



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

2016/00410555

Department of Foreign Affairs and Trade

*Counter Terrorism; International Law;
Overseas Aid; Overseas Property Management; and
Protective Security*

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2017



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INTRODUCTION

The Department of Foreign Affairs and Trade (DFAT) 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 Counter Terrorism, International Law, Overseas Aid, Overseas Property Management and Protective Security. It represents a significant commitment on behalf of DFAT to understand, create and manage the records of its activities.

This records authority is based on the identification and analysis of the business of DFAT. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

The records 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 records authority gives DFAT 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 on the basis of information provided by the agency.

As changes in circumstances may affect future information management requirements, the periodic review of this records authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This records authority supersedes records authorities 2002/04650377 (2002) and 2009/00689250 (2009) issued to the Australian Agency for International Development (AusAID). These superseded records authorities cannot be used after the date of issue of this records authority.
2. This records 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 records 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 records 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' are to be transferred to the National Archives for preservation.
3. This records 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 27
 - Governing Bodies; and
 - General Records Authority 31 for source or original records after digitisation, conversion or migration.
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 records 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 records 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 records authority. DFAT 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. DFAT 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 DFAT 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 records 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 DFAT's information 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.

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 2016/00410555

Person to whom notice of authorisation is given:

Ms Frances Adamson
Secretary
Department of Foreign Affairs and Trade
R G Casey Building
John McEwen Crescent
Barton ACT

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 Counter Terrorism, International Law, Overseas Aid, Overseas Property Management, and Protective Security.

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

Date of issue

Anne Lyons
Assistant Director-General
National Archives of Australia

3 March 2017

COUNTER TERRORISM

The core business of coordinating Australia's policy response to international terrorism and the impacts on national security, developing policy and identifying priorities for international engagement, interacting with foreign governments and Commonwealth and/or State committees, developing the legal frameworks, conducting regular consultations and considering issues relevant to safeguards for counter terrorism.

The core activities include:

- providing and receiving advice on and implementing policy, legislation and treaty obligations;
- negotiating and implementing international agreements;
- conducting inter-government, and non-government consultations;
- negotiating, implementing and participating in co-operative arrangements for counter-terrorism and law enforcement;
- monitoring of events, developments, arrangements and partnerships; and
- conducting terrorism threat assessments.

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

- providing advice and briefings;
- providing secretariat services and participating in committees, taskforces and organisations;
- participating in conferences, to exchange information, make presentations, develop strategies;
- liaising with other government agencies and organisations and with inter-government agencies with responsibilities for intelligence, law enforcement, courts and justice;
- planning agency activities, responses and priorities;
- providing outreach and training services, raising public awareness;
- reporting and responding to terrorism incidents; and
- conducting research and analysis.

Cross references to other areas of this authority

For defence and state-to-state security measures, use INTERNATIONAL SECURITY.

For legal advice on compliance with binding UN Security Council resolutions relating to counter-terrorism, use INTERNATIONAL LAW.

Class no	Description of records	Disposal action
62117	<p>Records documenting significant counter-terrorism advice and coordination of activities with representatives from world powers, regional or strategic partners including:</p> <ul style="list-style-type: none"> • advice, briefings, submissions, policy and impact analysis, guidelines, drafting notes, reports provided to the portfolio Ministers, members of parliament and parliamentary committees, other government agencies, community and interest groups; • agreements, treaties, conventions, alliances and understandings , including legal instruments with less than treaty status; • consultations and meetings; • policy, documenting the agency's contribution to national strategy development and establishment of policies relating to the counterterrorism function; <p>And the following records:</p> <ul style="list-style-type: none"> • major risk and threat assessments, advice and intelligence information shared by security partners that results in significant 	Retain as national archives

