



Records Authority

2016/00287563

Department of Foreign Affairs and Trade

Consular Case Management, Consular Services, Crisis Management, International Relations, International Security, Non-Proliferation and Safeguards, Passport Services, Personnel Overseas, Protocol, Public Diplomacy

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2016



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INTRODUCTION

The Department of Foreign Affairs and Trade and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying core business records relating to Consular Case Management, Consular Services, Crisis Management, International Relations, International Security, Non-Proliferation and Safeguards, Passport Services, Personnel Overseas, Protocol, and Public Diplomacy. It represents a significant commitment on behalf of the Department to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Department. It takes into account the Department'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 the Department 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 the following classes in RA 2003/00622439: 6868-86, 6889-90, 6916, 6921, 6924, 6933, 6946, 6950-52, 6961, 6980, 6990-7001, 7003-7009, 7011-7015, 7016-19, 7020, 7023-35, 7037-7047, 7050-52, 7069-71, 7073-77, 7080, 7084, 7086, 7088-89, 7098-99, 7101-02, 7106-07, 7111, 7113, 7115-18, 7125-27, 7132, 7135-37, 7153-54, 7158, 7166-67, 7176, 7183-85, 7187-88, 7191-92, 7197, 7199, 7205-06, 7209, 7213-15, 7219-24, 7226-28, 7231-34, 7237-38, 7252, 7258, 7264-65, 7279-82, 7777, 7778
2. Records classes in RA 2003/00622439 not noted above remain applicable to the records of the Department and should be used in conjunction with this new records authority.
3. 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 Department 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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 Department 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.
9. In general, retention requirements indicate a minimum period for retention. The Department 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 the Department 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.
10. 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*.
11. 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.
12. 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.
13. Advice on how to use this authority is available from Department'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 information management matters, please contact National Archives' [Agency Service Centre](#).

AUTHORISATION

RECORDS AUTHORITY 2016/00287563

Person to whom notice of authorisation is given:

Frances Adamson
Secretary
Department of Foreign Affairs and Trade
RG Casey Building
John McEwen Crescent
Barton ACT 0221 Australia

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:

Core business records relating to Consular Case Management, Consular Services, Crisis Management, International Relations, International Security, Non Proliferation and Safeguards, Passport Services, Personnel Overseas, Protocol, Public Diplomacy.

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:

23 September 2016

CONSULAR CASE MANAGEMENT

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62063	Records documenting: <ul style="list-style-type: none"> • the coordination for the recovery of abducted children, surrogacy cases or situations of child welfare protection where substantial action is taken by the agency, the case is unusual, contentious or attracts high media interest, the child is not returned to the parent awarded custody, or the case establishes precedent affecting agency policy, such as the adoption of overseas children or surrogacy arrangements by Australia parents and cases of child abduction or custody suits 	Retain as national archives
62065	Records documenting: <ul style="list-style-type: none"> • assistance with children, where no substantial action is taken by the agency, where the case is routine and is not regarded as unusual or contentious, and does not attract public interest or high volumes of media interest or the case is designated as a private matter, such as the adoption of overseas children or surrogacy arrangements by Australia parents and cases of child abduction or custody suits. 	Destroy 10 years after the child reaches 18 years of age
62066	Records documenting: <ul style="list-style-type: none"> • registers of visa applications received, forwarded and issued by immigration control at overseas posts, including visas issued on behalf of other countries under agreement; • the issue of visas to enter Australia or other countries under agreement. 	Destroy 5 years after action completed

CONSULAR SERVICES

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62067	Records documenting: <ul style="list-style-type: none"> final versions of international treaties, conventions, alliances and agreements to which Australia is a party, including negotiations, establishment, maintenance and review of these agreements. 	Retain as national archives
62068	Records documenting: <ul style="list-style-type: none"> final versions of other agreements and the records documenting the negotiations, establishment, maintenance and review of other agreements to which Australia is not a signatory or party; the process of administering and managing payments as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. 	Destroy 10 years after action completed
62069	Records documenting: <ul style="list-style-type: none"> the performance of notarial services by consular officers, including issuing Certificates of No Impediment to Marriage (CNI), authentication or apostils. 	Destroy 7 years after action completed
62070	Records documenting: <ul style="list-style-type: none"> chronological run of Third Person Notes (In and Out) used to inform or advise about a particular issue. 	Destroy 6 years after action completed

