



Australian Government

National Archives of Australia

Records Authority
2012/00672202

Department of Defence

*Logistics Emergency Records Authority
for the Middle East Area of Operations (MEAO)*

May 2013

This is an accurate reproduction of the authorised records
authority content, created for accessibility purposes

CONTENTS

INTRODUCTION _____ **3**

APPLICATION OF THIS AUTHORITY _____ **3**

CONTACT INFORMATION _____ **4**

AUTHORISATION _____ **5**

LOGISTICS FACILITATIVE AND ADMINISTRATIVE FORMS _____ **6**

© Commonwealth of Australia 2013

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre ACT 2610, Australia.

INTRODUCTION

The Department of Defence and the National Archives of Australia have developed this Records Authority to set out the requirements for destroying logistics facilitative and administrative forms (e.g. web forms or administrative forms) after they have been transcribed. The Authority is intended to only have application to records created in the Middle East Area of Operations (MEAO) between 1 January 2000 and the end of drawdown from the MEAO.

This Authority is based on the identification and analysis of the business of the Department of Defence. 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 specifies the minimum length of time that temporary records need to be kept. This Authority gives the Department of Defence 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, 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 review of this Authority is recommended if business and retention requirements change significantly. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This records authority does not authorise the destruction of data in primary or parent logistics systems, including data that has been transcribed from logistics forms. Refer to other Defence records authorities for the appropriate retention period.
2. This Authority is to be used to determine how long records must be kept:
 - 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; and
 - This Authority should be used in conjunction with Australian government agency specific records authorities covering the core businesses of the agency. Where there is uncertainty about which records authority to use, please contact the Archives.
3. 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.
4. 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. In accordance with this advice, Defence has implemented a NAP policy exclusively for operations. This is available to all Defence personnel through Chief of Joint Operations Directive 64/12 Information and Records Management for Operations.
5. 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.
6. 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 to all personnel on the Defence intranet site - Records Management Policy.
7. 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 business. The information must be accessible for the

period of time prescribed in this Authority. Agencies will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority.

8. In general, retention requirements indicate a minimum period for retention. The Department of Defence may extend minimum retention periods if there is an administrative need to do so, without further reference to the National Archives. Where the Department of Defence believes that its accountability will be substantially compromised because a retention period is not adequate, it should contact the National Archives for review of the retention period.
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. Advice on how to use this Authority is available from the Department of Defence Directorate of Records Management Policy. 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 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

AUTHORISATION

RECORDS AUTHORITY 2012/00672202

Person to whom notice of authorisation is given:

Mr Dennis Richardson, AO
Secretary
Department of Defence
R1-5-B Secretary Suite
Russell Offices
Canberra ACT 2600

General David Hurley, AC, DSC
Chief of the Defence Force
Department of Defence
R1-5-B CDF Suite
Canberra ACT 2600

Purpose:

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

Application:

Transcribed logistics facilitative and administrative forms created in the Middle East Area of Operations (MEAO)

