



Australian Government

National Archives of Australia

Records Authority

Chamber and Federation Chamber Support

2021/00332054

Members' Services and Corporate Support

2021/00337946

Parliamentary Committee Support

2021/00338006

Department of the House of Representatives

2022



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Introduction

The Department of the House of Representatives (the Department) and the National Archives of Australia (National Archives) have developed this records authority to set out the requirements for keeping or destroying records for the core business areas of Chamber and Federation Chamber Support, Members' Services and Corporate Support, and Parliamentary Committees Support. It represents a significant commitment on behalf of the Department to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Department. 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 the Department permission under the *Archives Act 1983* (Archives Act) as modified by the *Archives (Records of the Parliament) Regulations 2019* (Regulations), 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.

Records of the Parliament and the Archives Act

The Regulations modify and apply the provisions of Divisions 2 and 3 of Part V of the *Archives Act 1983* to records in the possession of the Senate, the House of Representatives and the Parliamentary Departments in order to provide a basis for the sound and professional management of the records of the Parliament. They balance the need for the Parliament and Parliamentary institutions to retain control of their records with the role of the National Archives to identify and care for the archival resources of the Commonwealth in perpetuity, and make them publicly accessible. The object of the Regulations is to provide for the preservation, management and use of the records of the Parliament in a manner that reflects:

- i. the position of the Parliament within the Commonwealth;
- ii. the special recognition and treatment that should be given to particular records of the Parliament; and
- iii. the different powers and functions of the Parliament and the Executive Government of the Commonwealth.

The Regulations provide for records of the Department to be divided into three categories – Class A, Class B and Class C.

Class A records are those which relate directly to the Parliament's performance of its functions and are therefore to remain within the exclusive control of the Parliament. Class C records are records that either contain information that is protected by section 64V of the *Parliamentary Service Act 1999* (Parliamentary Service Act) or are determined by legislative instrument, by the Presiding Officer(s) (with the Director-General National Archives), as relating to the provision of advice to a Senator or a Member of the House of Representatives and required to remain under the control of the Parliament because of a duty of confidentiality under the Parliamentary Service Act. Class B records are all other records that are neither Class A nor Class C records or excluded records for the purposes of the Regulations.

Definitions

Class A record means any of the following records except a record that is an excluded record:

- (a) the *Journals of the Senate* in the possession of the Senate;
- (b) the *Votes and Proceedings of the House of Representatives* in the possession of the House of Representatives;
- (c) a record that is:
 - (i) laid before, or tabled in; and
 - (ii) in the possession of; the Senate or the House of Representatives;
- (d) a record:
 - (i) that is presented to a committee; and
 - (ii) that is in the possession of the committee, the Senate or the House of Representatives; and
 - (iii) that the committee, the Senate or the House of Representatives respectively has not authorised to be published;
- (e) a record that:
 - (i) was prepared by an officer of a Parliamentary Department or a person employed in, or performing duties for, a Parliamentary Department; and
 - (ii) either minutes the proceedings of a committee or relates to a record that was presented to a committee; and
 - (iii) is in the possession of the committee, the Senate, the House of Representatives or a Parliamentary Department.

Class A records include:

Records documenting Chamber and Federation Chamber Support business and proceedings, including:

- Notice Papers;
- Votes and Proceedings;
- Clerk's and Deputy Clerk's notes (minutes);
- responses to questions on notice; and
- documents and artefacts presented (tabled) during proceedings, including associated lists, indexes and registers.

Records documenting the proceedings of and administrative arrangements for parliamentary committees which are:

- not authorised to be published, such as submissions, exhibits and transcripts of evidence presented in camera or on a confidential or restricted basis; or
- records prepared by a departmental officer or adviser to the committee that minute the proceedings of the committee or relate to a record presented to the committee. This may include for example, meeting minutes and papers, Chair's notes, summaries of submissions, submission acknowledgements, briefing papers, draft reports and associated amendments and correspondence.

Class B record means a record in the possession of the Senate, the House of Representatives or a Parliamentary Department that is not any of the following:

- (a) a Class A record;
- (b) a Class C record;
- (c) an excluded record.

