



Australian Government

National Archives of Australia

Records Authority
2020/00197545

**Asbestos Safety and Eradication
Agency (ASEA)**

ASBESTOS MANAGEMENT AND AWARENESS

2020



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Introduction

The Asbestos Safety and Eradication Agency (ASEA) 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 ASBESTOS MANAGEMENT AND AWARENESS. It represents a significant commitment on behalf of ASEA to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of ASEA. 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 ASEA 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 ASEA 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' are to be transferred to the National Archives for preservation.
2. This authority should be used in conjunction with general records authorities such as:
 - 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.
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.

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 ASEA 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 ASEA 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 ASEA 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 coming within 'retain as national archives' class 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*.
9. 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.
10. 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.
11. Advice on how to use this authority is available from the ASEA 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 2020/00197545

Notice of authorisation

Person to whom notice of authorisation is given:

Justine Ross
Chief Executive Officer (CEO)
Level 8, 12 Moore Street, Canberra ACT 2601

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 ASBESTOS MANAGEMENT AND AWARENESS

Authority

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
Linda Macfarlane Assistant Director-General a/g National Archives of Australia	21 June 2020

ASBESTOS MANAGEMENT AND AWARENESS

The core business of administering a nationally consistent approach to improving asbestos management and awareness in Australia with the aim of preventing exposure to asbestos fibres in order to eliminate asbestos-related disease in Australia.

The **core activities** include:

- developing, encouraging, coordinating, monitoring, reviewing, amending and implementing the National Strategic Plan for asbestos management and awareness;
- publishing and promoting the National Strategic Plan;
- providing advice to the Portfolio Minister, when requested, about asbestos safety;
- liaising with Commonwealth, State, Territory, local governments, other governments, agencies or bodies about asbestos safety, in general, and the implementation of the National Strategic Plan, in particular. Includes working with the Asbestos Safety and Eradication Council;
- commissioning, monitoring and promoting research on asbestos safety and other asbestos-related matters;
- developing and distributing nationally consistent information and advice on asbestos awareness and asbestos safety;
- maintaining a register (currently called the National Asbestos Exposure Register), which records the details of members of the public who think they may have been exposed to asbestos; and
- processing applications for permission to import and export asbestos under the relevant regulations (currently the Customs (Prohibited Imports) Regulations 1956 and the Customs (Prohibited Export) Regulations 1958).

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

- delegating powers and authorising actions;
- establishing committees and working groups to assist in the performance of agency business;
- planning and reviewing work programs and operational matters;
- developing and establishing operational policies, plans, guidelines, procedures, etc. (eg. annual operational plan); and
- identifying, assessing and managing risks in the performance of agency business.

Cross references to AFDA Express Version 2 Records Authority

For agency contributions and involvement in inquiries directly relating to its core functions (eg. appearing and responding to Parliamentary committees), use EXTERNAL RELATIONS.

For awarding grants/funding to various bodies, such as foundations, councils, and associations, use EXTERNAL RELATIONS.

For master set of media releases (eg. on asbestos awareness and asbestos safety), and addresses and speeches made by the agency head, use EXTERNAL RELATIONS.

For developing of high-level reports (eg. annual reports, formal reports submitted to the Minister or government), use EXTERNAL RELATIONS.

For managing the agency's financial resources in the performance of its functions, use FINANCIAL MANAGEMENT.

For engaging the services of contractors and/or external consultants, use PROCUREMENT.

For managing copyright arrangements for published reports, and for design and production of publications, use PUBLICATIONS.

Cross references to other records authorities

For the functions of the Council, the work of the Council's committees, and for appointments and separations of Council members, as described under the relevant legislation (currently the Asbestos Safety and Eradication Agency Act 2013), use General Records Authority 26 – ADVISORY BODIES.

Classes

Class no	Description of records	Disposal action
62760	<p>Records documenting:</p> <ul style="list-style-type: none"> • development, implementation and review of the National Strategic Plan for asbestos management and awareness, and other national or high-level policies, plans, strategies, guidelines and programs. Includes final version, major drafts, stakeholder engagement (including stakeholder submissions/progress reports), supporting research papers, briefs and correspondence; • publishing and promoting the National Strategic Plan; • National Asbestos Exposure Register. Includes summary information on members of the community who think they may have been exposed to asbestos; • applications to import and export asbestos. Includes processing forms and submissions, assessments, correspondence with applicants, and decision-making in relation to import and export permissions; • national or high-level advice, briefings, and information campaigns on asbestos management and awareness. Includes advice to the Portfolio Minister about asbestos safety and other asbestos-related matters; <p><i>[For formal reports prepared and submitted to the Minister or government on the performance of the agency's functions, use EXTERNAL RELATIONS].</i></p> <ul style="list-style-type: none"> • high-level, internal or external, committees (including committees established by the Agency Head), working groups, and other bodies relating to the core function, where the agency provides the secretariat, is the Australian Government's main representative or plays a prominent or central role. Includes documents establishing the committees, working groups etc, agenda, final version of minutes, associated reports, and supporting documentation such as briefing notes and discussion papers; 	Retain as national archives

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • high-level liaison with the advisory body (ie. Asbestos Safety and Eradication Council), Commonwealth, State, Territory, local governments, other governments, agencies or bodies about asbestos safety; • high-level meetings, conferences, and international engagement on asbestos-related issues; and • findings or outcomes of high-level or major research and analysis (eg. on matters that are controversial, subject of extensive debate, involve the use of innovative techniques, or represent a significant contribution to the body of knowledge) commissioned by the agency in relation to asbestos management and awareness. 	
62761	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; • all other core business activities not covered in class 62760, such as: <ul style="list-style-type: none"> ○ operational policies, work area programs, plans, guidelines, and procedures. Includes final version, major drafts, reviews, supporting documentation and stakeholder engagement; <p><i>[For agency-wide strategic and corporate plans, use STRATEGIC MANAGEMENT].</i></p> <ul style="list-style-type: none"> ○ receipt and response to general enquiries or requests for routine advice and assistance; ○ meetings or liaison with internal or external stakeholders for the routine exchange of information; ○ committees, working groups, etc set up to discuss or manage routine or general operational matters, or otherwise (for high-level groups) where the agency does not provide secretariat, or is not the Australian Government's main representative or does not play a prominent or central role; and ○ findings or outcomes of research and analysis commissioned by the agency in relation to asbestos management and awareness, other than those covered in class 62760. 	Destroy 7 years after last action