



**Australian Government**



**NATIONAL  
ARCHIVES  
OF AUSTRALIA**

**Records Authority**

2014/00483169

**Department of Infrastructure and  
Regional Development**

*Islington Plan Room Residual Records*

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2014

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## INTRODUCTION

The Department of Infrastructure and Regional Development (the Department) and the National Archives of Australia have developed this records authority to cover records of the Islington Plan Room Collection. It sets out those records that need to be retained as national archives and gives the Department permission under the *Archives Act 1983* to transfer the ownership of other specified railway related records to approved not-for-profit organisations such as railway societies and museums. These organisations will be identified by the Department in consultation with the Archives and based on expressions of interest received from those organisations. Should attempts to re-home the records be unsuccessful this authority also gives permission for the Department to destroy those records

In lieu of destruction, the National Archives has agreed to this transfer as:

- the records are not deemed to be part of the archival resources of the Commonwealth; and
- there is a continuing interest in railway related material which can be utilised to add context to the collections of not-for-profit organisations such as museums and railway societies.

## BACKGROUND

The records known as 'the Islington Plan Room' records comprised over 200,000 plans, drawings and associated records formerly owned by the Australian National Railways Commission. The records were housed within the Genesee & Wyoming (G&W) Islington Workshop complex at Kilburn, South Australia.

In 2011, the National Archives issued Records Authority 2011/00553971 which allowed for the transfer of custody of the records to the Government of South Australia. In 2012 the records were relocated to the premises of State Records of South Australia for sorting and listing in anticipation of a transfer of ownership of records of significance to the history of South Australian railways. These were identified in South Australian records disposal schedule (RDS2014/06) covering approximately 75% of the plan room records, and the transfer of ownership to the South Australian Government was authorised by the National Archives in Records Authority 2014/00265577 in July 2014.

The destruction, retention or transfer arrangements for the records excluded from transfer to the South Australian Government is covered by this records authority.

The records in class 61657 of this Records Authority date from before 1997 and are not of national archival significance. Although records of this nature would usually be authorised for *destruction after the business value has ceased, it is anticipated that the records will be of interest* to not-for-profit organisations and museums dedicated to the preservation of railway history. It is in the interest of all concerned that records that may be of benefit to non-government organisations are re-homed with those organisations where possible. Where this is not possible destruction of any remaining records in class 61657 is authorised.

## APPLICATION OF THIS AUTHORITY

1. For the records from the Islington Plan Room, this Authority replaces Records Authorities 999 (1993) and 106 (1994) issued to the Australian National Railways Commission. These records authorities must not be used after the date of issue of this Authority.
2. Where the records authorised for transfer to approved organisations cannot be re-homed, the Department of Infrastructure must arrange for the secure destruction of the records.
3. This Authority is to be used to determine how long records must be kept. Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
4. 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*.

5. 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.
6. 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.
7. Advice on how to use this Authority is available from the Department of Infrastructure and Regional Development 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](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://www.naa.gov.au)

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# AUTHORISATION

RECORDS AUTHORITY 2014/00483169

**Person to whom notice of authorisation is given:**

Mr Mike Mrdak  
Secretary  
Department of Infrastructure and Regional Development  
111 Alinga Street  
Canberra City, ACT, 2601

**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:**

Islington Plan Room residual records

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**

Anne Lyons  
Acting Director-General  
National Archives of Australia

**Date of issue**

9 October 2014

## ISLINGTON PLAN ROOM RESIDUAL RECORDS

Class No	Description of records	Disposal action
61655	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• Civil engineering projects undertaken overseas, or Australian railways projects not involving the South Australian rail network, that have civil engineering, historical or informative value; and</li> <li>• Commonwealth and Australian National Railways crane and gantry general arrangements drawings and rollingstock plans for non-South Australian lines.</li> </ul>	Retain as national archives
61657	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• civil engineering records, drawings, plans and historic information from South Australian, Commonwealth and Australian National Railways that are:                             <ul style="list-style-type: none"> <li>○ duplicates or cancelled;</li> <li>○ superseded or completely redrawn;</li> <li>○ working sets;</li> <li>○ reference copies received from other states, government agencies or businesses.</li> </ul> </li> </ul> <p>Includes South Australian Railways civil engineering plans showing connections to sewerage created by other agencies</p> <ul style="list-style-type: none"> <li>• electrical engineering records (South Australian, Commonwealth and Australian National Railways) that are:                             <ul style="list-style-type: none"> <li>○ duplicates or cancelled;</li> <li>○ superseded or completely redrawn;</li> <li>○ working sets.</li> </ul> </li> <li>• Photographs – unannotated, untitled, undated, and unidentified from South Australian, Commonwealth and Australian National Railways;</li> <li>• South Australian, Commonwealth and Australian National Railways circuit diagrams and plans, wiring details, control and schematic circuits, switch connections, train order signal details, sockets, insulated rail joints, battery housings, light and power diagrams for cottages, signal cabins and bridges, masts and brackets for signals and signal equipment;</li> <li>• Overseas mechanical engineering prints of foreign company plans of cranes, gantries operated by Commonwealth Railways and Australian National Railways;</li> <li>• South Australian, Commonwealth and Australian National Railways crane and gantry plans, excluding general arrangements drawings; foreign crane and gantry plans covered by class 61655;</li> <li>• South Australian Railways mechanical engineering drawings of plant and equipment, mechanical engineering tool design drawings, and mechanical engineering performance graphs;</li> <li>• South Australian, Commonwealth and Australian National Railways, and foreign mechanical engineering plans that are superseded or completely redrawn; and</li> <li>• Commercially provided user and service manuals for</li> </ul>	Transfer ownership to approved organisation in first instance. Destruction authorised if transfer cannot be made

## ISLINGTON PLAN ROOM RESIDUAL RECORDS

Class No	Description of records	Disposal action
	rollingstock, plant and equipment.	