Class C record means any of the following records in the possession of the Senate, the House of Representatives or a Parliamentary Department except a record that is an excluded record:

- (a) a record containing information that section 64V of the Parliamentary Service Act prohibits an entrusted person from disclosing (except for purposes described in subsection 64V(3) or (4B));
- (b) a record determined by the Presiding Officer by legislative instrument to be a Class C record if the Presiding Officer is satisfied that:
 - i. the record relates to the provision of advice to a Senator or a Member of the House of Representatives; and
 - ii. the record should remain under the control of the Parliament because of a duty of confidentiality under the Parliamentary Service Act; and

the Director-General of the National Archives agrees with the proposed determination.

Excluded record means a record in:

- a) the library collection for which the Parliamentary Librarian has responsibility; or
- b) the art collection of the Parliament.

Class A and Class C records are not subject to the disposal, transfer and access provisions of the Archives Act in the same way as Class B records. In accordance with Parliamentary practice (as defined in the Regulations), Class A and Class C records are managed and retained as records of national significance with archival value by Parliament. The disposal of Class A and Class C records are not authorised by this records authority.

In accordance with the Regulations,

- the Presiding Officer may make a written agreement with the Director-General of the National Archives for the transfer of Class A records and Class C records to the care of the National Archives (sections 27 and 29 of the Archives Act as modified by the Regulations); and
- Class A and Class C records may be made publicly available with permission or in accordance with a parliamentary practice (section 31A of the Archives Act as modified by the Regulations).

Application of this Authority

1. This authority supersedes records disposal authority (RDA) 1404 (1999). The superseded records authority cannot be used by the Department to sentence records after the date of issue of this authority.

This authority is to be used to determine how long **Class B** 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 the Department's 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, except as specified in Schedule 1.

- Schedule 2 lists those records that are permitted to be added to or amended if the records are 15 years or older in accordance with section 26(2)(b) of the Archives Act as modified by the Regulations.
2. Where records described in this records authority are subsequently determined to be Class C records as defined by the Archives Act modified by the Regulations, this records authority is to be reviewed and revised to reflect the agreed Class C determination.
 3. This authority is permitted to be used for Class B records in conjunction with:
 - general records authorities issued by the National Archives such as:
 - the AFDA Express version 2 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); and
 - General Records Authority 32 – Small Collection Management;
 - supporting sentencing guidance produced by the Department; and
 - the Department's authorised normal administrative practice policy.
 4. The normal administrative practice (NAP) of the Department provides a mechanism for the Department to destroy certain types of very low-value and short-term, facilitative records in the normal course of business without permission from the National Archives. NAP cannot be used to destroy business information that is covered (or should be covered) by the Department's specific records authority or general records authorities. The National Archives recommends that agencies develop and implement a NAP policy. Advice and guidance on destroying records as a normal administrative practice 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 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. The Department 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. The Department 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 Department 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. Class B 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. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer Class B 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 as modified by the Regulations, except as specified in Schedule 1.
 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 as modified by the Regulations,

access arrangements are required for Class B records that become available for public access including those Class B records that remain in agency custody.

11. Appropriate arrangements should be made with the National Archives when records are to be transferred into the care of the National Archives. The National Archives accepts for transfer only those Class B records designated as national archives. Separate and formal arrangements that may be made for the transfer of Class A and C records to the care of the National Archives apply to those records as provided by section 27 of the Archives Act as modified by the Regulations and may be appended to this records authority where made. Records created digitally after 1 January 2016 can be transferred in digital formats only.
12. Advice on how to use this authority is available from the Department's information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

Schedule 1

Issue No. 1 of 1

Records subject to a determination – *Archives Act 1983*, Section 29(1)(b) as modified by the *Archives (Records of the Parliament) Regulations 2019*

Class B records not required to be transferred to the care of the National Archives

Under a determination made by the Presiding Officer, with the concurrence of the Director-General of the National Archives, the following Class B records have been agreed not to be required to be transferred to the care of the National Archives under section 27(5)(b) of the Archives Act, as modified by the Regulations:

Chamber and Federation Chamber Support

Class 62907 -, records documenting:

