



Records Authority

2016/00465804

**Food Standards
Australia New Zealand**

Food Standards and Safety

2016



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INTRODUCTION

Food Standards Australia New Zealand (FSANZ) and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying records for the core business of Food Standards and Safety. It represents a significant commitment on behalf of FSANZ to understand, create and manage the records of its activities.

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

The records authority sets out those records that need to be retained permanently as national archives and specifies the minimum length of time that temporary records need to be kept. This records authority gives FSANZ 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 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 records authority amends records authority 2007/00228350 for Food Standards Australia Zealand (FSANZ) and should be used in conjunction with it. The amendments consist of one new 'retain as national archives' (RNA) class and two new temporary classes for the existing core business of Food Standards and Safety.
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 authority.
 - Records that have not reached the minimum retention period must be kept until they do.
 - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
3. This records authority should be used in conjunction with general records authorities such as:
 - AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies;
 - General Records Authority 31 – Destruction of source or original records after digitisation, conversion or migration (2015).
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 records 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 authority. The agency will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.

8. In general, retention requirements indicate a minimum period for retention. FSANZ 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 FSANZ 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. Records created digitally after 1 January 2016 can be transferred in digital formats only.
12. Advice on how to use this records authority is available from the agency's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other records management matters, please contact 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 2016/00465804

Person to whom notice of authorisation is given:

Steve McCutcheon
Chief Executive Officer
Food Standards Australia New Zealand
55 Blackall Street
Barton ACT 2600

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*

Determines records classed as 'Retain as national archives' in this records authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application:

Core business records relating to Food Standards and Safety.

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

FOOD STANDARDS AND SAFETY

These classes must be read in conjunction with the scope notes and classes in the Food Standards Australia New Zealand records authority 2007/00228350.

Class no	Description of records	Disposal action
62161	Records documenting: <ul style="list-style-type: none"> • the collection, maintenance and management of food safety and standards data used for food safety and standards modelling and the assessment of food standards applications and proposals. Includes final reports, statistical and trend analysis and research datasets; and • the drafting and registration of legislative instruments according to relevant Codes of Practice such as the Food Standards Code. Includes standards, variations to standards and related explanatory statements. 	Retain as national archives
62162	Records documenting: <ul style="list-style-type: none"> • auditing financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. 	Destroy 10 years after action completed
62163	Records documenting: <ul style="list-style-type: none"> • the coordination and monitoring of food safety incidents and issues such as those under the Bi-National Food Safety and APEC Food Safety Networks and the National Food Incident Response Protocols; • the development of Codes of Practice under relevant legislation such as Part 3 of the <i>Food Standards Australia New Zealand Act 2007</i> not covered in records authority 2007/0022350 class 16714; • the evaluation and issue of import permits. Includes approvals, rejections, revocation, exemptions, variations, risk analyses and supporting records; and • monitoring external notifications relating to food safety and the development of food standards. 	Destroy 7 years after action completed