COUNTER TERRORISM

Class no	Description of records	Disposal action
	<p>occurrences, and/or substantial agency response is initiated;</p> <ul style="list-style-type: none"> • committees, taskforces, organisations and working parties, where Australia provides the secretariat, or plays a prominent role; and • conferences, hosted by the agency or where the agency is the Australian representative. 	
62118	<p>Records documenting:</p> <ul style="list-style-type: none"> • consultations, and meetings not covered in class 62117; • external agencies cooperative arrangements between Australian and international law enforcement agencies; and • implementation of policies and the provision of advice to other agencies on counter terrorism, including the associated criminal activities, that impact national security. 	Destroy 20 years after action completed
62119	<p>Records documenting:</p> <ul style="list-style-type: none"> • other external inter-government or inter-agency committees, taskforces, organisations and working parties, where Australia does not play a prominent role; • liaison, with government departments, security agencies, industry and community groups; • monitoring of international events, developments, agreements, partnerships and the counterterrorism policies and practices of foreign countries and state governments, that are used to inform Australian responses, prevention strategies, for intelligence; • internal plans, incident recovery and contingency plans; and • research, including surveys, reading notes. 	Destroy 15 years after last action
62120	<p>Records documenting:</p> <ul style="list-style-type: none"> • advice, briefings, submissions, policy and impact analysis, guidelines, drafting notes, reports provided on issues not covered in 62117; • agreements to which Australia is not a party; • conferences, other than those hosted by the agency; • consultations of a routine or operational nature; • implementation, including identifying and documenting the listing of terrorist entities; • reporting on other incidents, breaches investigated by security agencies; • threat assessments where routine, minimal or no action is taken; and • technical security, equipment and surveillance devices data collection and countermeasures. 	Destroy 10 years after action completed

COUNTER TERRORISM

Class no	Description of records	Disposal action
62121	Records documenting: <ul style="list-style-type: none">• internal and other external meetings outreach, presentations and speeches to community groups and the public on counterterrorism and implementation of counterterrorism measures;• policy where the agency does not make a significant contribution;• minor or routine research; and• counter terrorism activities other than those covered in classes 62117 to 62120.	Destroy 5 years after action completed

INTERNATIONAL LAW

The core business of providing advice on matters concerning public international law, contributing to the development of the international legal framework, Australia's rights and compliance to legal obligations under multilateral and bilateral treaties and customary international law, implementing UN (United Nations) sanctions regimes into Australian law, providing advice on and overseeing Australia's domestic treaty approval process, negotiating treaties and other international instruments. Includes, developing Australia's policy on international law matters in multilateral and regional forums such as the United Nations, the Commonwealth of Nations and the OECD (Organisation for Economic Co-operation and Development) and planning and controlling the management of legal cases, administering legal actions and disputes.

Excludes work undertaken by the Office of Trade Negotiations

The core tasks include:

- receiving and providing advice to portfolio Ministers, parliamentary members, government agencies on international law and implementing policy relating to Australia's commitments under international treaties, agreements and understandings;
- developing and providing legal advice on international issues;
- negotiation, maintenance, compliance, monitoring, reporting, review of agreements, treaties, conventions, alliances, assurances and understandings;
- conducting international and national consultations with representatives of foreign countries and domestic stakeholders;
- monitoring, reporting and responding to events affecting foreign policy and the legal basis of international relations;
- making representations to and receiving representations from, other governments on legal issues; and
- defending Australia's interests in litigation proceedings.

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

- provision of advice and briefings to the Minister and Parliament;
- providing secretariat services and participating in committees;
- attending and participating in conferences, to exchange information, make presentations and/or develop strategies;
- liaising and meeting with foreign government agencies and organisations and with inter-government agencies with responsibilities for intelligence, law enforcement, courts and justice;
- planning and scheduling agency activities, responses and priorities;
- reporting; and
- arranging visits, delegations to and from Australia and to international agencies and to foreign countries.

Cross references to AFDA Express

For media releases, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For development of new domestic legislation and amendments to existing legislation, use GOVERNMENT RELATIONS or LEGAL SERVICES.

For advice, briefs and submissions to the other government Ministers and agencies, cabinet submissions, and the organisation's participation in formal inquiries not relating to international law, use GOVERNMENT RELATIONS or INTERNATIONAL RELATIONS.

