



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2014/00261618

Australian Valuation Office

Valuation Services

2014

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INTRODUCTION

The Australian Valuation Office (AVO), which is currently a branch of the Australian Taxation Office, 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 of Valuation Services. It represents a significant commitment on behalf of AVO to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of AVO. 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 AVO 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 Authorities RDA 728 (1991) and RDA 1092 (1994). The superseded records authorities cannot be used by the AVO after the date of issue of this Authority.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:
 - AFDA Express which covers administrative business processes and records common to many Australian Government agencies;
 - General Records Authority 24 – Records Relating to Data Matching Exercises; and
 - 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. The agency 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. AVO 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 AVO 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 the agency'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 the 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 2014/00261618

Person to whom notice of authorisation is given:

Mr Chris Jordan AO
Commissioner of Taxation
Australian Taxation Office
Ethos House, 28-36 Ainslie Avenue
Civic Square ACT 2600

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 Valuation Services.

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:

6 June 2014

VALUATION SERVICES

The core business of providing valuation services nationally and exclusively to all levels of government. Includes providing valuations of lands and buildings, plant and machinery, as well as specialised valuations and corporate valuations.

The **core activities** include:

- developing, implementing and reviewing policies, procedures, methodologies, strategies, standards, frameworks and programs;
- undertaking valuations and assessments of property and assets, including valuations of land and buildings, plant and machinery, corporate valuations and specialised valuations (such as cultural collection and environmental valuations);
- providing and receiving advice and other information, including providing program and policy advice and consultancy services;
- providing risk management services to assist clients in identifying, assessing and managing portfolio risks;
- liaising with clients and stakeholders;
- managing reviews of decisions, including reviews of valuation assessments;
- undertaking business intelligence services, including performing data collection and environmental monitoring and surveillance;
- undertaking research and analysis; and
- negotiating and establishing agreements and contracts, including joint venture agreements and Memoranda of Understanding.

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

- managing and participating in internal and external committees and meetings;
- planning, researching, reporting and reviewing;
- managing enquiries and complaints;
- delegating powers and authorising actions;
- planning, conducting and facilitating audits;
- arranging and attending conferences, seminars, forums and workshops; and
- preparing and presenting speeches.

Cross references to AFDA Express Records Authority

For establishing and changing the structure of an organisation, use ESTABLISHMENT.

For the development of information technology services, use TECHNOLOGY & TELECOMMUNICATIONS.

For supporting the strategic and broad systematic administrative management of an organisation (eg senior management meetings, developing risk management frameworks), use STRATEGIC MANAGEMENT.

For advice, briefs and submissions to the portfolio Minister, cabinet submissions and the organisation's participation in formal inquiries, use GOVERNMENT RELATIONS.

For development of new legislation and amendments to existing legislation, use GOVERNMENT RELATIONS and/or STRATEGIC MANAGEMENT.

For management of legal services, including legal advice, use LEGAL SERVICES.

For media releases relating to valuation services, use COMMUNITY RELATIONS and/or GOVERNMENT RELATIONS.

For managing the acquisition of goods and services, including tendering and contracting arrangements, use PROCUREMENT.

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

VALUATION SERVICES

Class no	Description of records	Disposal action
61539	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing high-level policies, plans, methodologies, strategies, frameworks, standards and programs. Includes specialised valuation methodologies. Includes final versions, major drafts, stakeholder consultations, and supporting reports and research; • providing and receiving high-level advice involving major stakeholders. Includes major valuation and land policy and program advice provided to client agencies. Includes final versions of advice, position papers, opinions and briefings; • assessments and valuations of properties and assets (ie property records), which have substantial social, historical, environmental or cultural significance. Includes: <ul style="list-style-type: none"> ○ property of considerable cultural or historical value (eg significant heritage listed properties, iconic buildings, decommissioned railways buildings, original or large land holdings that have been unchanged for many years, returned servicemen settlement properties and war service homes); ○ property used for public purposes, government buildings and major specialised premises (eg sports arena, council buildings, leased townships, Lucas Heights Nuclear Reactor, Mt Stromlo Observatory, art galleries, High Court of Australia building); ○ property of national cultural institutions, ie cultural collections, and other culturally based assets. Includes valuations of individual artefacts and artworks (eg Australian museum and library collections, Bradman Collection, Magna Carta, indigenous artwork); ○ property considered to be environmentally based assets (eg water, conservation covenants, national parks, carbon sinks); ○ property valued as a result of significant public policy (eg indigenous title, gun buy-back scheme); ○ major development projects, including retail, commercial and industrial developments and major public housing projects (eg Grosvenor Place, Westpac Complex); ○ intellectual property, including processes, software and brand recognition (eg logistical planning for valuation of Department of Defence assets); ○ property subject to acquisition and resumption in support of major defence or infrastructure development projects; ○ pastoral properties; and ○ property that has been the subject of considerable public interest or controversy, or the subject of significant or precedent-setting litigation or formal investigations (eg indigenous property). <p>Property records may include valuation reports, assessment reports, photographs, maps, plans, valuer notes, field books, feasibility studies, value projections, client correspondence and supporting research;</p> <ul style="list-style-type: none"> • master versions of area maps retained separately from property records, that contain significant valuation information (eg annotated parish maps); 	Retain as national archives

VALUATION SERVICES

Class no	Description of records	Disposal action
61539 (cont)	<ul style="list-style-type: none"> • valuer field books retained separately from property files; • summary records supporting the core business, such as those consolidating information on valuations (eg Valuation Office Information System); • reviews of non-residential valuation decisions made by the agency, undertaken by a higher authority (such as the courts or the Administrative Appeals Tribunal); • developing national, sector-wide and high-level internal and external reports. Includes final versions, major drafts, stakeholder consultation and supporting research; • high-level internal and external committees and other bodies where the agency provides the secretariat, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment documentation, agenda, final versions of minutes, reports and tabled papers; • national and high-level reviews, including strategic reviews and major internal reviews. Includes final review reports, major drafts, recommendations, stakeholder consultations, submissions, and supporting research; • outcomes of major research and analysis undertaken or commissioned by the agency to support the core business. Includes final research reports, research findings, statistical analysis, data models and research datasets; • final versions of significant agreements and contracts and supporting documents, that: relate to substantial funding agreements or the establishment of partnerships, major client relationships (including tied relationships) and cooperative arrangements with other governments, agencies and organisations; are controversial, of public interest or ground-breaking in nature; or have substantial implications for the conduct of agency business. Includes significant joint venture agreements and Memoranda of Understanding; • master versions of agency publications produced to support the core business; • final versions of speeches presented by the portfolio Minister, the agency head, Commissioners or senior agency staff; and • final versions of unpublished proceedings, reports, presentations and papers from conferences, seminars and workshops hosted by the agency. 	
61540	Records documenting: <ul style="list-style-type: none"> • assessments and valuations of residential properties (ie property records) supporting means testing programs, other than those covered in class 61539. 	Destroy 2 years after action completed
61541	Records documenting: <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • valuation services, other than those covered in classes 61539 to 61540. 	Destroy 7 years after action completed