



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2013/00277464

**Australian Radiation Protection and
Nuclear Safety Agency**

*Emergency Planning and Source Security, Medical
Radiation Services, Radiation Health Services, Radiation
Regulation*

2013

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INTRODUCTION

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) 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 Emergency Planning and Source Security, Medical Radiation Services, Radiation Health Services and Radiation Regulation. It represents a significant commitment on behalf of ARPANSA to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of ARPANSA. 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 ARPANSA 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 periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This Authority supersedes Records Authority RDA 1393 (1999). The superseded records authority cannot be used after the date of issue of this Authority.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. 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.
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. 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.
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 from the National Archives website at www.naa.gov.au.
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 core business. The information must be accessible for

the period of time prescribed in this Authority. ARPANSA 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.

8. In general, retention requirements indicate a minimum period for retention. ARPANSA 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 ARPANSA 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.
9. 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*.
10. 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.
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 ARPANSA's 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 Business Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2013/00277464

Person to whom notice of authorisation is given:

Dr Carl-Magnus Larsson
Chief Executive Officer
Australian Radiation Protection and Nuclear Safety
Agency
619 Lower Plenty Road
Yallambie VIC 3085

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 Emergency Planning and Source Security, Medical Radiation Services, Radiation Health Services, Radiation Regulation.

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:

15 July 2013

EMERGENCY PLANNING AND SOURCE SECURITY

The core business of planning and establishing arrangements to protect radioactive sources and enable an effective response in the event of a radiation emergency to protect persons and the environment.

The **core activities** include:

- maintaining registers of radioactive sealed sources; and
- developing radiation preparedness and responses.

The performance of the core business is supported by **general activities** such as:

- providing and receiving advice;
- negotiating, establishing, managing and reviewing agreements;
- arranging visits;
- managing and attending internal and external committees, meetings and working groups;
- responding to stakeholder enquiries;
- liaising with national and international stakeholders;
- developing and reviewing policies, guidelines and procedures;
- delivering presentations (addresses);
- developing training competencies for radiation security advisors;
- conducting training courses and forums;
- reporting; and
- reviewing.

For the Radiation Health and Safety Advisory Council and the Radiation Health and Nuclear Safety Committees, use ADVISORY BODIES.

For the agency's management board, use GOVERNING BODIES.

For developing and executing formal contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

Class no	Description of records	Disposal action
61430	<p>The following significant records:</p> <ul style="list-style-type: none"> • National Register of Radioactive Sealed Sources; • national emergency radiation preparedness and response plans, including final versions, major drafts, submissions, supporting reports and research (eg Incident Management Plan); • policies and guidelines, including final versions, major drafts, submissions, supporting reports and research; • advice that sets precedents, is contentious or controversial, or of high interest to government, Parliament and the public; • final reports, submission and supporting documentation on operations that result in major changes, are contentious or controversial, or of high interest to government, Parliament and the public; • records documenting high level meetings and committees where the agency is the Secretariat or plays a leading role (eg Technical Working Group of the ADF Visiting Ships Panel (Nuclear)); • unpublished addresses and presentations given by senior staff; and • visits to the agency made by prominent scientists or experts. 	Retain as national archives

EMERGENCY PLANNING AND SOURCE SECURITY

Class no	Description of records	Disposal action
61431	Records documenting: <ul style="list-style-type: none"><li data-bbox="347 376 1139 439">• routine operational administrative tasks supporting the core business; and<li data-bbox="347 456 1182 517">• emergency planning and source security activities, other than those covered in class 61430.	Destroy 10 years after action completed

MEDICAL RADIATION SERVICES

The core business of supporting the effective use of ionising radiation in medicine. Includes maintaining the national primary standard for absorbed dose. Also includes delivering auditing and quality assurance services, measured against national standards, aimed at providing an integrated national approach to promoting safety and quality in radiotherapy.

The **core services** include:

- auditing services to ensure correct radiation doses are being given to patients;
- calibrating medical equipment; and
- testing of radioactive pharmaceuticals and associated consumables.

The performance of the core business is supported by **general activities** such as:

- obtaining and maintaining accreditation through external bodies;
- providing and receiving advice;
- negotiating, establishing, managing and reviewing agreements;
- arranging visits;
- managing and attending internal and external committees and meetings;
- attending conferences;
- receiving and responding to enquiries;
- liaising with stakeholders;
- undertaking marketing activities;
- planning;
- developing and reviewing policies, codes, guidelines and standards;
- delivering presentations (addresses);
- developing procedures;
- program management;
- reporting;
- conducting research;
- reviewing;
- undertaking surveys and collection of data;
- testing, calibrating and maintaining agency's dosimetry equipment and instruments; and
- assessing and managing risks.

