



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2020/00002493

**Australian Bureau of Statistics**

*Records for Temporary Census Employees*

2020



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## INTRODUCTION

The Australian Bureau of Statistics (ABS) and the National Archives of Australia have developed this records authority to set out the requirements for the retention and destruction of records for temporary census employees.

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

This authority specifies the minimum period that temporary records need to be kept, and gives the ABS 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 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 ABS 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.
2. This authority should be used in conjunction with general records authorities such as:
  - the AFDA Express Version 2 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).
3. 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 Express Version 2. 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](http://www.naa.gov.au).
4. 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.
5. 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](http://www.naa.gov.au).
6. 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. The ABS

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.

7. In general, retention requirements indicate a minimum period for retention. The ABS 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 ABS 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.
8. 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.
9. Advice on how to use this authority is available from the ABS 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 2020/00002493

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

Dr David Gruen  
Australian Statistician  
Australian Bureau of Statistics  
ABS House  
45 Benjamin Way  
Belconnen ACT 2617

**Purpose:**

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

**Application:**

Records for temporary census employees

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**

Linda Macfarlane  
Assistant Director-General (a/g)  
National Archives of Australia

**Date of issue:**

5 February 2020

## STATISTICAL COLLECTIONS

This class relates to census staff employed on a short term contract to assist the Australian Bureau of Statistics conduct the Census of Population and Housing. It is an additional class to the function of STATISTICAL COLLECTIONS and must be read in conjunction with the scope notes and classes in the Australian Bureau of Statistics Records Authority 2001/00000540.

### **Cross references to AFDA Express Version 2**

*For Census staff not employed under ABS Legislation use PERSONNEL MANAGEMENT*

*For all other personnel related matters use COMPENSATION, PERSONNEL MANAGEMENT, or WORK HEALTH & SAFETY*

*For delegation of power to employ staff under the Census and Statistics Act, use ESTABLISHMENT Class 62600*

Class no	Description of records	Disposal action
62747	<p>Records documenting: the management of general conditions of employment for non-ongoing (temporary) personnel engaged only in relation to the taking of the Census of Population and Housing Includes:</p> <ul style="list-style-type: none"> <li>• attendance records;</li> <li>• assessment forms;</li> <li>• confirmation of employment;</li> <li>• expression of interest;</li> <li>• offers of employment;</li> <li>• payment details forms;</li> <li>• letters of appointments/promotions and conditions of engagement and letters of acceptance;</li> <li>• details of assigned duties (initial and subsequent variations including higher duties);</li> <li>• probation and increment reports;</li> <li>• identity records and supporting documentation (eg birth certificates, evidence of educational qualifications);</li> <li>• declarations of interest;</li> <li>• investigations of misconduct where allegations are proved unfounded and the employee has requested the records be retained;</li> <li>• leave history records;</li> <li>• details of redeployments, transfers, or reclassifications;</li> <li>• salary payments (employee pay history records) including payroll deduction authorities, superannuation deductions and agency contributions, recovery of overpayments, and deductions to satisfy a judgment debt; and</li> <li>• separation records.</li> </ul> <p><i>For records documenting confidentiality agreements, including Undertakings of Fidelity and Secrecy use RA 2001/00000540 - STATISTICAL COLLECTIONS Class 2378</i></p>	Destroy 7 years after action completed