- the development and review of rules, procedures and practices governing the conduct of business in the House. For example, Standing Orders, House of Representatives Practice, Guide to Procedures;
- advice, directions, rulings or submissions prepared and provided to or by the Speaker, Deputy Speaker or Second Deputy Speaker, Clerk, Deputy Clerk or a Senior Executive Officer. Includes advice, directions, rulings or submissions in relation to legislation, House practice and procedure, parliamentary privilege, or the administration of the Department; and
- summaries of selected procedural events and precedents occurring in the Chamber. This includes summary information held in the Procedural Records System and on standing order (index) cards;

for the sole purpose of enabling the Department to meet requirements to review advice or precedents relating to matters or events occurring within the House of Representatives.

However, the Department must:

- manage these records appropriately, subject to the Archives Act as modified by the Regulations;
- enable the National Archives to meet its obligations under section 30(1) and section 31(1) of the Archives Act as modified by the Regulations for these records;
- provide for the regular inspection of these records by National Archives, where an agreement between the Presiding Officer and the Director-General of the National Archives is made for such inspection. This includes the periodic provision of records item metadata for records to which this determination is subject by the Department to the National Archives by agreement, for the purposes of public accessibility; and
- review and inform the Director-General of the National Archives of the continuing need for this determination within 10 years of the date of issue of this Schedule.

Date of determination

2 May 2022

Review Date

2 May 2032

Schedule 2

Issue No. 1 of 1

Authorisation – Archives Act 1983, Section 26(2)(b) as modified by the Archives (Records of the Parliament) Regulations 2019

Class B records permitted to be added to or altered if 15 years or older

Permission is hereby given for the following Class B records to be added to and altered if the records are 15 years or older, provided those alterations do not involve erasures or deletions. Permission to alter the records is for the sole purpose of correcting errors.

Chamber and Federation Chamber Support

Class 62907 - records documenting:

- summaries of selected procedural events and precedents occurring in the Chamber. This includes summary information held in the Procedural Records System and on standing order (index) cards;
- cumulative statistics of the work of the House and its committees.

However, the Department must:

- review and inform the Director-General of the National Archives of the continuing need for this authorisation within 10 years of the date of issue of this Schedule, or when this Schedule is amended, whichever is earlier.

Authorising Officer

Simon Froude
Director-General
National Archives of Australia

Date of issue

29 June 2022

Review Date

2 May 2032

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 2021/00332054, 2021/00338006 and 2021/00337956

Notice of authorisation

Person to whom notice of authorisation is given:

Claressa Surtees
Clerk of the House of Representatives
Parliament House
Canberra ACT 2600

Purpose

Authorises arrangements for the disposal of Class B records in accordance with section 24(2)(b)(iii) of the *Archives Act 1983* as modified by the *Archives (Records of the Parliament) Regulations 2019*.

Determines Class B 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 Chamber and Federation Chamber Support, Members' Services and Corporate Support, and Parliamentary Committees Support.

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 |
| Simon Froude Director-General National Archives of Australia | 29 June 2022 |

Chamber and Federation Chamber Support

The core business of providing advice and support services to enable the House of Representatives Chamber and Federation Chamber (alternative chamber for debate of a restricted range of business) to meet and address business as scheduled.

The **core activities** include:

- providing advice to the Speaker and Members of the House;
- programming and coordinating business for the Chamber and Federation Chamber;
- processing and drafting bills and amendments;
- preparing and publishing the record of proceedings of the House;
- processing and maintaining documents presented (tabled) in proceedings;
- providing support for by-elections;
- developing and reviewing rules, practices and procedures to govern the conduct and operations of the House;
- conducting procedural and parliamentary research on the work of the House and its committees; and
- collecting, analysing, producing and maintaining procedural and statistical information on the work of the House.

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

- administrative delegations of authority, authorisations and appointments of authorised officers.
- providing and receiving advice;
- developing, implementing and reviewing strategies, frameworks, policies and procedures;
- planning and reporting;
- evaluating and reviewing;
- identifying, assessing and managing risks;
- liaising with stakeholders;
- making administrative arrangements to support the Chamber; and
- undertaking research and analysis.