For the Radiation Health and Safety Advisory Council and the Radiation Health and Nuclear Safety Committees and the Clinical Advisory Group, use ADVISORY BODIES.

For the agency's management board, use GOVERNING BODIES.

For the development of the agency Service Charter, use COMMUNITY RELATIONS and GOVERNMENT RELATIONS.

For the payment of licence and permit fees, use FINANCIAL MANAGEMENT.

For developing and executing formal contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

MEDICAL RADIATION SERVICES

Class no	Description of records	Disposal action
61432	<p>The following significant records:</p> <ul style="list-style-type: none"> • advice that sets precedents, is contentious or controversial, or of high interest to government, Parliament and the public; • development and review of policies, procedures, codes, standards and guidelines including final versions, major drafts, submissions, supporting reports and research (eg Diagnostic Reference Levels); • high-level internal and external committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a significant role; • unpublished addresses and presentations given by senior staff; • visits to the agency made by prominent scientists or experts; and • final reports, submissions and relevant supporting documentation on: <ul style="list-style-type: none"> - research into medical exposure to radiation. Includes datasets and associated information about data fields (eg data dictionaries) (eg National Diagnostic Reference Level Survey reports); and - operations that result in major changes, and/or where findings are contentious or controversial, or of high interest to government, Parliament and the public. <p><i>[For incomplete research projects, use class 61435.</i></p> <p><i>For administering research projects including managing grants, and obtaining funding for research programs, use class 61435.]</i></p>	Retain as national archives
61433	<p>Audit reports of independent (non-commercial) checks on medical radiation services (eg provided by hospitals). Includes checks of equipment and patient doses.</p>	Destroy 80 years after action completed
61434	<p>Records documenting:</p> <ul style="list-style-type: none"> • equipment calibration and testing commercial services. Includes registration of the client to receive the service and reports on outcomes; and • non-commercial quality assurance tests on radiopharmaceuticals and associated consumables. 	Destroy 25 years after action completed
61435	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • radiation medical services activities, other than those covered in classes 61432 to 61434. 	Destroy 10 years after last action

RADIATION HEALTH SERVICES

The core business of managing activities associated with the protection of individuals, employees and the general public from the harmful effects of natural and man-made sources of radiation. Includes providing services to support radiation safety and protection, measured against national standards; providing advice on radiation protection and promoting radiation protection across all jurisdictions. Excludes services relating to the medical uses of radiation.

The **core services**, including commercial services, include:

- measuring and monitoring radiation levels in individuals, workers and the environment (includes maintaining a register of doses received by individuals);
- calibration of equipment (eg radon measurement equipment; radiofrequency hazard meters, gauss meters);
- hiring extremely low frequency (ELF) magnetic field meters;
- measuring radioactivity in food samples and other substances;
- testing ultraviolet protection factor (UPF) rating of sun protective materials;
- providing radiation safety advice and risk evaluation services;
- monitoring population exposure to non-ionising radiation from exposure to solar and artificial sources, electricity and radiofrequency radiation; and
- rehabilitation of contaminated land and environmental monitoring relating to the storage and disposal of radioactive materials and waste.

The performance of the core business is supported by **general activities** such as:

- obtaining and maintaining accreditation through external bodies;
- administering services and schemes;
- providing and receiving advice;
- negotiating, establishing, managing and reviewing agreements;
- arranging visits;
- managing and participating in internal and external committees and meetings;
- constructing speciality facilities and equipment;
- responding to public and stakeholder enquiries;
- receiving incident and occurrence reports;
- marketing agency programs and activities;
- developing and reviewing policies, codes, standards, guidelines, fact sheets and procedures;
- delivering presentations (addresses);
- receiving public complaints;
- reporting;
- conducting research;
- reviewing;
- undertaking environmental and literature surveys;
- testing, calibrating and maintaining agency equipment; and
- conducting training courses and forums.

For services relating to the medical uses of radiation, use MEDICAL RADIATION SERVICES.

For the Radiation Health and Safety Advisory Council and the Radiation Health and Nuclear Safety Committees, use ADVISORY BODIES.

RADIATION HEALTH SERVICES

For the agency's management board, use GOVERNING BODIES.