Cross references to other records authorities

For developing and executing contracts under seal or deeds, use GRA 36 - CONTRACTS UNDER SEAL/DEEDS.

INTERNATIONAL LAW

Class no	Description of records	Disposal action
62122	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • litigation of international law cases on behalf of Australia. Includes managing lawsuits and legal proceedings in international courts or tribunals; records establishing precedence and cases prompting changes in domestic legislation and policy relating to Australia's international obligations and rights; • legal cases involving individual Australians relating to extraterritorial offences, international law and criminal justice, that are controversial, unusual, contentious, widely published, or affect agency policy or operations; • international law, policies and legal cases to which the agency is not a party but set precedents for future Australian policy development; • consultation with world leaders or regional partners on issues relating to the implementation of international law, conflict prevention, peacekeeping and post-conflict security; • matters that are precedent-setting, ground-breaking or innovative; • internal and external advice, including legal advice, briefings, submissions, policy and impact analysis, guidelines, drafting notes, reports provided to the portfolio Ministers, members of parliament and parliamentary committees, and other government agencies, community and interest groups; • cooperative arrangements, liaison activities with other government agencies; • high-level conferences, conventions or consultations dealing with international law, where the conference or meeting is hosted by the agency or where the agency is the Australian representative; • negotiation, development and monitoring, and interpretations of agreements, conventions, and other commitments developed or agreed by the agency; • monitoring and evaluations of the compliance of government agencies and stakeholders against their obligations and reporting requirements; • agency committees, taskforces, working groups for developing and implementing policy where the agency has overall responsibility for making and implementing the decisions, or provides significant advice or is Australia's main representative or plays a leading or major role • compliance with mandatory or statutory requirements under international agreements, such as implementation of sanctions; • maintaining a register of countries where sanctions have been imposed, where targeted sanctions have been imposed or travel bans are in place. Used to administer legal obligations under international treaties; and • sanctions, covering the use of measures to impose restrictions on activities relating to a particular country, goods or services 	Retain as national archives
62123	Records documenting:	Destroy 20 years after action

INTERNATIONAL LAW

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • other legal cases and litigation, including appeals; • maintaining a register of cases and listing of individuals and associations and the imposing of restrictions on terrorists and terror organisations; • maintaining a register and listing of applications for permits to trade with countries where sanctions have been imposed, where targeted sanctions have been imposed or travel bans are in place; • the provision of international legal advice that does not establish precedence, or lead to changes in domestic legislation and policy; • consultation on documents with foreign governments that are not world leaders, or regional partners; • advice, briefings, submissions, policy and impact analysis, guidelines, drafting notes, reports provided on issues not covered in 62122; and • co-operative arrangements and liaison activities with other foreign governments and Government agencies not covered in class 62122. 	completed
62124	<p>Records documenting:</p> <ul style="list-style-type: none"> • consent for foreign state vessels to conduct research within Australia's exclusive economic zone, and for Australian vessels to apply for permission to undertake research in foreign waters; • legal administrative arrangements implementing agreements and arrangements for joint law and order activities, relating to issues such as criminal deportations and co-operation between courts, between countries, government agencies and international organisations; • litigation in international courts, that does not establish legal precedent; 	Destroy 10 years after action completed
62125	<p>Records documenting:</p> <ul style="list-style-type: none"> • bi-lateral and multi-lateral agreements for child maintenance payments, including coordination of the transmission and receipt of claims; • requests for consent by foreign vessels wishing to make a visit or port call either under a marine scientific research request or independently; submission of applications for a visit or port call by Australian vessels in foreign countries, and requests for defence force admissions to Australia; • outreach activities relating to legal awareness-raising activities and presentations for Australian businesses, universities and the public, such as sanctions obligations; • provision of other legal advice not covered in 62112-62123; • routine operational administrative tasks supporting the core business; and • international law activities other than those covered in classes 62122 to 62124. 	Destroy 5 years after action completed

OVERSEAS AID

The core business of developing policy, strategies and implementation of Australia's international development and aid program to overseas countries. Includes identifying, questioning and assessing overseas development needs, setting priorities, conducting reviews, research and investigations; fostering links and associations between Australian community organisations and private entities and the people of overseas countries through agreements, joint ventures, scholarships, fellowships, and training opportunities, visits, programs and projects.

