



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2014/00441373

Reserve Bank of Australia

*Banking Operations; Banknotes & Secure Documents;
Financial Market Operations;
Financial System Stability; Fund Administration;
International Relations; Monetary Policy;
Payments System Operations; Payments System Policy;
and Statutory Appointments*

2016

Change History

Each entry in this table has been authorised under the *Archives Act 1983*.

Introduction, application notes and authorisations are not part of this document and can be viewed in the respective records authority (as issued). Please contact the National Archives' Agency Service Centre for further information.

Date	Changes has been amended
1 Aug 2016	RA 2014/00441373 as follows: <ul style="list-style-type: none"><li data-bbox="480 533 1270 566">• BANKING OPERATIONS – Class 62113 replaces class 61601<li data-bbox="480 577 1326 640">• FINANCIAL MARKET OPERATIONS – Class 62114 replaces class 61613<li data-bbox="480 651 1334 714">• PAYMENTS SYSTEM OPERATIONS – Class 62115 replaces class 61634



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INTRODUCTION

The Reserve Bank of Australia (RBA) 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 Banking Operations, Banknotes & Secure Documents, Financial Market Operations, Financial System Stability, Fund Administration, International Relations, Monetary Policy, Payments System Operations, Payments System Policy and Statutory Appointments. It represents a significant commitment on behalf of RBA to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of RBA. 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 RBA 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 981 (1993), RDA 1137 (1994) and RDA 1138 (1994). The superseded records authorities cannot be used by the RBA 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; and
 - 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 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 NAP 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. The RBA 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 RBA 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 RBA'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

Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2014/00441373

Person to whom notice of authorisation is given:

Glenn Stevens
Governor
Reserve Bank of Australia
65 Martin Place
Sydney NSW 2000

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 Banking Operations, Banknotes & Secure Documents, Financial Market Operations, Financial System Stability, Fund Administration, International Relations, Monetary Policy, Payments System Operations, Payments System Policy, and Statutory Appointments.

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

Anne Lyons
Assistant Director-General
National Archives of Australia

Date of issue:

1 August 2016

BANKING OPERATIONS

The core business of providing specialised banking services to the Australian Government, its agencies and other instrumentalities, overseas banks and official institutions.

The core activities include:

- developing, implementing and reviewing policies, plans and procedures;
- negotiating, establishing and implementing contracts and agreements;
- setting up and maintaining customer accounts;
- recording and managing customer identification details;
- processing, recording and settling customer banking transactions;
- managing ongoing relationships with banking customers;
- determining pricing for services;
- handling breaches and incidents;
- monitoring, forecasting and reporting on financial transactions and banking operations;
- developing new and/or enhanced products and services;
- designing, developing and producing forms for banking;
- providing teller services, including the provision of safe custody boxes;
- managing registry operations (eg providing registry services to official foreign institutions);
- managing and participating in committees, meetings and working groups; and
- providing and receiving advice in relation to banking operations.

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

- developing, implementing and reviewing internal operating policies and procedures; and
- reviewing.

Cross references to other areas of this records authority

For the handling and management of banknotes, including enquiries regarding numismatic banknotes, handling and management of counterfeit banknotes, mutilated notes claims as part of the Bank's teller services, use BANKNOTES & SECURE DOCUMENTS.

For international committees, meetings, working groups, and relations with international bodies, use INTERNATIONAL RELATIONS.

Cross references to AFDA Express records authority

For the development and management of banking systems hardware and software, use TECHNOLOGY & TELECOMMUNICATIONS.

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

For media releases and statements, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For the acquisition of goods and services including external consultants and service providers, use PROCUREMENT.

For internal and external audits, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board or the Payments Systems Board, use GOVERNING BODIES.

BANKING OPERATIONS

Class no	Description of records	Disposal action
61598	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing policies, plans and procedures which establish high level banking and registry processes, controls and frameworks, including final versions, milestone drafts, consultation and supporting research; • final versions of intergovernmental and other high-level agreements, such as bilateral agreements and memorandums of understanding with states, territories and financial institutions, including those establishing principles, processes and responsibilities for managing banking and registry operations in Australia; • breaches and incidents which significantly impact on the operations or reputation of the Bank or another Government agency, or results in major changes to policies, procedures or operations of the Bank. Includes incident reports, investigation records, suspicious matters reports, and other reports provided to regulatory authorities or law enforcement agencies; • design, development and review of new or enhanced products and services that are innovative, unique and valuable to government such as the Government Direct Entry Service. Includes final versions and milestone drafts of business plans, research papers, legal advice and marketing plans; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; and • master version of agency external publications. 	Retain as national archives
61599	Records relating to the identification of customers. Such as Know Your Customer (KYC) identification forms and checklists and associated supporting documentation, as well as advice received regarding changes to identification details.	Destroy 10 years after relationship with customer ceases
61600	Records documenting arrangements for committees, meetings and working groups.	Destroy 2 years after action completed
62113	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • banking operations activities, other than those covered in classes 61598 to 61600. 	Destroy 7 years after action completed

BANKNOTES & SECURE DOCUMENTS

The core business of designing, manufacturing, distributing, processing and destroying Australian banknotes. Includes the provision of banknote and secure document related services for domestic and overseas customers on a commercial basis.