CRISIS MANAGEMENT

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62071	Records documenting: <ul style="list-style-type: none">• the receipt, investigation and reply to complaints, compliments or comments relating to the crisis management function.	Destroy 6 years after action completed
62072	Records documenting: <ul style="list-style-type: none">• agency liaison processes relating to crisis management function. Includes:<ul style="list-style-type: none">• contact lists• meeting notes• exchanged information• routine correspondence	Destroy 5 years after action completed

INTERNATIONAL RELATIONS

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62073	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice, including working papers documenting the development of that advice, provided by the agency to the portfolio Minister and government agencies on significant and/or controversial issues with far-reaching social, economic and international implications and documenting significant aspects of the development of Australia's initiatives and policies; • final versions and significant working papers relating to international treaties, conventions, alliances, agreements and understandings, including legal instruments with less than treaty status, such as memorandums of understanding to which Australia is a party. Includes: <ul style="list-style-type: none"> • negotiation, establishment, maintenance and review of agreements and undertakings; • negotiation strategies; • proposals and options; • development, review or interpretation of draft text; and • stakeholder consultations relating to Australia's international agreements; and • implications of negotiations to third countries • international, multi-lateral or national committees established to deal with international issues, or multilateral organisations, where the agency is the secretariat or is the Australian representative, or plays a significant role, including <i>inter alia</i> United Nations and its specialist agencies, United Nations Commission on Human Rights (UNCHR) and United Nations Educational, Scientific and Cultural Organisation (UNESCO), Parliamentary Joint Standing Committee on Foreign Affairs, Defence and Trade; • consultations with representatives from world power countries, countries where Australian forces or peacekeepers are deployed, or regional neighbours and other high-level consultations supporting strategic and international relations; • representation to foreign governments by the agency, or on behalf of other government agencies, leading community interest groups, peak industry groups, recognised influential stakeholders and individuals, concerning issues that establish precedent, that impact on Australia's relationship with another country, that involve considerable public interest or debate, or that establish precedent; • the establishment of foreign embassies and consular posts, and offices of international agencies in Australia; • the establishment of Australian embassies and consular posts overseas; • the rejection for establishment of foreign embassies, consular posts and international agencies in Australia; • the rejection for establishment of Australian embassies and consular posts overseas; 	Retain as national archives

INTERNATIONAL RELATIONS

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • the withdrawal of diplomatic representatives from a foreign country; • final versions of unpublished reports, including working papers, prepared for Parliament, the Minister or external agencies on international relations policy, strategy, global issues, trade, aid or the framework of international relations. Includes periodic reports made to United Nations and multilateral bodies in relation to the status of Australia's activities and policies; • the development of high level plans for priorities of international relations, trade and aid. Includes research, consultation with country or industry experts, white papers, discussion papers, policy papers, options and targets; and • significant visits of foreign dignitaries to Australia, such as visits by the leader of a country, portfolio ministers or significant visits by Australian dignitaries to foreign countries. 	
62074	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice provided to portfolio Ministers and government agencies on matters of lesser importance, but which impact Australia's interests and priorities and/or the international standing of the country; • international or national committees established to deal with international relations matters, where the agency is not the secretariat or the Australian representative but which is of significant interest to Australia, including (but not limited to) United Nations Conference on Environment and Development (UNCED); • international conferences or conventions relating to international relations matters where the conference is not hosted by the agency or where the agency is not the Australian representative but which is of significant interest to Australia; • other significant and formal, international and domestic consultations with representatives from low-level consultations supporting international relations, strategic relations, not involving world power countries or regional neighbours; and • internal administrative and executive meetings held to support international relations, such as ministerial and executive meetings, government officials, and internal agency meetings relating to operational and management issues. 	Destroy 20 years after action completed
62075	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice, including working papers on the development of the advice, relating to less significant and/or less controversial issues and/or with limited or no far-reaching strategic, social, economic, trade and international implications, provided by the agency to portfolio Ministers, provision of non-ministerial advice and government agencies on matters of lesser importance; • final versions of international agreements to which Australia is not a party. Includes records documenting negotiation, establishment, maintenance and review; • conference proceedings and conventions arranged by other organisations relating to international relations issues and records documenting administrative arrangements for conferences and 	Destroy 10 years after action completed