Includes engaging with a range of international organisations and private sector entities to deliver aid and development programs and projects.

The core activities include:

- providing and receiving advice on and implementing policy relating to Australia's commitments under international treaties, agreements and understandings;
- negotiation, maintenance, compliance, monitoring, reporting, review of agreements, treaties, conventions, alliances, assurances and understandings;
- conducting international and national consultations with representatives of foreign countries and domestic stakeholders;
- monitoring, reporting and responding to events affecting overseas aid and the impacts for foreign policy; and
- making representations to and receiving representations from, other governments on overseas aid.

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

- provision of advice and briefings to the Minister and Parliament;
- providing secretariat services and participating in committees;
- liaison with other government agencies and organisations;
- planning agency activities, responses and priorities; and
- arranging visits, delegations to and from Australia and to international agencies and to foreign countries.

Cross references to other areas of this records authority

For pre-deployment activities for Australian-based staff, use PERSONNEL OVERSEAS.

For security of personnel at post, use PROTECTIVE SECURITY.

For aid delivery in crisis or emergency humanitarian response, use CRISIS MANAGEMENT.

For arrangements and management of funding in joint financial projects or programs, use CO-FINANCING.

For funding of international agencies, use FINANCIAL ASSISTANCE.

Cross references to AFDA Express

For investigations or inquiries by parliamentary committees, use GOVERNMENT RELATIONS.

For marketing publications and collateral, use PUBLICATIONS.

For procurement processes involving the tendering, evaluation, awarding of tenders, contract administration and reporting on progress, use PROCUREMENT and TENDERING.

Cross references to other records authorities

For evaluation, managing and processing submissions from non-government agencies for their aid and development activities and the allocation of funds to programs and projects, use GRA 28 - GRANT MANAGEMENT.

OVERSEAS AID

Class no	Description of records	Disposal action
62126	<p>Records documenting:</p> <p>Australia's aid activities relating to major recipients, regional countries, or where there are controversial issues with significant social, economic and international implications. Significant implications involve regional and multilateral relations, performance evaluation issues, impacts on diplomatic relations. Includes:</p> <ul style="list-style-type: none"> • advice, including working papers documenting the development of that advice, provided by the agency to the portfolio Ministers and government agencies, including briefings, ministerial statements, policy papers, minutes, and submissions; • campaigns for appointments of Australian significant persons of interest as representatives to significant and high-level international organisations, offices, committees, councils or groups; • international treaties, conventions, alliances, agreements and understandings, including final versions and significant working papers, and 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. • international multilateral or national committees, taskforces and organisations, for coordinating aid activities, participating in multi-lateral organisations, and controversial or contentious projects, eg Program Quality Committee, Corporate Change and Development Committee, and the Country Strategies Committee; • evaluation of overseas aid projects with far-reaching social, economic and international implications. Includes: <ul style="list-style-type: none"> • initial project evaluation; • preliminary project evaluations; and • ongoing project evaluation. • joint venture agreements including final version and working papers; • meetings, high level meetings held to support the overseas aid development function, e.g. intergovernmental meetings and those held with international organisations; • developing and reviewing policies, principles, plans, frameworks, strategies methodologies and programs supporting overseas aid. Includes final versions, major drafts, stakeholder consultation and supporting research; • developing high-level reports such as Aid Program Performance Reports and Non-Government Organisation Monitoring Brief. 	Retain as national archives

