



Australian Government

National Archives of Australia

Records Authority
2012/00258047

**Australian Fisheries Management
Authority**
Digital Video Surveillance Records

May 2012

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INTRODUCTION

The National Archives of Australia in conjunction with the Australian Fisheries Management Authority (AFMA) have developed this Records Authority to identify Fisheries Resources Management digital video records that are not used for investigations and/or evidence on suspected illegal activities.

This Authority is based on the identification and analysis of the business of the Australian Fisheries Management Authority. 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.

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 Records Authority provides additional coverage for video surveillance records. It should be used in conjunction with the AFMA Records Authority (RA) 2007/00204327.
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.
3. 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.
4. 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.
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 applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The Australian Fisheries Management Authority 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.
6. In general, retention requirements indicate a minimum period for retention. The Australian Fisheries Management Authority 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 Australian Fisheries Management Authority 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. 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.
8. 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.
9. Advice on how to use this Authority is available from the Australian Fisheries Management Authority 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
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2012/00258047

Person to whom notice of authorisation is given:

Dr James Findlay
Chief Executive Officer
Australian Fisheries Management Authority
PO Box 7051
Canberra Business Centre ACT 2610

Purpose:

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

Application:

Video surveillance records

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.

Authorising Officer



David Fricker
Director-General
National Archives of Australia

Date of issue:

9 MAY 2012

FISHERIES RESOURCES MANAGEMENT

The function of managing national fisheries resources on behalf of the Australian community and key stakeholders. Includes establishing agreements with external parties, inspecting fishing vessels and equipment, apprehending and disposing of illegal fishing vessels, and auctioning fishing rights. Also includes licensing activities, monitoring compliance, handling infringements and breaches of fisheries regulations, maintaining registers of fishing rights and training national fisheries personnel.

For using and maintaining data held in the organisation's electronic business systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For publishing the organisation's annual operational plan and annual report, use PUBLICATION - Production.

Class no	Description of records	Disposal action
61051	Digital video records of fisheries compliance monitoring that are not used for investigations and/or evidence of suspected illegal activities <i>[For information or records used in investigations use RA 2007/00204327 – class 16144 For records of legal action undertaken, use AFDA/AFDA EXPRESS – LEGAL SERVICES]</i>	Destroy six months after last action.