For the development of the agency Service Charter, use COMMUNITY RELATIONS and GOVERNMENT RELATIONS.

For the payment of licence and permit fees, use FINANCIAL MANAGEMENT.

For the publication of fact sheets, guidelines, standards and codes, use PUBLICATION.

For the establishment and general management of agency registered trademarks (eg UPF trademarks), use LEGAL SERVICES.

For developing and executing formal contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

Class no	Description of records	Disposal action
61436	<p>The following significant records:</p> <ul style="list-style-type: none"> • Summary records such as registers (eg Australian Electromagnetic Radiation Health Complaints Register, Australian Incident Register, Australian National Dose Register, annual summaries of complaints and incidents). Includes data sets and associated information about data fields (eg data dictionaries); • reports of specific incidents occurring in or affecting the Commonwealth, states and territories; • daily solar ultraviolet level and air sampling data; • development and review of policies, procedures, codes, standards and guidelines including final versions, major drafts, submissions, supporting reports and research (eg code of practice for the disposal of radioactive waste); • advice that sets precedents, is contentious or controversial, or of high interest to government, Parliament and the public; • plans, designs and construction records for specialist facilities and equipment (eg air sampling stations); • records relating to the storage and disposal of radioactive material and the rehabilitation of contaminated land. Includes environmental monitoring of sites and buildings (eg Maralinga site); • high-level internal and external committees where the agency provides the Secretariat, is the Commonwealth's main representative or plays a significant role; • unpublished addresses and presentations given by senior staff; • visits to the agency made by prominent scientists or experts; and • final reports, submissions and relevant supporting documentation on: <ul style="list-style-type: none"> - research on radiation health issues. Includes supporting datasets and associated information about data fields (eg data dictionaries); - environmental surveys (eg environmental radio frequency electromagnetic energy levels survey; survey of residential power frequency magnetic fields); and - operations that result in major changes, are contentious or controversial, or of high interest to government, Parliament and the public. <p><i>[For incomplete research projects, use class 61439.</i></p> <p><i>For administering research projects including managing grants, and obtaining funding for research programs, use class 61439.]</i></p>	Retain as national archives

RADIATION HEALTH SERVICES

Class no	Description of records	Disposal action
61437	<p>Records documenting medical monitoring conducted on a commercial basis of workers occupationally exposed to radiation.</p> <p><i>[For medical monitoring and recording agency employee exposure to prohibited or restricted carcinogens or hazardous chemicals, use PERSONNEL.]</i></p>	Destroy 80 years after action completed
61438	<p>The following records documenting the ultraviolet protection factor (UPF) scheme:</p> <ul style="list-style-type: none"> • product test reports and analysis records (eg clothing, ultraviolet blocking creams, shade materials); • UPF licence agreements; • issuing of UPF logos and swing tags to UPF licensees for display on approved products; and • management of UPF compliance monitoring activities. <p>Records of the establishment of training courses to meet Commonwealth, state and territory requirements as a licensing condition (eg for solarium operators). Includes:</p> <ul style="list-style-type: none"> • master set of training material; and • attendance records. <p><i>[For records supporting the conduct of training courses, use class 61439]</i></p>	Destroy 25 years after action completed
61439	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • radiation health services activities, other than those covered in classes 61436 to 61438. 	Destroy 10 years after last action

RADIATION REGULATION

The core business of managing regulation activities aimed at protecting the health and safety of people and protecting the environment from the harmful effects of radiation. Includes issuing and monitoring licenses and approvals to Australian Government entities and contractors to regulate radiation related activities; issuing import and export licenses and other approvals; establishing and maintaining a regulatory framework; increasing awareness of licensee responsibilities; promoting uniformity across all jurisdictions and liaising with the international community.

The **core activities** associated with issuing and monitoring licenses, permits and approvals include:

- appointing licensing inspectors;
- receiving and assessing applications and issuing licenses and exemptions for the construction and use of nuclear and other prescribed facilities (facility licenses);
- receiving and assessing applications and issuing licenses and exemptions to deal with controlled apparatus or a controlled material (source licenses);
- monitoring licensing compliance conditions (eg inspections, quarterly reports; reviews);
- receiving and assessing updated management plans for the facility or source;
- receiving and assessing applications to change to licensing conditions;
- enforcing compliance;
- amending, cancelling and suspending licences;
- managing appeals of licensing decisions;
- approving requests to transfer security category radiation sources, controlled apparatus or material;
- issuing permits to import and export radioactive material;
- approving applications to dispose or transfer controlled apparatus or controlled material, constructing a safe item and loading nuclear fuel; and
- approving applications to transport radioactive material.