OVERSEAS AID

Class no	Description of records	Disposal action
	<p>Includes final versions, major drafts, stakeholder consultation and supporting research;</p> <ul style="list-style-type: none"> • reviewing agency programs and operations, including country and regional programs and the Non-Government Organisation (NGO) monitoring brief; and • major initiatives, such as training and awareness principles, schemes and programs. 	
62127	<p>Records documenting Australia's aid activities with lesser significance, but where levels of aid are substantial or impact Australia's interests and priorities and/or the international standing of the country, including:</p> <ul style="list-style-type: none"> • advice provided to portfolio Ministers and government agencies on matters of lesser significance; • final versions of international agreements of lesser significance or to which Australia is not a party. Includes records documenting negotiation, establishment, maintenance and review; • co-financing arrangements, including Australia's contributions to multilateral organisations such as World Food Program and the United Nations High Commissioner for Refugees; • contracting- out processes that involve major controversy or disputes; <p>For records documenting the management of the contracting out process that involve no major controversy between contractor and the agency, use AFDA Procurement.</p> <ul style="list-style-type: none"> • scholarship and fellowships programs. Includes evaluation of submissions funding arrangements, delivery, implementation, monitoring, liaison with educational institutions, organisations and applicants, notices of course results and qualifications achieved. <p>For unsuccessful applications for scholarships and fellowships, use Class 62129.</p>	Destroy 20 years after action completed
62128	<p>Records documenting less significant and/or less controversial issues and/or with limited or no far-reaching strategic, social, economic, trade and international implications, including:</p> <ul style="list-style-type: none"> • advice, including working papers on the development of the advice, provided by the agency to portfolio ministers, provision of non-ministerial advice and advice to government agencies on matters of lesser importance, including briefings, statements, minutes and submissions; • other agreements, including negotiations, establishment, maintenance and review; • allocation of funds for overseas aid projects; • audits, internal and external audits, including specific instances and investigations of fraud; • compliance with mandatory or optional standards and statutory requirements, including working with children checks; • evaluations of the agency's overseas aid strategic programs and services; 	Destroy 10 years after action completed

OVERSEAS AID

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • joint ventures and partnerships, including final version and working papers; • meetings, internal meetings such as peer group meetings, including working papers; • planning, final versions and working papers on the development of operational plans, including project plans; • controversial public reaction, enquiries and complaints; • routine and periodic reporting such as ad hoc reports on aid issues, eg new initiatives, need analysis, local situation reports, progress; • risk management assessments associated with project implementation, incident reports; • student arrangements, supporting travel and training; • scholarship and fellowships; and • standards, including the implementation of standards. 	
62129	<p>Records documenting:</p> <ul style="list-style-type: none"> • working papers supporting audits; • authorisation of overseas aid scholarships and fellowships; • external or internal committees where the agency is not the secretariat, is not the Australian representative, or plays only a minor role; • implementation and management of funding to non-government organisations for overseas aid projects, including deployment of Australian Civilian Corps (ACC) to provide technical expertise for disaster recovery projects; • liaison, between the agency and other organisations, eg Non-Government Organisation Association relating to the overseas aid management function; • procedures, handbooks and directives that have been superseded; • routine public reaction and complaints; • other cases of campaigns for appointments of Australian representatives to international organisations, offices, committees, councils or groups, not covered in 62126; • research, including surveys, working notes, approvals; • reviews of lesser significance on agency programs, operations, contractors, non-government organisations; and • administrative arrangements for training schemes. 	Destroy 5 years after action completed
62130	<p>Records documenting:</p> <ul style="list-style-type: none"> • requests for authorisations that are not approved; • routine enquiries; • marketing and publicity for the overseas aid activities; • development of procedures; 	Destroy 2 years after last action

OVERSEAS AID

Class no	Description of records	Disposal action
	<ul style="list-style-type: none">• routine research and administrative tasks supporting the core business;• working papers, notices of meetings, and drafts, copies of documents, procedures and supporting papers;• unsuccessful applications for scholarships and fellowships; and• overseas aid activities other than those covered in classes 62126 - 62129.	