The core activities include:

- purchasing Australian banknotes from Note Printing Australia Ltd;
- managing the design, production and quality assurance of banknotes;
- providing and receiving advice;
- establishing and managing intellectual property rights;
- distributing banknotes;
- detecting and handling counterfeit banknotes;
- assessing damaged banknotes and arrangement for reimbursement for genuine verified notes;
- ensuring quality management of banknotes in circulation;
- currency accounting;
- monitoring, reviewing and forecasting banknote stocks and movements;
- managing the security of banknote stocks;
- destroying banknotes;
- managing numismatic banknote sales;
- providing commercial banknote and secure document services to domestic and overseas customers;
- conducting research;
- providing public education and promoting awareness in relation to banknote issues and matters; and
- carrying out audits of approved cash centre operations.

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

- negotiating, establishing and implementing contracts and agreements;
- managing and participating in committees and working groups;
- preparing and delivering speeches, presentations and briefings;
- developing, implementing and reviewing policies, plans and procedures;
- handling enquiries relating to banknotes; and
- reviewing.

Cross references to other areas of this records authority

For involvement in international initiatives to combat counterfeiting, use INTERNATIONAL RELATIONS.

Cross references to AFDA Express records authority

For financial transactions associated with numismatic sales, use FINANCIAL MANAGEMENT.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

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

For media releases, press cuttings and extracts, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For the security of land and buildings, use PROPERTY MANAGEMENT.

For visits by the Minister and/or members of parliament, use GOVERNMENT RELATIONS.

BANKNOTES & SECURE DOCUMENTS

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For the development and management of historical collections of Australian banknotes and associated machines and equipment, including developing and managing exhibitions and public programs, use SMALL COLLECTION MANAGEMENT.

For records of the Reserve Bank Board and Note Printing Australia Board, use GOVERNING BODIES.

For reviews of the governance arrangements with subsidiaries (eg Note Printing Australia), use ESTABLISHING & WINDING UP ENTITIES.

Class no	Description of records	Disposal action
61603	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing policies and plans relating to the design, production and management of Australian banknotes. Includes final version, milestone drafts, results of stakeholder consultations and feedback, and supporting research; • 4 Australian banknotes of every denomination whenever a new banknote series is introduced (eg paper and polymer series); • 4 of each Australian banknote where a significant production change has been made (eg layout, design, colour, size, banknote signatures and security features) or the change offers an interesting historical perspective (eg change of Head of State or withdrawal of a banknote denomination); • 4 of each commemorative Australian banknote produced to signify a nationally significant event or achievement (eg Australia's bicentenary); • 3 sheets (Master Standards) from each production phase, which reflect the original artwork and quality requirements signed off by the Bank when an Australian banknote is first developed, and when substantial changes to banknotes occur over time, such as changes to the layout, design, colour, or size of banknotes, or changes to banknote signatures and security features; • at least 2 example counterfeit Australian banknotes (of each denomination) from each counterfeit group or classification which: belong to notable groups of counterfeits that led to changes to the design and production of banknotes; demonstrate counterfeiting techniques of interest; illustrate a range of counterfeiting techniques over time; and/or illustrate a range of counterfeit qualities. Includes summary information regarding counterfeit samples captured in systems and databases; • an example of a master production tooling (eg intaglio plates and other production plates) from the first design of each denomination of each series of banknotes issued into circulation; • an example of a master production tooling for only one of the affected denominations where substantial generic design change occurs affecting multiple denominations to the existing series (eg signature changes); • an example of a master production tooling for each of the affected denominations where a substantial, denomination-specific design change occurs to the existing series; • an example of a master production tooling from only one 	Retain as national archives

BANKNOTES & SECURE DOCUMENTS

Class no	Description of records	Disposal action
	<p>denomination where a substantial technological change occurs to the production of the banknotes;</p> <ul style="list-style-type: none"> • design, production and review of Australian banknotes, including design proposals, briefs, technical specifications, approved and rejected designs, drawings, research, and advice from historians and specialist groups; • biographical information about designers of Australian banknotes; • final version of materials used to educate and/or promote awareness of Australian banknotes and banknote issues; • copyright and other intellectual property rights to final approved designs for Australian banknotes; • high-level advice provided to or received from major stakeholders. Includes final version of formal advice, submissions and supporting research and briefs; • identifying and examining counterfeit Australian banknotes which are subject to media scrutiny, result in significant targeted police investigations and operations, or which lead to changes to the design and production of banknotes. Includes liaison and correspondence with law enforcement agencies, banks and banknote equipment manufacturers; information received from members of the public (including associated reward claims); results of laboratory tests; forensic reports; witness statements and court testimonies; • major research outcomes, including, final reports, papers, findings and related joint venture agreements, which have been controversial; led to changes to the design and/or production of Australian banknotes; involved extensive debate and/or aroused widespread interest; involved eminent researchers; or made a significant contribution to the existing body of knowledge relating to the design, production and management of Australia's banknotes; • commercial banknote and secure document related services to domestic or overseas customers which have been controversial, subject to intense media scrutiny and aroused widespread public interest, and/or resulted in significant changes to the operations, policies or processes of the Bank and/or its subsidiary companies. Includes bids, tenders, records relating to the negotiation, establishment and variation of contracts, project management records, and records relating to the development and delivery of client final deliverables; • high-level internal and external committees and working groups where the Bank is the lead organisation, is the Commonwealth's main representative, provides the chair or secretariat or plays a leading role; • final versions of speeches, presentations and/or briefings made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; and • master version of agency external publications. 	