INTERNATIONAL RELATIONS

Class no	Description of records	Disposal action
	<p>conventions supporting international relations;</p> <ul style="list-style-type: none"> • consultations where matters are routine, or non-contentious; • implementation of co-operative arrangements associated with the provisions of bilateral and multilateral agreements; • Australian financial contributions to international, multilateral organisations and agencies under agreements, terms of memberships, commitments that are not the subject of grant applications and evaluation processes, such as treaty secretariats, United Nations and its specialist agencies, peacekeeping operations; • monitoring of international developments by geographic desks, posts and contacts, including less significant and routine activities of foreign countries where there are no significant developments or deviations from the normal. Includes records documenting the internal domestic, political, economic or social policies of any country; and • final versions of formal internal, periodic and non-periodic reports relating to the international relations function. 	
62076	<p>Records documenting:</p> <ul style="list-style-type: none"> • external or internal committees where the agency is not the secretariat, is not the Australian representative, or plays only a minor role including, but not limited to, United Nations Conferences (UN); • Australian representations to foreign governments that are routine in nature, do not establish precedent, or impact Australia's relationship with another country; • unsuccessful campaigns for appointment of Australian representatives to international organisations, offices, committees, councils or groups; and • requests from foreign countries and Australian support for their candidates for appointment to international organisations, offices, committees, councils and groups. 	Destroy 5 years after action completed
62077	<p>Records documenting:</p> <ul style="list-style-type: none"> • visits to Australia for public diplomacy purposes. Includes itineraries, programs, appointment details, routine correspondence, briefings and visit reports. 	Destroy 3 years after action completed
62078	<p>Records documenting:</p> <ul style="list-style-type: none"> • political, economic or social developments within the host country compiled by the relevant post. 	Retain at post until reference ceases, then destroy

INTERNATIONAL SECURITY

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62079	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency to the portfolio Minister and government agencies on controversial issues with far reaching social, economic and international implications relating to the international security function. Includes: <ul style="list-style-type: none"> • briefing notes (includes background briefs and working papers.) • Question Time Briefs • minutes providing advice to the Minister • Ministerial statements • Government responses to Inquiry recommendations • policy papers (White and Green papers) • minutes providing coordination comments • advice to other agencies • working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on controversial issues with far-reaching social, economic and international implications relating to the international security function. • treaties, conventions, alliances and agreements to which Australia is a party or signatory. Includes negotiations, establishment, maintenance and review of agreements, as well as agreements to which Australia is a signatory, but has not yet ratified, that is, not a party to the agreement although Australia takes part in regular activities, for example working groups such as the 2003 Firearms Protocol; • inter-governmental or inter-agency committees, to deal with international security issues, where the agency provides the Secretariat or is the Australian or agency representative; • consultations with foreign countries on international security; • cooperative arrangements for communication, information exchanges, cooperation between intelligence agencies governments and inter-governmental agencies, such as International Committee of the Red Cross, ASEAN Regional Forum and sub-groups; • initiatives to support rule of international law, defence force deployments and peacekeeping initiatives, capacity building in conflict areas to establish peace and development, support for conflict prevention, and advocacy for the responsibility to protection (R2P); and • the development of high level plans for priorities of international and national security, counter terrorism, peacekeeping and peacemaking. Includes research, consultation with country or industry experts, white papers, discussion papers, policy papers, options and targets. 	Retain as national archives

INTERNATIONAL SECURITY

Class no	Description of records	Disposal action
62080	Records documenting: <ul style="list-style-type: none"> • advice on applications for licences for controlled items proposed for export; • advice and decisions on visa applications assessed for security concerns, such as the proliferation of weapons of mass destruction; and • final versions of plans relating to the international security function. 	Destroy 20 years after action completed
62081	Records documenting: <ul style="list-style-type: none"> • advice provided by the agency to the portfolio Minister and government agencies on matters of lesser importance; • agreements where Australia is not a signatory or a party, including negotiations, establishment, maintenance and review of other agreements; • internal agency committees, formed to consider matters relating international security; • administrative arrangements for high-level international conferences and conventions hosted by the agency or where the agency is the Australian representative; • development and provision of outreach services; and • reports, including final and working papers of other formal internal, external and periodic and non-periodic reports relating international security. 	Destroy 10 years after action completed
62082	Records documenting: <ul style="list-style-type: none"> • receipt and provision of non-ministerial advice regarding international security; • high-level inter-government or inter-agency committees relating to international security, where the agency is not the secretariat or is not the Australian representative; • conferences or conventions relating to international security other than those described in class 7049 and 62081; • the accreditation of foreign defence personnel within Australia for training, and the placement of Australian defence personnel on exchange placements for skills transfer and development; and • working papers used to develop plans, including draft plans and comments. 	Destroy 5 years after action completed