OVERSEAS PROPERTY MANAGEMENT

The core business of managing land and working, storage, or living space within premises overseas to accommodate diplomatic posts and living quarters for overseas staff, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises. Includes buildings and land allotments owned, rented, or leased by the organisation and also the removal of pollutants and waste.

This function covers nationally significant property or specialist property management issues that are the subject of laws and regulations outside Australia, and cover unique design, construction or service delivery features.

The core activities include:

- property acquisition and/or service provision of overseas owned and leased estate, including negotiating agreements, establishment, maintenance and review;
- high level committees, meetings and working groups;
- asset conservation, maintenance and disposal;
- asset design and construction;
- fitouts and refurbishments including the identification and removal of hazardous materials;
- audits; and
- managing security in overseas properties including investigating, reporting and mitigating security breaches or incidents.

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

- providing and receiving advice and briefings;
- compliance with external standards for building and occupancy, safety;
- committees and meetings for project management, planning and strategy;
- planning and budgeting for priorities; and
- reporting.

Cross references to other areas of this records authority

For security protocols and procedures use PROTECTIVE SECURITY

Cross references to AFDA Express

For property management records not covered by this function use PROPERTY MANAGMENT.

For acquisition of overseas properties involving procurement contracts for outsourced property use LEGAL SERVICES.

Class no	Description of records	Disposal action
62131	<p>Records relating to properties or places of national significance. A property has national significance where property was owned, designed and built by the Australian Government and:</p> <ul style="list-style-type: none"> • the architectural style and/or building presentation is a representation of Australian style and is an extension of the Australian Government's representation in the host country; • the building or design is the recipient of an architectural award in Australia or overseas; • the building is listed on the Commonwealth heritage list, or a heritage list in the host country; or • the building is the result of a project undertaken jointly with a foreign government. 	Retain as national archives

OVERSEAS PROPERTY MANAGEMENT

Class no	Description of records	Disposal action
	<p>Records of assets of national significance documenting:</p> <ul style="list-style-type: none"> • property acquisition or service provision of overseas owned estate, through purchase or requisitions, including investigations, environmental impact assessments, budget estimates and cost benefit analyses; • agreements, memorandum of understanding and tenancies; • high level committees, including establishment, agendas and reports, minutes and members; • asset conservation and maintenance; • advice, received or provided relating to properties or places for overseas posts, including residences for diplomatic staff; • auditing, monitoring, reviewing facilities; • construction, including primary construction records used to implement the design drawings of the building or property, excluding design drawings or plans, or the as-built architectural drawings. 'Primary construction records' include: <ul style="list-style-type: none"> • project plans; • structural design calculations; • projects referred to the Public Works Committee; • records of discussions with stakeholders. • compliance with building standards and safety regulations; • 'Primary design records' representing the building or structure as a whole, without including duplications. Includes details of the electrical engineering drawings, mechanical engineering drawings and hydraulic engineering drawings. This is in addition to the as-built architectural drawing; • registers for building documentation, plans and drawings, indexes and specifications; • asset disposal, investigations, works to make good including investigations, valuations, preparations undertaken before disposal; • major fitouts and refurbishments that involve structural changes to the building or a major capital works commitment, including reference to the use of or exposure to hazardous materials; • inventory of overseas properties; • major maintenance and repairs; • policy final versions of proposals, consultations, reports; • management plans for properties of national significance overseas; • developing high-level reports including final versions, major drafts, stakeholder consultation and supporting research; • security breaches or incidents with significant impacts, including sabotage, break ins, terrorism and law enforcement. <p>For the removal of hazardous materials use class 62132.</p>	