BANKNOTES & SECURE DOCUMENTS

Class no	Description of records	Disposal action
61604	Records documenting: <ul style="list-style-type: none"> financial accounting and reconciliation records relating to the management of un-presented/written off banknotes; identification and examination of counterfeit foreign banknotes, including details of the counterfeit banknotes, liaison with and formal reports to international and overseas security and enforcement agencies; and final reports, papers and findings from research not covered in class 61603. 	Destroy 100 years after action completed
61605	Records documenting: <ul style="list-style-type: none"> security arrangements for Australian banknotes and banknote stocks, including security and alarm monitoring reports, and security access authorisations and arrangements; and final version of procedures. 	Destroy 20 years after action completed
61606	Records documenting: <ul style="list-style-type: none"> routine requests from Approved Cash Centre Operators and commercial banks for supplies of header cards, note cartons and note containers; drafting procedures, speeches and presentations and promotional and educational materials, including working papers, background documents and stakeholder feedback; and administrative arrangements for committees, meetings, speeches, presentations, conferences, education and awareness sessions and other events including: timetables and schedules; venue and facility bookings; announcements and notifications; invitations; catering arrangements; and routine liaison with venue organisers. 	Destroy 1 year after action completed
61607	Surveillance tapes documenting banknote and secure document production, distribution and processing activities.	Destroy 6 months after action completed
61608	Records documenting: <ul style="list-style-type: none"> routine operational administrative tasks supporting the core business; and banknotes & secure documents activities, other than those covered in classes 61603 to 61607. 	Destroy 7 years after action completed

FINANCIAL MARKET OPERATIONS

The core business of carrying out operations in domestic and international financial markets for the purposes of:

- ensuring that the operational target for monetary policy (the cash rate) remains close to the target rate set by the Reserve Bank Board;
- meeting the needs of clients (primarily the Australian Government);
- managing international reserves; and
- influencing the level of Australia's exchange rate, or address disorderly market conditions.

The core activities include:

- executing, recording and settling trades in domestic, foreign exchange and foreign asset markets;
- managing authorisations to operate in financial markets;
- managing the Bank's portfolios of Australian dollar securities and official reserve assets;
- reporting on financial positions, performance and risks;
- handling breaches and incidents;
- gathering and managing datasets to support operations and financial markets monitoring, research and analysis activities;
- undertaking financial markets monitoring, analysis and research;
- providing notifications of financial sanctions;
- developing, implementing and reviewing policies, plans and procedures;
- managing and participating in committees, meetings and working groups;
- preparing and delivering speeches and presentations;
- providing and receiving advice and briefings;
- hosting, arranging and managing conferences, workshops, roundtables and other events; and
- liaising with external agencies, institutions, academics and the wider community.

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

- making arrangements;
- receiving and responding to enquiries; and
- reviewing.

Cross references to other areas of this records authority

For formulating monetary policy (the cash rate), use MONETARY POLICY.

For international committees, meetings, working groups, and relations with international bodies, use INTERNATIONAL RELATIONS.

For international agreements established and maintained to strengthen international financial cooperation, use INTERNATIONAL RELATIONS.

For the establishment of memberships to the Reserve Bank Information and Transfer System, including associated customer identification information, use PAYMENT SYSTEM OPERATIONS.

For recording, executing and settling banking transactions, the establishment of bank accounts, and the management of associated customer identification information, use BANKING OPERATIONS.

Cross references to AFDA Express records authority

For visits made by representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

FINANCIAL MARKET OPERATIONS

For visits made by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For contributions to parliamentary inquiries, use GOVERNMENT RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For the management of special occasions, ceremonies or celebrations to honour a particular event, such as the Bank's 50th anniversary, use COMMUNITY RELATIONS.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61609	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • breaches and incidents which significantly impact on the operations or reputation of the Bank or another Government agency, result in major changes to policies or operations, or significantly impact domestic or global financial markets. Includes incident reports, investigation records, suspicious matters reports, and other reports provided to regulatory authorities or law enforcement agencies; • authorisations to deal in the Australian foreign exchange market; • notifications of financial sanctions; • final versions of research discussion papers; • final versions of analytical notes prepared by the Bank documenting the findings and outcomes of financial markets monitoring, analysis and research activities; • developing, implementing and reviewing policies and plans which provide frameworks, directions, rules and requirements for operating in financial markets. Includes final version, milestone drafts, consultations and supporting research; • primary data collected, or analytical series developed and publicly released by the Bank to monitor and analyse economic conditions and financial markets, and to support financial market operations and activities. Includes data held in statistical databases, spreadsheets, tables, graphs, survey data and other formats. Also includes information about data fields (eg data dictionaries). <p>[For secondary data (collected from an external source/provider), the Chart Pack and data requests and data returns, use class 61610, 62114 and 61611 respectively]</p> <ul style="list-style-type: none"> • notifications of changes/amendments to primary data and/or analytical series developed and publicly released by the Bank; • final versions of data release notes providing analysis/commentary of data and statistics which relate to the Bank's core variables of interest or responsibility; • final versions of the proceedings, reports, speeches and papers of conferences and roundtables hosted by the Bank; • high-level advice and briefings to or from the Board, Governors, the Treasurer, Ministers, members of Parliament, or heads of 	Retain as national archives