NON PROLIFERATION AND SAFEGUARDS

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62083	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency to the portfolio Minister and government agencies on issues with far reaching social, economic and international implications relating to non-proliferation and safeguards. Includes: <ul style="list-style-type: none"> • briefing notes; • background briefs and Question Time Briefs; • minutes providing advice to the Minister; • Ministerial statements; • Government responses to Inquiry recommendations; • policy papers (White and Green papers); • minutes providing coordination comments; • advice to other agencies; and • working papers; • receipt and provision of non-ministerial advice on matters of importance with lasting impacts on social, economic and international standing of the country, regarding the non-proliferation and safeguards function, including: <ul style="list-style-type: none"> • policy development; • negotiation strategies, or implementation, for example uranium exports; • other measures to limit access to nuclear materials, such as export control, domestic and international physical protection of nuclear materials in storage and in transport; • negotiations, establishment, maintenance and review of other agreements; • application, granting and renewal of permits to operate Australia's nuclear and chemical facilities (e.g. Australian Nuclear Science and Technology Organisation, and the Defence Science and Technology Organisation); • granting, transfer, renewal or revocation of permits to handle nuclear materials or to produce, process, consume CWC Scheduled chemicals, or import or export CWC Scheduled chemicals. Excludes copies of supporting documents such as local council development approvals; • inspections of Australian permit holders other than those described in classes 7105 and 7106. Includes inspections carried out by the agency or by international inspection agencies such as International Atomic Energy Agency (IAEA), or inspections of Australian facilities with permit or notification requirements such as under the Chemical Weapons (Prohibition) Act 1994 by the Organisation for the Prohibition of Chemical Weapons (OPCW). Includes inspection reports, site visit reports, preliminary findings and final inspection reports; 	Retain as national archives

NON PROLIFERATION AND SAFEGUARDS

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • transfers of nuclear material, or cases where there are far-reaching security concerns. Includes records on processing and transport of scheduled chemicals and nuclear material, such as shipping and transfer records; customs data; import and export-licensing records; calculations of process losses; nuclear consumption; • security breaches or incidents at nuclear or chemical facilities, or incidents of alleged nuclear or chemical material mismanagement, with serious consequences, such as loss of life, long term damages or material losses; • enforcement of compliance with legislation and regulations; • final reports made to international agencies such as the International Atomic Energy Agency (IAEA), concerning the disposition of nuclear materials in Australia, or Organisation for the Prohibition of Chemical Weapons (OPCW), relating to the production, processing and consumption of CWC-Scheduled chemicals, the production of discrete organic chemicals and the import or export of CWC-Scheduled chemicals, as well as reports on findings of old chemical weapons. Includes: Inventory Change Report (ICR); Material Balance Report (MBR); Physical Inventory Listing (PIL); • final agency reports forwarded to international agencies, such as the Atomic Energy Agency of the European Union (Euratom) concerning transfers of nuclear items; • special reports received from nuclear and CWC Scheduled chemical facility operators; and • final versions of reviews of programs and operations supporting the non-proliferation and safeguards function. 	
62084	<p>Records documenting:</p> <ul style="list-style-type: none"> • final internal and external audit reports relating to non- proliferation and safeguards; and • inspections conducted overseas where the agency is an Australian representative in the inspection team. Includes copies of final inspection reports and Australian participants' reports. 	Destroy 20 years after action completed
62085	<p>Records documenting:</p> <ul style="list-style-type: none"> • development and provision of outreach services. 	Destroy 15 years after action completed
62086	<p>Records documenting:</p> <ul style="list-style-type: none"> • compliance with mandatory or statutory requirements under international agreements, such as monitoring of nuclear and chemical materials. For example, reporting by facilities which have permit and notification requirements under the Chemical Weapons (Prohibition) Act 1994, as well as chemical import permit holders under Reg 5J of the Customs (Prohibited Imports) Regs 1956; • administrative arrangements for conferences and conventions hosted by the agency and supporting non-proliferation and safeguards; • consultations with representatives from world power countries or 	Destroy 10 years after action completed