OVERSEAS PROPERTY MANAGEMENT

Class no	Description of records	Disposal action
62132	Records documenting: <ul style="list-style-type: none"> • fitouts and refurbishments involving use of or exposure to hazardous materials, and the removal of hazardous materials from all contaminated properties; • minor maintenance and repairs of nationally significant properties; and • reporting to external agencies for properties without national significance, containing references to use of or exposure to hazardous materials. 	Destroy 100 years after action completed
62134	Records documenting : <ul style="list-style-type: none"> • audits to detect hazardous substances or conditions. 	Destroy 75 years after action completed
62135	Records documenting: <ul style="list-style-type: none"> • deeds and certificates of title for property owned and disposed of. 	Transfer to new owners
62136	Records documenting property management for properties of national significance, including: <ul style="list-style-type: none"> • other committees • secondary records of construction and design for properties and places; • designs and drawings, including electrical engineering drawings, mechanical engineering drawings and hydraulic engineering drawings that are not included as primary records and are not current drawings for any type of buildings and structures; and • minor maintenance plans and programs of works for all properties. 	Destroy 25 years after last action
62137	Records documenting property management for assets that are not of national significance, including: <ul style="list-style-type: none"> • asset disposal, under contract, for property in foreign countries; • all primary design and construction records; • the following secondary construction records: <ul style="list-style-type: none"> • priced bills of quantity; • estimates; and • rise and fall calculations. • the following secondary design records: <ul style="list-style-type: none"> • original concept architectural drawings; • specifications; • display models that are not of an architectural quality; • audio-visual records; and • records of discussions with stakeholders. 	Destroy 15 years after property is disposed of or, if required, transfer to new owners

OVERSEAS PROPERTY MANAGEMENT

Class no	Description of records	Disposal action
62138	<p>Records documenting assets that are not of national significance, including:</p> <ul style="list-style-type: none"> • agreements, including negotiations, establishment, maintenance and review of all agreements; • asset management plans, valuations; • asset conservation and maintenance; • committees to consider property management issues, not relating to specific locations or projects; • secondary design and construction records not covered by class 62137; • asset disposal, by sales, transfer, lease termination, or destruction; • fit-outs and refurbishments; • maintenance and repairs, including replacement of plant and equipment; • internal and external meetings including agenda, papers and minutes and supporting documentation; • plans for property management, including maintenance programs; • procedures, manuals, handbooks and directives for property; • management procedures (after superseded); • routine reports, including to external agencies; and • risk management assessments, treatment schedules and action plans, risk registers. 	Destroy 10 years after action completed
62139	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine maintenance, upkeep, pest control, grounds maintenance, electrical and painting maintenance; • moving and relocations; and • property security protection operations, such as routine patrols, guarding, security reporting. 	Destroy 2 years after action completed
62140	<p>Records documenting assets not of national significance, including:</p> <ul style="list-style-type: none"> • advice, received or provided relating to properties or places for overseas posts, including residences for diplomatic staff; • auditing, monitoring and reviewing facilities not relating to detection of hazardous substances; • construction projects that do not proceed; • design records for buildings that do not proceed; • evaluation of asset management programs and projects; • fitouts and refurbishments, with no reference to use of or exposure to hazardous substances; • implementation of plans, disaster recovery plans, policies and procedures, administrative funding arrangements, delegations of 	Destroy 5 years after action completed

OVERSEAS PROPERTY MANAGEMENT

Class no	Description of records	Disposal action
	<p>authorities;</p> <ul style="list-style-type: none">• minor security incidents with limited impacts that are reported and resolved;• working papers, duplicates and supporting documents; and• overseas property management activities other than those covered in classes 62131 to 62139.	

PROTECTIVE SECURITY

The core business of providing procedural, physical, personnel and information security measures to protect Australian Government personnel, information and assets from security threats. Includes measures to counter threats from politically motivated violence, civil disorder, foreign intelligence service intrusions, crime and cyber espionage, ensuring the physical and information security for diplomatic posts, personnel (both in Australia and at post), their dependants and other overseas staff.

The core activities include:

- providing and receiving advice on and implementing security policy for Australian government personnel;
- conducting site inspections and security audits in foreign countries and domestic offices;
- providing training and other awareness-raising activities;
- monitoring, reporting and responding to security incidents;
- assessing threats and travel risks; and
- providing authorisation for travel in high risk areas.