FINANCIAL MARKET OPERATIONS

Class no	Description of records	Disposal action
	<p>government agencies and financial institutions which document the Bank's position or proposed position on financial markets operations and activities, or advice which is subject to media scrutiny, or which has far reaching implications for operations in financial markets;</p> <ul style="list-style-type: none"> • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • Trade Weighted Index (TWI) and primary source information about its method of calculation; • high-level internal and external committees, meetings and working groups where the Bank is the lead organisation, is the Commonwealth's main representative, provides the chair or secretariat, or has a leading role in deliberations; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; and • master version of agency external publications. 	
61610	Secondary data gathered by the Bank from external providers which are subject to terms and conditions of licensing agreements and confidentiality arrangements.	Destroy in accordance with associated agreement terms and conditions
61611	<p>Records documenting:</p> <ul style="list-style-type: none"> • data release notes providing analysis/commentary of data and statistics which do not relate to the Bank's core variables of interest or responsibility; • routine market reports which provide a summary of financial and trading information; • data requests and returns; • data release schedules (publication schedules); • routine daily and weekly internal advice and briefings regarding data releases and data updates, such as daily and weekly briefing notes and materials, and data wrap ups and previews; and • the receipt and handling of general enquiries which require a standard/routine response. 	Destroy 2 years after action completed
61612	Records documenting voice recordings of telephone conversations between the Bank and customers/clients which outline advice and instructions in relation to the execution and/or settlement of trades, or which record customer/client enquiries or liaison.	Destroy 1 week after action completed

FINANCIAL MARKET OPERATIONS

Class no	Description of records	Disposal action
62114	Records documenting: <ul style="list-style-type: none"><li data-bbox="344 383 1094 443">• routine operational administrative tasks supporting the core business; and<li data-bbox="344 461 1161 521">• financial market operations activities, other than those covered in classes 61609 to 61612.	Destroy 7 years after action completed

FINANCIAL SYSTEM STABILITY

The core business of monitoring and maintaining the stability of the financial system, including mitigating the risk of financial disturbances, and responding to financial system disturbances should they occur.

The core activities include:

- gathering and managing datasets to support analysis, research and statistical reporting activities;
- undertaking monitoring, analysis and research to monitor the health and stability of the financial system, and reporting on findings and outcomes;
- establishing and maintaining agreements;
- participating in committees, meetings and working groups;
- developing, implementing and reviewing plans and policies;
- preparing and delivering speeches and presentations;
- providing and receiving advice and briefings;
- hosting, arranging and managing conferences, workshops, roundtables and other events; and
- liaising with external agencies, institutions, academics and the wider community.

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

- making arrangements;
- receiving and responding to enquiries;
- developing and maintaining internal procedures; and
- reviewing.

Cross references to other areas of this records authority

For the development and review of financial stability standards for payment, clearing and settlement systems, use PAYMENTS SYSTEM POLICY.

For participation in and management of international committees, meetings, working groups, and relations with international bodies, use INTERNATIONAL RELATIONS.

Cross references to AFDA Express records authority

For visits made by representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

For visits made by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For the management of special occasions, ceremonies or celebrations to honour a particular event, such as the Bank's 50th anniversary, use COMMUNITY RELATIONS.

For cabinet and other submissions to government, contributions to parliamentary inquiries, use GOVERNMENT RELATIONS.

For advice or submissions to government agencies relating to legislative proposals, use GOVERNMENT RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board, use GOVERNING BODIES.

FINANCIAL SYSTEM STABILITY

Class no	Description of records	Disposal action
61614	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing high-level policies and plans which provide frameworks, directions, rules and requirements for maintaining the stability of the financial system; • final versions of research discussion papers; • final versions of analytical notes prepared by the Bank documenting the findings and outcomes of financial system stability monitoring, analysis and research; • data release notes providing analysis/commentary of data and statistics, which relate to the Bank's core variables of interest or responsibility; • primary data collected, or analytical series developed and publicly released by the Bank to monitor and analyse the stability of the financial system in Australia over time, and support analysis and research activities. Includes information about data fields (eg data dictionaries). Includes data held in statistical databases, spreadsheets, tables, graphs, survey data and other formats; <p>[For secondary data (collected from an external source/provider), the Chart Pack and data requests and data returns, use class 61615, 61617 and 61616 respectively]</p> <ul style="list-style-type: none"> • notifications of changes/amendments to primary data and/or analytical series developed and publicly released by the Bank; • intergovernmental and other high-level agreements such as bilateral agreements and memorandums of understanding with governments and financial institutions, including those establishing principles, processes and responsibilities for managing the stability of the Australian financial system (eg MOUs with APRA and ASIC outlining responsibilities for promoting stability); • high-level internal and external committees, meetings and working groups where the Bank is the lead agency or is the Commonwealth's main representative, provides the chair or secretariat, or has a leading role in deliberations (eg Council of Financial Regulators); • high-level advice and briefings to or from the Board, Governors, the Treasurer, Ministers, members of Parliament, or heads of government agencies and financial institutions which document the Bank's position or proposed position on financial system stability matters, or advice subject to media scrutiny, or has far reaching implications for the stability of the Australian financial system; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • final versions of the proceedings, reports, speeches and papers of conferences and roundtables hosted by the Bank; and • master version of agency external publications. 	Retain as national archives

FINANCIAL SYSTEM STABILITY

Class no	Description of records	Disposal action
61615	<ul style="list-style-type: none"> • Secondary data gathered from external providers which are subject to terms and conditions of licensing agreements and confidentiality arrangements. 	Destroy in accordance with associated agreement terms and conditions
61616	<p>Records documenting:</p> <ul style="list-style-type: none"> • data release notes providing analysis/commentary of data and statistics, which do not relate to the Bank's core variables of interest or responsibility; • data requests and returns; • data release schedules; • diary notes used for internal debriefings for meetings, conferences, or other events; • records documenting the receipt and handling of general enquiries which require a standard/routine response; and • final versions of routine internal operational policies and procedures supporting the core business not covered in class 61614. 	Destroy 2 years after action completed
61617	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • financial systems stability activities, other than those covered in classes 61614 to 61616. 	Destroy 10 years after action completed

FUND ADMINISTRATION

The core business of managing and administering funds and schemes established to provide superannuation and health benefits for employees.