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

13 May 2013

LOGISTICS FACILITATIVE AND ADMINISTRATIVE FORMS

Class no	Description of records	Disposal action
61292	<ul style="list-style-type: none"> <li data-bbox="336 315 1278 533">• Logistics facilitative and administrative forms (e.g. web forms or administrative forms) created in the Middle East Area of Operations (MEAO) which document the routine activities of freight centres (including depots and ports), Q-Stores (including equivalent Naval and Military stores), warehouses, armouries, and workshops for which relevant data has been transcribed or entered into a primary or parent logistics system. <li data-bbox="336 546 1278 1137">• Includes facilitative and administrative forms from the following Defence logistics classes: <ul style="list-style-type: none"> <li data-bbox="384 629 871 667">Class One: Supply of Subsistence Items <li data-bbox="384 680 831 719">Class Two: Supply of General Stores <li data-bbox="384 732 1050 770">Class Three: Supply of Petrol, Oil and Lubricants (POL) <li data-bbox="384 784 890 822">Class Four: Supply of Construction Stores <li data-bbox="384 835 1241 873">Class Five: Supply of Ammunition including precision-guided munitions, pyrotechnics, propellants and fuses <li data-bbox="384 887 1251 925">Class Six: Supply of Personal demand items including Canteen Supplies <li data-bbox="384 938 852 976">Class Seven: Supply of Principle Items <li data-bbox="384 990 975 1028">Class Eight: Supply of Medical and Dental Stores <li data-bbox="384 1041 1015 1079">Class Nine: Supply of Repair Parts and Components <li data-bbox="384 1093 1230 1137">Class Ten: Supply of Miscellaneous also known as Material Support to Non-Military Programs. <p data-bbox="336 1151 687 1189">Examples include records of:</p> <ol style="list-style-type: none"> <li data-bbox="336 1202 1187 1240">1. Allocation, distribution and movement of stores and equipment; <li data-bbox="336 1254 1222 1314">2. Allocation and approval of job cards, tasks, movements, transfers, dispatches, consignments; <li data-bbox="336 1328 1058 1366">3. Arranging use and storage of stores and equipment; <li data-bbox="336 1379 1233 1498">4. Routine auditing, inventories, logs, manifests, control records, spot checks and stocktaking of stores and equipment (excluding discrepancy, lost and incident forms which may be required in an investigation); <li data-bbox="336 1512 831 1550">5. Non-technical inspection reports; <li data-bbox="336 1563 1238 1624">6. Disposals of minor items (excluding Explosive Ordnance (EO) and toxic materials); <li data-bbox="336 1637 1241 1697">7. Returns of items to overseas Q-Stores, warehouses, freight centres and workshops (excludes returns to Australia); <li data-bbox="336 1711 951 1749">8. Delivery or received notes, forms and slips; <li data-bbox="336 1762 1238 1859">9. Requests for minor leasing, hiring, borrowing stores and equipment (excludes contracts and formal agreements and applicable negotiations); <li data-bbox="336 1872 959 1910">10. Summaries of use of stores and equipment; <li data-bbox="336 1924 1174 1962">11. Securing and protecting equipment and stores;continued... 	Destroy 6 months after verification of the transcribed data has been completed

Class no	Description of records	Disposal action
cont	<p>12. Handling of ordnance including minor stocktakes, issue, returns, movement, transporting, repositioning, storage, stowage, assembly or disassembly, and loading; and</p> <p>13. Individual Supply Customer Account (SCA) records for the equipping/allocation of inventory items to an individual.</p> <p>Date range: records created from 1 January 2000 to end of drawdown from the MEAO.</p>	
	<p>The following records are excluded and must not be destroyed under this authority. Refer to other Defence records authorities for the appropriate retention period:</p> <ul style="list-style-type: none"> • Forms described above, which have not been transcribed or entered into a primary or parent logistic system; • Data in primary or parent logistics systems, including data that has been transcribed from the forms described above; • Forms/records relating to the Disposal of Explosive Ordnance (EO) or toxic materials; • Forms/records relating to Finance including Operationally Urgent Requests for Capability, purchase or acquisition of stores, supply and equipment from Contractors or Allies. This includes invoices and acquittals; • Forms/records relating to the Sale or Gifting of major or minor capital equipment; • Forms/records relating to the Destruction of major capital equipment; • Forms/records relating to Personnel including personnel readiness, pay and service conditions and entitlements, personnel security vetting and tracking, management of embedded civilian personnel or contractors, welfare coordination services, casualty notifications or mortuary affairs, prisoners of war and detainee management, honours and awards, operational health checks and reporting, operations environmental health (NBCD), environmental health threat and risk assessments (TRA); • Forms/records relating to Communication and Information Systems; • Forms/records relating to Intelligence and Security; and • Forms/ records relating Defence Legal. 	