NON PROLIFERATION AND SAFEGUARDS

Class no	Description of records	Disposal action
	regional neighbours relating to non-proliferation and safeguards; <ul style="list-style-type: none"> • enquiries regarding non-proliferation and safeguards; and • transport and transfer of nuclear materials where the transfer is routine. Including records on processing and transport of scheduled chemicals and nuclear material. 	
62087	Records documenting: <ul style="list-style-type: none"> • periodic reports received from nuclear and CWC Scheduled chemical facility operators. 	Destroy 7 years after action completed
62088	Records documenting: <ul style="list-style-type: none"> • receipt and provision of non-ministerial advice regarding the non-proliferation and safeguards function of lesser importance; • the administration of inspections of Australian permit holders other than those described in classes 7105 and 7106. Includes inspections carried out by the agency or by international inspection agencies such as International Atomic Energy Agency (IAEA), or inspections of Australian facilities with permit or notification requirements such as under the Chemical Weapons (Prohibition) Act 1994 by the Organisation for the Prohibition of Chemical Weapons (OPCW). Includes records facilitating the inspection such as inspection plans, notifications, observation and interview notes, scientific and laboratory analysis, situation and progress reports; and • security breaches or incidents at nuclear or chemical facilities, or incidents of alleged nuclear or chemical material mismanagement, where the incident is minor and the impact is not serious. 	Destroy 5 years after action completed

PASSPORT SERVICES

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62089	Records documenting: <ul style="list-style-type: none"> inter-governmental or inter-agency committees, to deal with passport issues, where the agency provides the Secretariat or is the Australian representative. Includes documents establishing the committee or task force; final versions of minutes; documents tabled at meetings; reports and directives. 	Retains as national archives
62090	Records documenting: <ul style="list-style-type: none"> individual cases of applications for children to be authorised for international travel without the authorisation of both persons with parental responsibility, referred to an Approved Senior Officer (ASO). 	Destroy 25 years after date of birth
62091	Records documenting: <ul style="list-style-type: none"> internal agency committees formed to consider matters relating to the design and implementation of passports policy; and ad hoc inter agency and internal meetings on issues arising from passport security. 	Destroy 12 years after action completed
62092	Records documenting: <ul style="list-style-type: none"> cancellations of adult travel documents. Includes travel documents: reported lost or stolen; suspected of being forged; incorrectly issued; inactive, deleted; blank documents lost before issue; data held on passport issue and control system documenting the destruction of travel documents issued to persons over 18 years of age, includes destruction certificates; and approved applications (including amendments) for issue of travel documents for persons over 18 years of age. 	Destroy 11 years after action completed
62093	Records documenting: <ul style="list-style-type: none"> claims for refund of passport fees and compensation claims; the development and provision of outreach services. Includes: research and reference material; speakers' details and briefs; exercises, handouts, discussion topics, presentations; reports on programs. 	Destroy 10 years after action completed
62094	Records documenting: <ul style="list-style-type: none"> person alert records regarding minors under 18 years of age. Records include associated data maintained on systems, such as passport issue and control system. Includes alerts issued for possible abductions and applicants who have been refused travel documents. 	Destroy 7 years after the youngest child turns 18 years of age
62095	Records documenting: <ul style="list-style-type: none"> agency liaison with other government agencies and other stakeholders relating to passport issues. Includes: submissions, impact assessments, awareness raising, presentations, informal meetings, contact lists, meeting notes, exchanged information and 	Destroy 5 years after action completed

PASSPORT SERVICES

Class no	Description of records	Disposal action
	routine correspondence; <ul style="list-style-type: none"> • external inter-government or inter-agency committees where the agency does not provide the secretariat or is not the Australian representatives; • the implementation of plans, recommendations, policies, procedures and instructions to support the passport services function. Includes risk assessments, plans for new passport design implementation project, quality assurance; • monitoring and receipt of intelligence reports involving fraud or potential fraud; • final versions of plans and working paper relating to passport services; and • administration of security for passport documents, handling, storage and transport. 	
62096	Records documenting: <ul style="list-style-type: none"> • copies of statistical reports produced by the passport information and control system, and administrative support records used for control and accountability in handling passport documents, including passport returns, receipt of accounts and documents, acknowledgement certificates. 	Destroy 2 years after action completed
62097	Records documenting: <ul style="list-style-type: none"> • scanned original travel document destruction certificates. 	Destroy 60 days after records have been scanned or converted to electronic format