The core activities include:

- managing the fund accounts of individual members (case files);
- providing advice and information on fund matters affecting all members, including the delivery of information sessions;
- managing financial transactions associated with fund accounts, including financial contributions and the payments of claims;
- compiling financial statements;
- managing investment portfolios;
- carrying out actuarial reviews and assessments;
- developing rules and policies governing funds;
- developing fund procedures, guidelines and forms;
- auditing fund processes and transactions;
- monitoring compliance with fund rules, policies, procedures and requirements, and carrying out investigations into fraudulent activities;
- negotiating, establishing and implementing agreements; and
- managing and participating in committees, meetings and working groups.

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

- delegating powers and authorising actions;
- receiving and responding to enquiries;
- planning;
- reviewing; and
- reporting.

Cross references to AFDA Express records authority

For administrative records associated with the management of the agency's staff superannuation, use PERSONNEL.

For the response to Freedom of Information requests, use INFORMATION MANAGEMENT.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Officers' Superannuation Board and the Health Society Board, use GOVERNING BODIES.

FUND ADMINISTRATION

Class no	Description of records	Disposal action
61618	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • high-level committees, meetings and working groups formed to discuss and resolve significant issues in relation to the management and administration of funds, such as those set up to determine fund rules, policies and fund operating and governance structures and frameworks; • developing and reviewing rules and policies governing funds. Including final versions of rules and policies, results of stakeholder consultations and feedback, and milestone drafts supporting proposals and recommendations for rules and policies; and • master version of agency external publications. 	Retain as national archives
61619	<p>Records documenting the management of individual member fund accounts (case files) where there are ongoing entitlements owing to members or their beneficiaries. Includes:</p> <ul style="list-style-type: none"> • applications; • personal members details; • contribution payments and calculations, and records documenting updates to contribution amounts; • debt recovery records; • written communications between individual members and/or beneficiaries; • member enquiries, complaints, disputes and appeals, and associated legal advice; and • contribution and benefit advice and counselling provided to members. 	Destroy 110 years after date of birth of member
61620	<p>Records documenting advice and information produced and distributed to all members relating to fund management and administration matters, such as newsletters, brochures, frequently asked questions and fact sheets.</p>	Destroy 50 years after action completed
61621	<p>Records documenting the management of individual member fund accounts (case files) where there are no ongoing entitlements owing to members or their beneficiaries. Includes:</p> <ul style="list-style-type: none"> • applications; • personal members details; • contribution payments and calculations, and records documenting updates to contribution amounts; • debt recovery records; • written communications between individual members and/or beneficiaries; • member enquiries, complaints, disputes and appeals, and associated legal advice; and • contribution and benefit advice and counselling provided to members. 	Destroy 10 years after the member leaves the fund

FUND ADMINISTRATION

Class no	Description of records	Disposal action
61622	Records documenting: <ul style="list-style-type: none">• the following routine administrative arrangements for committees, meetings and working groups, information sessions, and audits: schedules, liaison with auditing bodies and venue organisers, venue and facility bookings, announcements and notifications and catering arrangements;• enquiries requiring a routine/standard response, and where the enquiry is not retained with all other member records; and• information sessions for members, including final versions of presentations delivered.	Destroy 2 years after action completed
61623	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• fund administration activities, other than those covered in classes 61618 to 61622.	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

INTERNATIONAL RELATIONS

The core business of collaborating and managing relations with international financial institutions, agencies and central banks on financial and economic matters.

The core activities include:

- negotiating, establishing and implementing agreements;
- participating in and managing committees, meetings and working groups;
- preparing and delivering speeches and presentations;
- providing and receiving advice and briefings in relation to international issues and developments;
- hosting, arranging and managing conferences, workshops, roundtables and other events;
- establishing and managing international technical assistance and support programs; and
- managing liaison activities between the Bank and international agencies, institutions and central banks.

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

- making arrangements;
- receiving and responding to enquiries;
- developing and maintaining policies, plans and procedures; and
- reviewing.

Cross references to other areas of this records authority

For international financial markets monitoring, research and analysis, and the gathering of data regarding international financial markets, use FINANCIAL MARKET OPERATIONS.

For collaboration and liaison with international agencies, organisations and individuals for the purposes of designing, distributing and managing banknotes and secure documents, use BANKNOTES & SECURE DOCUMENTS.

For ensuring financial stability, use PAYMENTS SYSTEM POLICY.

Cross references to AFDA Express records authority

For visits made by representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

For visits made by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For contributions to parliamentary inquiries, use GOVERNMENT RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board, use GOVERNING BODIES.

INTERNATIONAL RELATIONS

Class no	Description of records	Disposal action
61624	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • high-level committees, meetings and working groups where the Bank is the lead agency, provides the chair, secretariat, or Australian representative, or has a leading and significant role in deliberations. Includes final versions of briefings and diary notes reporting on meeting outcomes; • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • high-level advice and briefings to or from the Governors, the Treasurer, Ministers, heads of central banks, government agencies and international financial institutions which is subject to media scrutiny, considered contentious, or has far reaching implications for Australian and international financial system policies, regulations, reforms, or the stability of global and domestic financial systems; • high-level agreements with international stakeholders, including memorandums of understanding and bilateral agreements, and significant funding agreements and arrangements which have far reaching international implications, such as those providing long term or block funding for international assistance programs. Includes final versions, and records of development and review; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; • final versions of the proceedings, reports, speeches and papers of conferences and roundtables hosted by the Bank; and • master version of agency external publications. 	Retain as national archives
61625	<p>Records documenting:</p> <ul style="list-style-type: none"> • general enquiries which require a standard/routine response; and • final versions of routine low-level internal policies and procedures supporting the international relations core business. 	Destroy 2 years after action completed
61626	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • international relations activities, other than those covered in classes 61624 and 61625. 	Destroy 10 years after action completed

MONETARY POLICY

The core business of formulating monetary policy (the cash rate) to control the supply, availability and cost of money in order to control inflation and encourage strong and sustainable growth in the economy over the longer term.