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

- providing and receiving advice and briefings;
- providing secretariat services and participating in committees;
- liaison with other government agencies and organisations;
- developing standards, procedures and practices;
- planning agency activities, responses and priorities; and
- procurement of specialist security equipment and vehicles including specifications, evaluation and testing.

Class no	Description of records	Disposal action
62141	<p>Records documenting significant protective security and coordination of activities including:</p> <ul style="list-style-type: none"> • advice, including working papers documenting the development of the advice, provided to the portfolio Ministers, members of parliament and parliamentary committees, other government agencies, community and interest groups, including briefings, ministerial statements, policy statements, submissions, policy and impact analysis, guidelines, drafting notes, reports; • master set of manuals, directives, instructions, and guidelines; • final versions of reports, information exchanges with domestic law enforcement agencies relating to protection of dignitaries, consular security incidents where a major incident occurs, such as terrorist or bomb attack, assassinations, major threats, e-surveillance and breaches of information security; • major risk and threat assessments; and • major investigations and major incidents response. 	Retain as national archives

PROTECTIVE SECURITY

Class no	Description of records	Disposal action
62142	<p>Records documenting routine, operational protective security activities associated with:</p> <ul style="list-style-type: none"> • advice, briefings, submissions, policy and impact analysis, guidelines, drafting notes, reports provided on issues not covered in 62141; • classifications, security codes and labelling and the associated handling procedures for protection of information and information transmission;); • committees with responsibility for capital works, design and construction, and installations of protective security (after agency's occupation of the structure ceases) or where the project does not proceed; • physical security measures for owned and leased property, including designs, security and entry restrictions, security arrangements, reporting, registrations, and projects (after occupancy ceases) and for projects that do not proceed; • physical security operations, including alarms, detections, patrols, weapons at post, event management and arrangements, vehicle screening measures, security guards, including visitor registration, locks, x-rays of incoming parcels, occurrence reports, periodic reports; • information protection measures, prevention of unauthorised disclosures, diplomatic mail by air freight, diplomatic courier, safe hand, information technology security and cybersecurity for diplomatic information; • acquisition, evaluation, testing and implementation of specialist security equipment and associated measures, e.g. surveillance equipment; • inspections and investigations, reviews, remedial actions arising from evaluation of security standards, compliance and incident reports; • internal plans and schedules, project management; • breaches and incidents not covered in 62141; • operation of equipment, security protective devices, alarms, patrols, screening and visitor logs, occurrences and incident reports; • operational use of data collection and countermeasures; • reporting relating to dignitary, diplomatic and consular protection where no incidents have occurred; • risk assessments and plans, including contingency plans relating to the safety of diplomats and consular staff, dignitaries, government and official visitors; and • technical security, equipment and surveillance devices data collection and countermeasures. 	Destroy 10 years after action completed

PROTECTIVE SECURITY

Class no	Description of records	Disposal action
62143	Records documenting: <ul style="list-style-type: none"> • returns, monitoring movement and surveillance records 	Destroy 2 years after action completed
62144	Records documenting: <ul style="list-style-type: none"> • the application of classification labels and implementation of business rules associated with classifications, codes and labelling and the associated handling procedures for protection of information and information transmission; • compliance with security design standards in 'as built' facility; • implementing safety standards, security strategies, campaigns, such as defensive driving, briefings; • liaison with industry, professional bodies, law enforcement agencies in Australia and overseas, for the coordination of protective security; • routine operational meetings and reports, eg shift handovers; • routine inspections, monitoring, reporting on operational protective measures, diplomatic mail transmissions, communications protections; • other copies of internal policies and procedures, instructions and manuals, industry safety standards and specification for safety equipment; • directives and staff awareness updates; • implementation of training programs, training materials, briefings; • travel authorisations, requiring special consideration or approvals, other authorisations, risk and threat assessments where assessment is superseded; • safety standards and technical specifications for safety equipment that are superseded; • routine operational administrative tasks supporting the core business; and • protective security activities other than those covered in classes 62141 to 62143. 	Destroy 5 years after action completed