PERSONNEL OVERSEAS

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62098	<p>Records documenting personnel history of prominent people, including:</p> <ul style="list-style-type: none"> • former Ambassadors • Head of Mission • Consul-Generals • diplomatic representatives of Australia overseas. <p>Includes selected personal records.</p>	<p>Destroy 75 years after date of birth of employee, or 7 years after last action, whichever is the later</p>
62099	<p>Records documenting the consolidated employment history of locally employed staff (LES). Includes:</p> <ul style="list-style-type: none"> • letters of appointment and conditions of engagement • employment contract or agreement • letters of acceptance • details of assigned duties • probation reports • medical examinations and health declarations • records detailing personal particulars and supporting documentation • evidence of educational qualifications • declarations of pecuniary interest • undertaking to preserve official secrets 	<p>Destroy 75 years after date of birth of employee, or 7 years after last action, or the equivalent statute of limitation period applicable in the host country where staff are employed, whichever is the later</p>

PROTOCOL

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62100	<p>Records documenting:</p> <ul style="list-style-type: none"> • diplomatic accreditation of foreign Heads of Mission (HOM) in Australia and HOM in foreign countries. Includes summary registers of diplomatic representatives, containing records of arrival and departure of foreign diplomats in Australia. Includes: copies of Letters of Credence or Introduction; requests for agrément; arrangements for presentation of credentials; request for accreditations; correspondence between parties; • controversial or contentious appointments of honorary consuls, or when the Australian Government withdraws the Exequatur of the Honorary Consul; • non-ministerial advice on protocol related matters relating to Vienna Convention on Diplomatic Relations, Vienna Convention on Consular Relations that are contentious or precedent setting, or result in changes to protocol policy. Includes legal advice requested or received by other government agencies and overseas posts; • inter-agency committees relating to the protocol function. Includes: agenda; copies of minutes; copies of reports and directives; copies of documents tabled at meetings; • consultations with the diplomatic representatives of foreign countries in Australia, relating to protocol functions that relate to immunity and privilege administration, or may set a precedent or standards relating to Vienna Conventions on Diplomatic Relations (VCDR) and Vienna Conventions on Consular Relations (VCCR); and • issues relevant to the immunities of diplomatic and consular posts, international organisations and overseas missions and eligible staff in Australia. Includes issues such as: inviolability; request for immunity; notification of granting of immunity; notification of withdrawal of immunities; police enquiries; waivers of immunity; alleged misconduct; character concerns; persona non grata. 	Retain as national archives
62101	Master set of published lists of foreign diplomatic and consular representatives and staff, including private domestic workers in Australia.	Destroy 100 years after action completed
62102	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice provided by the agency regarding the nomination of people for an award or honour that are successful. 	Destroy 30 years after action completed
62103	<p>Records documenting:</p> <ul style="list-style-type: none"> • unsuccessful requests for diplomatic or consular privileges. Includes: request for privileges or immunities; results of eligibility assessment; rejection notification; routine correspondence; 	Destroy 20 years after action completed
62104	<p>Records documenting:</p> <ul style="list-style-type: none"> • consular cases of foreign nationals in Australia, where the case is 	Destroy 10 years after action completed

PROTOCOL

Class no	Description of records	Disposal action
	<p>contentious, or substantial agency action is taken;</p> <ul style="list-style-type: none"> • authorisation for foreign diplomatic missions and consular posts in Australia to undertake requested actions, such as the installation of wireless transmitters or satellite receiving dishes; firearms, the import, purchase or disposal of motor vehicles under privilege. Includes: application form or request; supporting documentation; approval or rejection notification; routine correspondence; recommendations or reports; • authorisation for diplomatic and consular staff of foreign diplomatic missions or consular posts in Australia, to undertake requested actions, such as possession of firearms; the import, purchase or disposal of motor vehicles under privilege. Includes: application form or request; supporting documentation; approval or rejection notification; routine correspondence; recommendations or reports; • committees relating to the protocol function where the agency is a member. Includes: agenda; copies of minutes; copies of reports and directives; copies of documents tabled at meetings; • consultations with the diplomatic and consular corps in Australia, on matters of lesser importance that do not have far reaching consequences for diplomatic immunity and privileges; • negotiation, agreement, maintenance and monitoring of privileges for diplomatic and consular posts, international organisations and overseas missions and eligible staff in Australia. Includes: identity cards; Indirect Tax Concession Scheme (ITCS); bilateral employment arrangements and agreements; and • requests for eligibility for payment of indirect tax payable as tax concessions. 	
62105	<p>Records documenting:</p> <ul style="list-style-type: none"> • final versions of agreements supporting protocol; • authorisation for a staff member or private domestic staff to work at foreign diplomatic missions or consular posts in Australia; • delegations of power to Chief of Protocol to authorise administrative action relating to protocol; and • authorisation for relatives of members of foreign diplomatic mission or consular post in Australia, to engage in employment. 	Destroy 7 years after action completed