The core activities include:

- establishing frameworks for the conduct of monetary policy;
- providing and receiving advice and briefings;
- preparing economic forecasts;
- undertaking economic analysis and research and reporting;
- collecting and managing data to support analysis, research and statistical reporting activities;
- participating in committees, meetings and working groups;
- preparing and delivering speeches and presentations;
- hosting, arranging and managing conferences, workshops, roundtables and other events;
- liaising with external agencies, institutions, academics and the wider community; and
- negotiating, establishing and implementing agreements.

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

- receiving and responding to enquiries;
- developing and maintaining internal operating policies and procedures; and
- reviewing.

Cross references to other areas of this records authority

For international committees, meetings, working groups, and relations with international bodies, use INTERNATIONAL RELATIONS.

Cross references to AFDA Express records authority

For contributions to parliamentary inquiries, use GOVERNMENT RELATIONS.

For the management of special occasions, ceremonies or celebrations to honour a particular event, such as the Bank's 50th anniversary, use COMMUNITY RELATIONS.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For visits made by the Minister and/or members of parliament, use GOVERNMENT RELATIONS.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61627	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • development and review of formal agreed frameworks for the conduct of monetary policy between the Governor of the Bank and the Australian Government. Includes the Statement on the Conduct of Monetary Policy. Includes final version, milestone drafts, stakeholder consultations and supporting research; • high-level advice, briefings and reports to or from the Board, Governors, the Treasurer, Ministers and other key stakeholders. Includes summarised detailed analysis on the current state of the economy and financial markets or relating to monetary policy matters which have far reaching implications for the economy 	Retain as national archives

MONETARY POLICY

Class no	Description of records	Disposal action
	<p>and/or domestic and global financial markets (eg Treasurer debriefs, the Reserve Bank Bulletin and the Quarterly Statement on Monetary Policy). Includes final versions, milestone drafts, stakeholder consultations, submissions and supporting research;</p> <ul style="list-style-type: none"> • development and review of official economic forecasts and associated models. Includes final versions, milestone drafts, stakeholder consultations and supporting research; • high-level internal and external committees, meetings and working groups where the Bank is the lead organisation, is the Commonwealth's main representative, provides the chair or secretariat, or has a leading role in deliberations; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • final versions of the proceedings, reports, speeches and papers of conferences and roundtables hosted by the Bank; • final versions of analytical notes prepared by the Bank documenting the findings and outcomes of economic analysis and research activities; • final versions of research discussion papers; • data release notes providing analysis/commentary of data and statistics, which relate to the Bank's core variables of interest or responsibility. • primary data collected, or analytical series developed and publicly released by the Bank to monitor and analyse economic developments in Australia, and support economic analysis and research activities. Includes data held in statistical spreadsheets, tables, graphs, surveys and other formats. Includes information about data fields (eg data dictionaries); <p>[For secondary data (collected from an external source/provider), the Chart Pack and data requests and data returns use class 61628, 61630 and 61629 respectively]</p> <ul style="list-style-type: none"> • notifications of changes/amendments to primary data and/or analytical series developed and publicly released by the Bank; and • master version of agency external publications. 	
61628	Secondary data gathered by the Bank from external providers which are subject to terms and conditions of licensing agreements and confidentiality arrangements.	Destroy in accordance with associated agreement terms and conditions

MONETARY POLICY

Class no	Description of records	Disposal action
61629	Records documenting: <ul style="list-style-type: none">• data release notes providing analysis/commentary of data and statistics which do not relate to the Bank's core variables of interest or responsibility;• data requests and returns;• data release schedules (publication schedules);• diary notes used for internal debriefings for meetings, conferences, or other events;• the receipt and handling of general enquiries which require a standard/routine response; and• final versions of internal low level operational policies and procedures supporting the core business.	Destroy 2 years after action completed
61630	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• monetary policy activities, other than those covered in classes 61627 to 61629.	Destroy 10 years after action completed

PAYMENTS SYSTEM OPERATIONS

The core business of developing and managing payments clearing and settlement systems owned and operated by the Bank, such as the Reserve Bank Information Transfer System (RITS) and the Low Value Clearing Service (LVCS), and managing associated memberships to those payments clearing and settlement systems.

The core activities include:

- negotiating, establishing and implementing agreements;
- developing, implementing and reviewing regulations, policies and plans;
- developing, implementing and reviewing procedures and guidelines;
- participating in and managing committees, meetings and working groups;
- establishing and managing memberships to payments clearing and settlement systems, including processing applications, verifying customer identification;
- managing authorisations;
- providing and/or receiving instructions, advice, briefings, reports and notifications regarding payments system operations and services;
- settling interbank transactions;
- developing business plans;
- determining pricing for services;
- monitoring systems to assess impacts on business operations and liquidity;
- preparing and delivering speeches and presentations; and
- liaising with external agencies, banks and approved institutions, in relation to payments clearing and settlement system operations, activities and services.

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

- making arrangements;
- receiving and responding to enquiries; and
- reviewing.

