



Records Authority

2017/00137270

**Export Finance and Insurance
Corporation**

*Industry Support and Development,
Australian Exports and Overseas Investment
Support*

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2017



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INTRODUCTION

The Export Finance and Insurance Corporation (Efic) 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 Australian Export and Overseas Investment Support, and Industry Support and Development. It represents a significant commitment on behalf of Efic to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of Efic. 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 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 Efic 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 authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This authority supersedes Records Disposal Authority RDA 1247 (1996). The superseded records authority cannot be used by Efic to sentence records after the date of issue of this authority.
2. This authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the authority.
 - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this authority;
 - Records that have not reached the minimum retention period must be kept until they do; and
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
3. This authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies; and
 - 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 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 a 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 an analogue system to a digital 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. Efic 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. Efic 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 EFIC believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
9. Records coming within 'retain as national archives' classes in this authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the National Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under section 27 of the *Archives Act 1983*.
10. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need to meet this obligation to ensure that the records remain authentic and accessible over time. Under Section 31 of the *Archives Act 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
11. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives. Records created digitally after 1 January 2016 must be transferred in digital formats only.
12. Advice on how to use this authority is available from the Efic 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](#).

AUTHORISATION

RECORDS AUTHORITY 2017/00137270

Person to whom notice of authorisation is given:

Swati Dave
Managing Director and CEO
Export Finance and Insurance Corporation
Level 10, Export House
22 Pitt Street
Sydney NSW 2000

Purpose:

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

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

Application:

All core business records relating to Australian Export and Overseas Investment Support, and Industry Support and Development.

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

Teressa Ward
Assistant Director-General
National Archives of Australia

Date of issue:

24 November 2017

AUSTRALIAN EXPORT AND OVERSEAS INVESTMENT SUPPORT

The core business of providing support for Australian exports and overseas investments through the provision of financial transactions and facilities. In particular, support is provided for Small and Medium Enterprises (SMEs) and for larger exporters and overseas projects with Australian content.

The **core activities** include:

- preliminary assessment of requirements and analysis of investment proposals;
- management of individual transactions or facilities such as direct loans, bonding and finance guarantees, overseas direct investment and insurance;
- managing special projects; and
- development and management of products, operational marketing and communications plans relating to Australian exports and overseas investment.

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

- providing and receiving advice;
- participation in committees;
- responses to general enquiries;
- evaluation processes;
- liaison with other organisations;
- planning;
- development and implementation of policies and procedures;
- reporting; and
- general research.

Cross references to AFDA Express Records Authority

For the management of accounting activities related to transactions and facilities, use FINANCIAL MANAGEMENT.

For addresses by the Minister and senior management, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For partnerships with other government agencies, export bodies and industry and professional associations, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For audits and authorisation and strategic level committees, use STRATEGIC MANAGEMENT.

Cross references to other areas of this Records Authority

For policy guidelines use INDUSTRY SUPPORT AND DEVELOPMENT.

Class no	Description of records	Disposal action
62305	Significant records documenting: <ul style="list-style-type: none">• developing and reviewing high-level policies, plans, guidelines, strategies, and programs including assessment methodologies, criteria and assessment frameworks. Includes final versions, major drafts, approvals, stakeholder consultations and supporting research;• case files for successful or unsuccessful applications for assistance that have significant value, are innovative, controversial or precedent setting or are determined by the Minister to be in the national interest. Includes transactions on the National Interest account and management of other transactions or facilities.	Retain as national archives

AUSTRALIAN EXPORT AND OVERSEAS INVESTMENT SUPPORT

Class no	Description of records	Disposal action
	<p>Includes applications, assessments, determinations and client communications;</p> <ul style="list-style-type: none"> • summary records of successful and unsuccessful applications; and • providing and receiving strategic advice relating to controversial issues or setting precedents in relation to this function. 	
62306	<p>Records documenting other case files for successful applications for assistance, including management of these transactions or facilities. Includes applications, assessments, determinations, and client communications.</p>	<p>Destroy 12 years after the customer relationship ceases and no further designated services are provided to the customer</p>
62307	<p>Records documenting:</p> <ul style="list-style-type: none"> • managing special projects such as reviewing the Efic risk rating system; • developing and managing products, operational marketing and communications plans, business development and marketing; • routine advice not covered in class 62305; • committees; and • internal operational policies, guidelines and procedures. 	<p>Destroy 10 years after action completed</p>
62308	<p>Records documenting:</p> <ul style="list-style-type: none"> • unsuccessful applications for assistance; • routine operational administrative tasks supporting the core business; and • Australian Export and Overseas Investment Support activities other than those covered in classes 62305 to 62307. 	<p>Destroy 7 years after action completed</p>

INDUSTRY SUPPORT AND DEVELOPMENT

The core business of facilitating and encouraging Australian export trade on a commercial basis by providing broad support to industry and export sectors, including wholesale trade, manufacturing, mining, professional, scientific and technical services, education and training, construction, information media and telecommunications.

The **core activities** include:

- providing economic and financial research and analysis across industry groups and geographic areas;
- supporting transactions that uphold best practice environmental and social standards;
- monitoring, surveillance and collecting data about the export trade sector;
- providing advocacy and international representations on behalf of Australian exporters, industry, business or government;
- marketing and promotional programs and campaigns; and
- creating new export and investment opportunities for Australia.

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

- providing and receiving advice;
- participation in committees;
- responses to general enquiries;
- evaluation and review;
- liaison with other organisations;
- development and implementation of policies and procedures; and
- reporting.

Cross references to AFDA Express Records Authority

For accounting activities associated with the Commercial and National Interest Accounts and Treasury Management use FINANCIAL MANAGEMENT.

For addresses by the Minister and senior management, use COMMUNITY RELATIONS or GOVERNMENT RELATIONS.

For strategic level committees, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For Board and governance matters use Governing Bodies (GRA 27).

Class no	Description of records	Disposal action
62302	<p>Significant records documenting:</p> <ul style="list-style-type: none"> • providing and receiving strategic advice relating to controversial issues or setting precedents in relation to this function. Includes final versions of advice, position papers, briefings, reports, opinions and submissions; • outcomes of major economic and financial research and analysis projects undertaken by the agency such as developing country profiles and support for the Australian International Business Survey. Includes final research papers and reports, research findings, modelling and forecasting, statistical and trend analysis and supporting research datasets and associated information; • management of significant industry wide environmental and social risks or issues associated with export transactions and overseas 	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

Class no	Description of records	Disposal action
	investments; and <ul style="list-style-type: none">high-level committees, working groups and other bodies where the agency provides the secretariat, plays a prominent role, or is the Australian Government's main representative. Includes interaction with international governments, industry bodies and stakeholders.	
62303	Records documenting: <ul style="list-style-type: none">business development and marketing;evaluation, review and monitoring of transactions;other advice relating to this function;committees relating to the industry support and development function; andinternal policies and procedures.	Destroy 10 years after action completed or superseded
62304	Records documenting: <ul style="list-style-type: none">routine operational administrative tasks supporting the core business; andindustry support and development activities other than those in class 62302 and 62303.	Destroy 7 years after action completed