PROTOCOL

Class no	Description of records	Disposal action
62106	<p>Records documenting:</p> <ul style="list-style-type: none"> • nomination and appointment of Australian or dual nationals to the position of Honorary Consul, or Honorary Consul-General in accordance with the Vienna Conventions on Consular Relations. Includes renewals of appointments; • advice provided by the agency regarding the nomination of people for an award or honour that is unsuccessful; • arrival and departure arrangements for foreign dignitaries, diplomatic and consular representatives, staff and family members and private domestic workers who have been issued a diplomatic (subclass 995 visa) or a temporary work (International Relations) (subclass 403) visa; • handling of complaints other than in class 7225; • preparing, sending and receiving letters of appreciation or condolences. Includes National Day messages; and • cases referred to other government agencies to assess complaints or investigations. Includes waivers of immunity. 	Destroy 5 years after action completed
62107	<p>Records documenting:</p> <ul style="list-style-type: none"> • liaison with foreign embassies and facilitation of consular cases involving foreign nationals in Australia. Includes liaison with Australian Federal Police and fire brigade, duty rosters; • register of foreign diplomatic and consular number plate allocations; and • successful requests for, and allocation of, foreign diplomatic and consular number plates. 	Destroy 2 years after action completed
62108	<p>Records documenting:</p> <ul style="list-style-type: none"> • liaison activities undertaken with other Australian and foreign agencies and groups. Includes: diplomatic and consular contacts lists; order of precedence; contact lists; requests for information; routine correspondence between parties. 	Destroy after action completed

PUBLIC DIPLOMACY

These classes must be read in conjunction with the scope notes and classes in the Department of Foreign Affairs and Trade records authority 2003/00622439.

Class no	Description of records	Disposal action
62109	<p>Film and sound recordings where the content depicts important international events, persons, meetings, places or agency initiatives with clear social and historical significance, including, field recordings, camera recordings, radio interviews:</p> <ul style="list-style-type: none"> • edited and unedited (real life) recordings of important international events; • interviews with notable persons; • interviews relating to significant social issues; • recordings of historical events where the content is unique; and • landmark events and celebrations in the agency's history. <p>Records documenting:</p> <ul style="list-style-type: none"> • final versions of addresses made by the portfolio Minister, members of the governing body, advisory body or senior agency officers at major public occasions; • advice on recording and filming content rights, such as copyright ownership, usage and intellectual property rights for recordings as listed above; • recording or filming content compliance with respect to copyright and clearances, where the content is to be retained as national archives, including content description, copyright status and ownership details; • final versions of content and usage specific agreements for records relating to recording and filming content, where the audio-visual content is retained as a national archive. Includes memorandum of understanding, contracts, release agreements, and clearances for usage of film, copyright releases; and • national committees dealing with public diplomacy function, where the agency is the Secretariat or provides the Australian representative, or plays a significant role, including Australia International Cultural Council. 	Retain as national archives
62110	<p>Records documenting:</p> <ul style="list-style-type: none"> • committees where the agency is not the secretariat, is not the Australian representative or plays only a minor role. • involvement in promotion and establishment of sister city or sister state relations and exchanges. 	Destroy 10 years after action completed
62111	<p>Records documenting:</p> <ul style="list-style-type: none"> • content and usage specific agreements for records relating to recording and filming content, where the audio-visual content is not retained as a national archive. Includes memorandum of understanding with content producers and copyright owners, contracts, release and usage agreements, and clearances for usage of film, copyright releases, royalties; • recording or filming content compliance with respect to copyright and clearances, where the content is not retained as national 	Destroy 7 years after action completed

PUBLIC DIPLOMACY

Class no	Description of records	Disposal action
	archives, including content description, copyright status and ownership details; <ul style="list-style-type: none"><li data-bbox="344 405 1200 495">• film and sound recordings where the content does not depict events, persons, meetings, places or agency initiatives with clear social or historical significance; and<li data-bbox="344 510 1200 546">• contents of camera tapes, recordings, such as in content logs.	
62112	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after action completed