The performance of the core business is supported by **general activities** including:

- providing and receiving advice;
- negotiating, establishing, managing and reviewing agreements;
- arranging visits;
- managing and attending internal and external committees and meetings;
- attending conferences;
- receiving and responding to enquiries;
- liaising with licensees, other regulators and stakeholders;
- undertaking marketing activities;
- developing policies, codes, standards and guidelines (including commenting on national and international codes, standards, guidelines and publications);
- planning (eg inspection programs);
- delivering presentations (addresses);
- developing procedures;
- reporting;
- reviewing;
- assessing and managing risks; and
- conducting training courses and forums.

RADIATION REGULATION

For the Radiation Health and Safety Advisory Council and the Radiation Health and Nuclear Safety Committees, use ADVISORY BODIES.

For the agency's management board, use GOVERNING BODIES.

For the development of the agency Service Charter, use COMMUNITY RELATIONS and GOVERNMENT RELATIONS.

For the payment of licence and permit fees, use FINANCIAL MANAGEMENT.

For the reporting of accidents and occurrences, use RADIATION HEALTH SERVICES.

For developing and executing formal contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

Class no	Description of records	Disposal action
61440	<p>Records relating to the issue and monitoring of facility licenses or the issue of licensing exemptions. Includes:</p> <ul style="list-style-type: none"> • applications for licenses or exemptions, for changes, variations or amendments; • stakeholders submissions; • quarterly reports; • inspection and reviews of licensing arrangements; • approvals to carry out certain actions eg dispose of or transfer controlled apparatus, construct a safety item, load nuclear fuel; • peer reviews of facilities; • breach identification and management (eg directions and written warnings); • suspensions, cancellations and suspensions of licenses; and • appeals and reviews of decisions. <p>Register of facility and source licenses.</p> <p>Final versions and supporting documents of the following significant reports and submissions:</p> <ul style="list-style-type: none"> • reports on international conventions ratified by Australia (eg UN Joint Convention on the Safety of Spent Fuel Management; the Convention on Nuclear Safety); • reports required by legislation; and • internal and external reports that set precedents, result in major changes to operations, are contentious or controversial, or of high interest to the Parliament and the public. <p>The following significant records documenting:</p> <ul style="list-style-type: none"> • the ratification of international conventions; • advice that sets precedents, is contentious or controversial, or of high interest to government, Parliament and the public (eg advice on the Fukushima accident); • establishment, maintenance and review of agreements with counterpart Australian and international agencies; • management of high level internal, national and international committees, meetings or task forces where the agency provides the Secretariat, is the 	Retain as national archives

RADIATION REGULATION

Class no	Description of records	Disposal action
	<p>Commonwealth's main representative, or plays a significant role;</p> <ul style="list-style-type: none"> • development and reviews of policies, codes, standards, and guidelines, including final versions, major drafts, submissions, supporting reports and research; • comments and input into the development and review of national and international codes, standards and regulations; • final version of agency's annual Regulatory Plan; • reviews of regulatory practices resulting in a significant impact on operations (eg International Atomic Energy Agency reviews); • unpublished addresses and presentations given by senior staff; and • visits to the agency made by prominent scientists or experts; <p><i>[For source licenses, use class 61442.</i> <i>For non-significant advice and unsuccessful applications for facility licenses and permits, use class 61443.]</i></p>	
61441	<p>Records documenting the assessment and approval of applications to transport radioactive material.</p> <p><i>[For unsuccessful applications, use class 61443.]</i></p>	Destroy 50 years after action completed
61442	<p>Records relating to the issue and monitoring of source licenses or the issue of licensing exemptions. Includes:</p> <ul style="list-style-type: none"> • applications for licenses or exemptions, for changes, variations or amendments; • stakeholders submissions; • quarterly reports; • inspection and reviews of licensing arrangements; • peer reviews of facilities; • breach identification and management (eg directions and written warnings); • suspensions, cancellations and suspensions of licenses; and • appeals and reviews of decisions. <p><i>[For unsuccessful applications for source licenses, use class 61443.]</i></p>	Destroy 25 years after action completed
61443	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • radiation regulation activities other than those covered in classes 61440 to 61442. 	Destroy 10 years after action completed