precedents and/or draw extensive public reaction;</li> <li>• public addresses or presentations by agency head, eg conference presentations.</li> </ul>	
61000	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• plans and products to measure the effectiveness of education solutions in meeting learning objectives, eg Anti-Doping Education Evaluation Strategy;</li> <li>• records documenting liaison and meetings with stakeholders, other than the Minister, international and national entities.</li> </ul> <p><i>[For consultation and meetings with stakeholders such as the Minister and international and national entities, use class 60999.]</i></p>	Destroy 20 years after last action
61001	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine advice by the agency to athletes, support persons and national sporting organisations supporting doping deterrence issues;</li> <li>• monitoring doping deterrence programs against legislative requirements and anti-doping regulations;</li> <li>• provision of doping deterrence promotional material to national and international athletes, support persons and organisations;</li> <li>• development of education programs, products and services for national athletes, athlete support personnel and sporting organisations including designs for National Curriculum and Syllabus;</li> <li>• education business and strategic planning policies, practices and procedures;</li> <li>• participant attendance records;</li> <li>• presenter management;</li> <li>• the Education Product Reference Guide.</li> </ul> <p><i>[For significant advice, for finalised programs, products and services and for final research outcomes, use class 60999.]</i></p>	Destroy 10 years after policy, plans and procedures are superseded or last action, whichever is the longer
61002	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business;</li> <li>• deterrence activities other than those covered in classes 60999 – 61001.</li> </ul>	Destroy 5 years after last action

## ENFORCEMENT

The core business of managing the enforcement of potential anti-doping rule violations by athletes and athlete support personnel. Also includes the agency preparing and presenting anti-doping rule violation (ADRV) cases involving athletes or athlete support personnel to the Court of Arbitration for Sport and other sports tribunals to determine violations/sanctions.

The activities associated with enforcement include:

- advising and meeting with stakeholders and judicial organisations;
- negotiation, establishment, maintenance and review of agreements with international and national organisations to ensure preservation of confidentiality in the exchange of information;
- management of internal and external committees and task forces;
- evaluating and reviewing anti-doping enforcement programs;
- managing sanctions imposed on athletes or athlete support personnel as a result of ADRVs;
- participating in external inquiries involving doping enforcement issues;
- planning and management of doping enforcement projects;
- developing and reviewing of policies, procedures and guidelines;
- identification and registering of doping tests of athletes where an ADRV has occurred or is disputed;
- developing internal and external reports;
- conducting general research into anti-doping enforcement issues;
- preparing and forwarding submissions to courts and tribunals regarding potential ADRV cases.

*For the management of issues relating to detecting the use of banned substances and methods, use DETECTION.*

*For rulings in relation to the confirmed detection of substances, use ANTI-DOPING RULE VIOLATION MANAGEMENT.*

*For public addresses or presentations by the agency head relating to the role and activities of the agency, use DETERRENCE.*

*For research into doping deterrence issues, sports doping and safety issues, use DETERRENCE.*

*For activities associated with liaising with bodies carrying out inquiries, and participating in them relating to doping enforcement issues, use AFDA/AFDA Express - GOVERNMENT RELATIONS or AFDA/AFDA Express - COMMUNITY RELATIONS.*

*For legal matters relating to doping enforcement issues, use AFDA/AFDA Express - LEGAL SERVICES.*

*For using and maintaining data held in the organisation's electronic business systems, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.*

*For data matching records, use GDA 24 DATA MATCHING RECORDS.*

*For records of the ASADA Advisory Group, use GRA 26 ADVISORY BODIES.*

Class no	Description of records	Disposal action
61003	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• development and establishment of enforcement policies;</li> <li>• advice to the Minister and national organisations; advice that sets precedents and/or draws extensive public reaction;</li> <li>• case files for athletes including possible appeals against anti-doping rule violation findings eg appeals to the Court of Arbitration for Sport;</li> <li>• agency statements and submissions on compliance or proposed changes to external rules, policies or procedures;</li> </ul>	Retain as national archives

## ENFORCEMENT

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• internal and external reports, including evaluations and reviews, resulting in change to strategic direction;</li> <li>• high level internal committees, eg executive level committees that set strategic agendas.</li> </ul>	
61004	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine advice by the agency to athletes, support persons and national sporting organisations;</li> <li>• internal and external reports, including evaluations and reviews, that do not result in change of strategic direction;</li> <li>• transcripts of evidence given by agency officers;</li> <li>• records relating to advice, committee work, ADRV infringements, and investigations;</li> <li>• ADRV athlete sanctions eg liaison with national sporting organisations;</li> <li>• liaison with external agencies;</li> <li>• internal committees for routine matters including meeting notes;</li> <li>• project and action plans.</li> </ul> <p><i>[For significant advice, for reports that lead to strategic change and for agenda-setting committees, use class 61003.]</i></p>	Destroy 10 years after last action
61005	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business;</li> <li>• enforcement activities other than those covered in classes 61003 - 61004.</li> </ul>	Destroy 5 years after last action

## MEDICAL ADVISORY COMMITTEE MANAGEMENT

The core business of approving applications by athletes to use prohibited substances/methods for legitimate therapeutic purposes and providing expert medical advice about doping and drugs in sport.