Cross references to other areas of this records authority

For the set-up of bank accounts for RITS members, such as Exchange Settlement Accounts, use BANKING OPERATIONS.

For clearing and settlement of transactions within systems, use BANKING OPERATIONS and/or FINANCIAL MARKET OPERATIONS.

For the designation of payment systems, the development of standards, benchmarks and access regimes for payment systems, the gathering of payments and payments system data, use PAYMENTS SYSTEM POLICY.

For drafting and production of the Reserve Bank Bulletin and the Quarterly Statement on Monetary Policy, use MONETARY POLICY.

For international committees, meetings and working groups, use INTERNATIONAL RELATIONS.

For recording, executing and settling banking transactions, the establishment of bank accounts, and the management of associated customer identification information, use BANKING OPERATIONS.

Cross references to AFDA Express records authority

For system helpdesk services, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development, and management of systems hardware and software, use TECHNOLOGY & TELECOMMUNICATIONS.

For billing member services, use FINANCIAL MANAGEMENT.

PAYMENTS SYSTEM OPERATIONS

For visits made by representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

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

For visits made by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61631	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • intergovernmental and other high-level agreements, such as bilateral agreements and memorandums of understanding with states, territories and financial institutions, including those establishing principles, processes and responsibilities for managing payment systems in Australia; • high-level internal and external committees, meetings and working groups where the Bank is the lead organisation, is the Commonwealth's main representative, provides the chair or secretariat, or has a leading role in deliberations. Includes high-level committees that discuss the introduction and development of significant or innovative payments (eg the Reserve Bank Information Transfer System); • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads. • development and review of regulations, high-level plans and policies associated with the operation of and membership to the Bank's payment systems, such as conditions of operation and pricing policies. Includes milestone drafts, feedback, and final versions of regulations and policies; <p>[For individual membership records, use class 61632]</p> <ul style="list-style-type: none"> • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, feedback, submissions and supporting research; • high-level advice, reports, briefings and liaison which document proposals or decisions relating to significant changes and/or developments to payments clearing and settlement systems owned and operated by the Bank; and • master version of agency external publications. 	Retain as national archives
61632	<p>Records documenting:</p> <ul style="list-style-type: none"> • establishment and set up of individual memberships to payments systems, including initial meetings with members, notices to apply, and applications for membership and participation in payments 	Destroy 10 years after the relationship with the customer, member, administrator, or

PAYMENTS SYSTEM OPERATIONS

Class no	Description of records	Disposal action
	<p>settlements systems. Also includes records documenting the identification of customers, such as Know Your Customer (KYC) identification forms and checklists and associated supporting documentation, and advice received regarding changes to identification details; and</p> <ul style="list-style-type: none"> • agreements with and authorised signatories for members, administrators and/or operators relating to the use and management of payment clearing and settlement systems, such as member agreements, batch administrator agreements and facilities agreements, and associated authorisations. 	operator ceases
61633	<p>Records documenting:</p> <ul style="list-style-type: none"> • arrangements for committees, meetings and working groups; and • receipt and handling of general enquiries which require a standard/routine response. 	Destroy 2 years after action completed
62115	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • payment systems operations activities, other than those covered in classes 61631 to 61633. 	Destroy 7 years after action completed

PAYMENTS SYSTEM POLICY

The core business of promoting efficiency and competition in the payments system, consistent with the overall stability of the financial system, and providing oversight for payments clearing and settlement systems in Australia.

The core activities include:

- designating payment systems;
- developing and reviewing standards, benchmarks and access regimes for payment systems;
- developing, implementing and reviewing policies and programs;
- providing payment system participants with exemptions to comply with payment system rules and requirements;
- granting approvals to real-time gross settlement systems (RTGS) and multilateral netting arrangements;
- making determinations in relation to 'recognised' settlement systems;
- receiving written undertakings from payment system participants;
- arbitrating disputes;
- giving and revoking directions to comply with standards, access regimes and authorisation conditions;
- authorising holders of a stored value of a purchased payment facility;
- gathering data about a payment system or payment system participants;
- preparing annual regulatory plans;
- determining financial stability standards for clearing and settlement facilities;
- carrying out assessments;
- negotiating, establishing and implementing agreements;
- participating in and managing in committees, meetings and working groups;
- preparing and delivering speeches and presentations;
- providing and receiving advice, briefings and reports;
- hosting, arranging and managing conferences, roundtables and workshops; and
- liaising with external agencies, institutions, academics and the wider community in relation to payments system policy matters.

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

- receiving and responding to enquiries;
- developing and maintaining internal operating policies and procedures; and
- reviewing.

Cross references to other areas of this records authority

For the establishment, operation and ongoing business management of the Reserve Bank Information and Transfer Systems (RITS), including managing system memberships, use PAYMENT SYSTEM OPERATIONS.

For international committees, meetings, working groups, and relations with international bodies, use INTERNATIONAL RELATIONS.

For monitoring and maintaining the stability of the financial system, including mitigating the risk of financial disturbances, and responding to financial disturbances should they occur, use FINANCIAL SYSTEM STABILITY.

Cross references to AFDA Express records authority

For visits made by representatives of other government agencies, and interstate and overseas governments, use GOVERNMENT RELATIONS.

PAYMENTS SYSTEM POLICY

For visits made by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For contributions to parliamentary inquiries or submissions provided to other government organisations, use GOVERNMENT RELATIONS.

For media releases and statements, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS

For the management of special occasions, ceremonies or celebrations to honour a particular event, such as the Bank's 50th anniversary, use COMMUNITY RELATIONS.

