



Australian Government

National Archives of Australia

Records Authority
2012/00318168

**The Department of Families,
Housing, Community Services and
Indigenous Affairs**

Indigenous Audio Visual Collection

August 2012

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INTRODUCTION

The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying a collection of audio visual records (c 1972 to 2006) which depict social, cultural, political and sporting events and activities involving, or relevant to, Indigenous people.

These records, which were created or accumulated by a range of agencies and bodies involved in the administration or promotion of Indigenous affairs, came to the responsible Department after the abolition, in 2005, of the Aboriginal and Torres Strait Islander Commission (ATSIC). The authority permits the destruction of original records after digital copies have been made to a standard agreed by the Archives.

This Authority is based on the identification and analysis of the business of Indigenous affairs in the Commonwealth. It takes into account the legal and organisational records management requirements of the Commonwealth, and the interests of stakeholders, the agencies involved and the National Archives of Australia.

This Authority gives FaHCSIA permission under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives of Australia of the records described.

APPLICATION OF THIS AUTHORITY

1. This Authority partially supersedes Records Disposal Authority (RDA) 690 issued to the Aboriginal and Torres Strait Islander Commission in 1990. Dot points for broadcast and audio visual productions in classes 1 and 3 of RDA 690 cannot be used by FaHCSIA after the date of issue of this Authority. Other records authorities are not to be used for records covered by this Authority.
2. This authority only applies to records in existence at the date of issue of the authority and digital copies of those records.
3. 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. Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
4. 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.
5. 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.
6. 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. FaHCSIA 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.
7. In general, retention requirements indicate a minimum period for retention. FaHCSIA 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 FaHCSIA 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.
8. 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*.

9. 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.
10. If this authority permits the destruction of original records after digitisation or other copying, for the purposes of the Archives Act, the date a copy record or a subsequent copy record came into existence is taken to be the date that the original record came into existence.
11. 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.
12. Advice on how to use this Authority is available from the FaHCSIA 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 the 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

RECORDS AUTHORITY 2012/00318168

Person to whom notice of authorisation is given:

Finn Pratt
Secretary
Department of Families, Housing, Community Services and Indigenous Affairs
Tuggeranong Office Park
Athllon Drive
Greenway ACT 2900

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 records in the Indigenous Audio Visual Collection.

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 August 2012

INDIGENOUS AUDIO VISUAL COLLECTION

The collection of Indigenous audio visual records in the custody of the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) was principally created by Indigenous people to record and to broadcast Australian Indigenous culture. Indigenous broadcast services began at a community level in 1972 and were funded by the Commonwealth from 1987 in order to promote Aboriginal culture while generating economic benefits. The vast majority of the collection was created before the abolition of the Aboriginal and Torres Strait Islander Commission in 2005.

The audio visual collection, created between 1972 and 2006, includes depictions of ceremonies, sporting, cultural, artistic and social activities and health, education, and political campaigns involving, or relevant to, Indigenous people. It includes film of events, interviews, panels, daily life, documentaries and drama. The collection is a rich source of genealogical information and a unique record of significant events, people, issues and the creativity of the Australian Indigenous people in diverse communities.

Class no	Description of records	Disposal action
61088	Digital copies of those Indigenous audio visual records of administrative, social, cultural or historical significance, circa 1972 to 2006, in the custody of the Department of Families, Housing, Community Services and Indigenous Affairs before June 2012. Includes supporting records such as lists, indexes or other metadata. Note: the digital copies referred to in this class must be certified by the Archives to be of a standard acceptable to the Archives.	Retain as national archives
61089	Original Indigenous audio visual records used to produce digital copies to a standard agreed by the National Archives. Excludes: film on reels or rolls (see classes 61138, 61139 and 61090 for the treatment of this film). Note: these source records are in various superseded, degraded or otherwise inaccessible formats.	Destroy following written confirmation from the Archives that the digital transfer to the Archives is completed.
61090	Indigenous audio visual records that: <ul style="list-style-type: none"> are true duplicates of other items and therefore would not need to be digitised; or cannot be digitised because of degradation of the original materials; or do not have administrative, social, cultural or historical significance. Note: it is a condition of this class that the Archives confirms that material is degraded to an extent that is not recoverable.	Destroy when reference ceases
61138	Film on reels or rolls containing records of administrative, social, cultural or historical significance where the film provides the best performance of the content (ie better than the digital copy).	Retain as national archives

INDIGENOUS AUDIO VISUAL COLLECTION

Class no	Description of records	Disposal action
61139	Film on reels or rolls containing records of administrative, social, cultural or historical significance where the film does not provide the best performance of the content (ie worse than the digital copy).	Destroy following written confirmation from the Archives that the digital transfer to the Archives is completed.

Reproduction standards

The agency must ensure that reproductions:

- intended to replace source records have the degree of authenticity, integrity, reliability, and useability necessary to meet the identified purposes of the source records;
- are complete and accurate in terms of content;
- can be taken to be true copies.

Disposal and management of source records

The agency must ensure that:

- the source records are not disposed of by means other than destruction (for example, transfer outside the Commonwealth) unless such disposal is required by law, authorised by the Archives, or a normal administrative practice of which the Archives does not disapprove;
- they keep documentation that adequately identifies the types and ranges of records they destroy after copying, conversion or migration.

Maintenance of reproductions as records

The agency must ensure that the reproductions are maintained in place of the source records for as long as required by any current Records Authority applying to the source records. Further copying, conversion or migration is permissible to achieve this. However, where there is no current Records Authority, agencies must obtain authorisation from the Archives before the latest reproductions are destroyed.