The exemption for therapeutic use of prohibited substances or methods by certain athletes requires the approval of a qualified panel of medical experts. This role is currently performed by the Australian Sports Drug Medical Advisory Committee, which operates as the Australian Therapeutic Use Exemption Committee. It functions within the framework of relevant legislation and regulations complying with the *ASADA Act* and National Anti-Doping Scheme as well as the WADA Code and the International Standard for Therapeutic Use Exemptions. The activities associated with this core business include:

- providing advice to ASADA on sports doping and safety issues;
- conducting investigations and providing additional medical and scientific expertise to help assess test results;
- providing expert medical advice to drug testing laboratories;
- providing expert medical advice on matters heard by anti-doping tribunals;
- providing advice to national sporting organisations about sports doping and safety issues;
- participating in a review or appeal related to a decision made by the medical advisory committee;
- complying with legislative and regulatory standards or requirements;
- handling public enquiries about the committee's work;
- evaluation and review of processes involving therapeutic use exemption applications;
- liaison meetings with national and international stakeholders;
- meetings involving the committee's activities;
- managing membership to violation assessment panels including appointments, separations, administering members' disclosure of interest and members' remuneration arrangements.;
- management of therapeutic use exemption applications by athletes;
- developing and reviewing of policies, procedures and guidelines;
- ensuring privacy principles are applied when handling sports therapeutic exemption applications;
- taking security measures to protect therapeutic use exemption information;
- development of internal and external reports;
- general research into therapeutic use exemption issues, including sports doping and safety matters;
- establishing and sustaining proper risk management principles;
- providing input into the development and implementation of the International Standard for Therapeutic Use Exemptions.

*For public addresses or presentations by the agency head relating to the role and activities of the agency, use DETERRENCE.*

*For research into doping deterrence issues, sports doping and safety issues, use DETERRENCE.*

*For the management of committee representatives on government bodies, use AFDA/AFDA Express - GOVERNMENT RELATIONS.*

*For legal matters relating to therapeutic use exemption issues, use AFDA/AFDA Express - LEGAL SERVICES.*

*For using and maintaining data held in the committee's electronic business systems, use AFDA/AFDA Express - TECHNOLOGY & TELECOMMUNICATIONS.*

*For data matching records, use GDA 24 DATA MATCHING RECORDS.*

## MEDICAL ADVISORY COMMITTEE MANAGEMENT

Class no	Description of records	Disposal action
61006	Records documenting: <ul style="list-style-type: none"> <li>• addresses by the medical advisory committee chairperson;</li> <li>• advice to the Minister and national organisations; advice to athletes and athlete support personnel that set precedents and/or relates to cases generating extensive public reaction;</li> <li>• establishment and management of advisory committees, including meeting agenda and minutes;</li> <li>• final agreements, arrangements and Memoranda of Understanding with stakeholders;</li> <li>• master set of procedural manuals and handbooks detailing sports therapeutic exemption information;</li> <li>• responses to inquiries from international and national stakeholders where the response sets a precedent or relates to a matter that draws extensive public reaction;</li> <li>• reports to external bodies (both national and international) that set a precedent or relate to a matter that draws extensive public reaction;</li> <li>• evaluations and reviews of medical advisory committee programs;</li> <li>• input into the development and implementation of the International Standard for Therapeutic use Exemptions;</li> <li>• final outcomes of research;</li> <li>• committee member appointments and separations.</li> </ul>	Retain as national archives
61007	Records documenting: <ul style="list-style-type: none"> <li>• advice not covered in class 61006 to athletes and athlete support personnel;</li> <li>• athlete's file;</li> <li>• committee copying services;</li> <li>• developing and establishing of risk management process;</li> <li>• developing and establishing of medical advisory committee processes;</li> <li>• developing and establishing of medical advisory committee instructions/ procedures;</li> <li>• liaison, negotiation, consultations, establishment, maintenance and review of agreements, arrangements and Memoranda of Understanding with stakeholders;</li> <li>• receipt of/response to routine international and national enquiries;</li> <li>• reports to external bodies (both national and international);</li> <li>• risks register;</li> <li>• development and drafts of research, eg draft reports, initial findings</li> <li>• members' disclosures of interest and remuneration arrangements.</li> </ul> <p><i>[For reports and responses to enquiries that are significant and for final agreements, use class 61006.]</i></p>	Destroy 10 years after last action
61008	Records documenting: <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business;</li> <li>• medical advisory committee management activities other than those covered in classes 61006 - 61007.</li> </ul>	Destroy 5 years after last action