For legal proceedings relating to disputes associated with designated payment systems, use LEGAL SERVICES.

For managing the acquisition of goods and services, including external consultants and service providers, use PROCUREMENT.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For records of the Reserve Bank Board or the Payment Systems Board, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61635	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • intergovernmental and other high-level agreements, such as bilateral agreements and memorandums of understanding with other domestic and overseas regulators, including those agreements which establish principles, processes, responsibilities and frameworks for managing and ensuring access, competition and efficiency in the payments system, and oversight of clearing and settlement facilities; • high-level internal and external committees, meetings and working groups where the Bank is the lead organisation, is the Commonwealth's main representative, provides the chair or secretariat, or has a leading role in deliberations; • developing, implementing and reviewing high-level payments systems policies and programs. Includes final versions, milestone drafts, stakeholder consultation and supporting research; • high-level advice, briefings and reports to or from the Board, Governors, the Treasurer, Ministers and other key stakeholders relating to payments system policy matters. Includes final and/or summary assessment reports, or advice and recommendations relating to licensed clearing and settlement facilities, licence applications, systemically important payment systems and sufficient equivalence assessments. Also includes milestone drafts, stakeholder consultations and supporting research; • final versions of speeches and presentations made by the Governor, Deputy Governor, Assistant Governors or Department Heads; • final versions of the proceedings, reports, speeches and papers of conferences, roundtables and workshops hosted by the Bank; • designation of payment systems, including final versions of research papers and strategic reviews of payment systems, issues papers, discussion papers, minutes and papers of policy meetings, and notices announcing decisions to designate systems. Includes summaries of stakeholder consultation and supporting research; 	Retain as national archives

PAYMENTS SYSTEM POLICY

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • development and review of payment system standards (eg Financial Stability Standards), benchmarks, and access regimes, including issues papers, discussion papers, regulatory impact statements, final standards and associated guidance, benchmarks and decisions to impose access regimes, and associated notices. Includes final versions, milestone drafts, stakeholder consultation and supporting research; • high-level reviews of the core business. Includes final review reports, milestone drafts, recommendations, stakeholder consultations, submissions and supporting research; • statistical data gathered by the Bank for the purposes of analysing payments systems, clearing and settlement facilities, or payment system participants. Includes statistical collections and databases in relation to credit and charge cards, ATM cash withdrawals, merchant fees etc; • disputes heard by the Federal Court relating to denied access to a designated payment system; and • master version of agency external publications. 	
61636	<p>Records documenting:</p> <ul style="list-style-type: none"> • applications, letters, assessments, declarations and notices associated with the authorisation of holders of stored value of a purchased payment facility and provision of exemptions to payments system participants to comply with requirements outlined in access regimes, legislation, regulations and other legislative instruments; • granting approvals to real-time gross settlement systems (RTGS) and multilateral netting arrangements, including applications, letters, assessments, regulatory impact statements, and letters of approval; • application, assessment and issue of determinations in relation to 'recognised settlement systems'; • written undertakings received by the Bank documenting voluntary agreements by payments system participants to comply with standards, access regimes, or other rules and conditions and authorities imposed on payment systems; and • Bank arbitration of disputes in relation to a designated payments system not covered in class 61635, including requests for arbitration, agreements to the Bank's arbitration arrangements, and records documenting the outcome of arbitration. 	Destroy 50 years after action completed
61637	Data purchased by the Bank from external providers, which are subject to terms and conditions of licensing agreements and/or confidentiality arrangements.	Destroy in accordance with associated agreement terms and conditions

PAYMENTS SYSTEM POLICY

Class no	Description of records	Disposal action
61638	Records documenting: <ul style="list-style-type: none">• data requests and returns, notifications of changes/amendments to statistical data, including data revisions, and statistical spreadsheets, tables or graphs used to analyse data;• the receipt and handling of general enquiries which require a standard/routine response; and• final versions of internal operational policies and procedures supporting the core business.	Destroy 2 years after action completed
61639	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• payment system policy activities, other than those covered in classes 61635 to 61638.	Destroy 10 years after action completed

STATUTORY APPOINTMENTS

The core business associated with managing statutory appointments and terms and conditions of statutory appointees, including the Governor and Deputy Governor.

The core activities include:

- appointments, agreements and separations;
- administration of remuneration, allowances, leave, declarations of interest, training and development, and travel arrangements; and
- managing consolidated records of correspondence from and to the Governor and/or Deputy Governor (chronological file).

Cross references to AFDA Express records authority

For remuneration or travel of statutory appointees, including expenditure approvals and payment records, use FINANCIAL MANAGEMENT.

For statutory appointee visits by or to other government agencies and interstate and overseas governments, use GOVERNMENT RELATIONS.

For statutory appointee visits to or by non-government organisations, the public, students and academics, use COMMUNITY RELATIONS.

For internal and external audits across the Bank, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For managing appointments to governing bodies, use GOVERNING BODIES.

Class no	Description of records	Disposal action
61640	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • consolidated employment history of individuals appointed to statutory positions. Includes: instruments of appointment; declarations of interest; summary records of leave; legal advice regarding employment conditions; payment history records; training and professional development; and retirement and separation records; • chronological files of the Governor and Deputy Governor providing a consolidated history of advice and correspondence provided to or received from statutory appointees. 	Retain as national archives
61641	Appointment notices and details of remuneration levels from the Treasurer.	Destroy 20 years after action completed
61642	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • statutory appointments activities, other than those covered in classes 61640 to 61641. 	Destroy 10 years after action completed