Function note: Class A records of this core business, are excluded from this Records Authority, and are the responsibility of the Speaker and the House of Representatives. For further information, refer to the 'Introduction – Records of the Parliament and the Archives Act' of this Records Authority.

Cross references to AFDA Express Version 2 Records Authority

For records relating to the opening of Parliament and associated events, prorogation, dissolution and expiration of Parliaments, swearing-in of Governors-General, Royal or State functions (including funerals), or substantial visit briefs, use EXTERNAL RELATIONS, class 62657.

For the development of policy and procedures on the receipt, presentation or the exchange of gifts and commemorative items, use EXTERNAL RELATIONS

For gift registers (or similar summary records), use EXTERNAL RELATIONS, class 62657.

For explanatory information on the Department's website, information sheets, news updates, educational resources and campaigns, seminars or similar records aimed at increasing knowledge and awareness of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament, use EXTERNAL RELATIONS or PUBLICATION.

For speeches and presentations and papers presented at conferences, seminars or other events; and managing bookings or other arrangements for visits to Parliament House, use EXTERNAL RELATIONS.

For records relating to inter-parliamentary associations and organisations interactions documenting membership, secretariat records, record of proceedings attended, briefs, submissions and discussion papers prepared for committees and conferences of, and associated correspondence; including the master copy of the program for incoming parliamentary delegations, use EXTERNAL RELATIONS, class 62657.

For responding to enquiries or requests for information from external clients, use EXTERNAL RELATIONS, or TECHNOLOGY & INFORMATION MANAGEMENT for internal clients.

For legal advice received in support of the Chamber and Federation Chamber core business, use LEGAL SERVICES.

For managing the acquisition of goods and services, including tendering and contracting-out arrangements, use PROCUREMENT.

For records documenting physical security related matters for a property of national significance, use PROPERTY MANAGEMENT.

For records relating to the design, production, printing and distribution of publications as well as master versions of publications produced by the Department, use PUBLICATION.

Cross references to other Records Authorities

For the administration of the House of Representatives historical artefacts collection, including presentation histories and related research, use General Records Authority 32 – SMALL COLLECTION MANAGEMENT

Cross references to other areas of this Records Authority

For providing other services and support for members of the House of Representatives, use MEMBERS' SERVICES & CORPORATE SUPPORT.

For records relating to advisory and secretariat support provided to parliamentary committees, use PARLIAMENTARY COMMITTEE SUPPORT.

Classes

| Class no | Description of records | Disposal action |
|-----------------|--|---|
| 62907 | <p>Records documenting:</p> <ul style="list-style-type: none"> the development and review of rules, procedures and practices governing the conduct of business in the House. For example, Standing Orders, House of Representatives Practice, Guide to Procedures; <i>[Conditions apply – refer Schedule 1]</i> advice, directions, rulings or submissions prepared and provided to or by the Speaker, Deputy Speaker, Second Deputy Speaker, Clerk, Deputy Clerk, or a Senior Executive Officer. Includes advice, directions, rulings or submissions in relation to legislation, House practice and procedure, parliamentary privilege, or the administration of the Department. Excludes records covered in class 62922; <i>[Conditions apply – refer Schedule 1]</i> Message Books recording the formal transmission details of all messages from the House to the Senate; | <p>Retain as national archives</p> <p>Condition: Where applicable, refer Application Notes - Schedule 1 and Schedule 2.</p> |

| Class no | Description of records | Disposal action |
|----------|--|-----------------|
| | <ul style="list-style-type: none"> • summaries of selected procedural events and precedents occurring in the Chamber. This includes summary information held in the Procedural Records System and on standing order (index) cards; <i>[Conditions apply – refer Schedule 1 and Schedule 2]</i> • cumulative statistics of the work of the House and its committees; <i>[Conditions apply – refer Schedule 2]</i> • final version of cumulative reports (i.e. sessional, bi-annual, annual, parliamentary term) which provide a consolidated breakdown or summary of the work and business of the House, or procedural events or precedents occurring in the House. For example, the Statistical Digest, House Review, Procedural Digest, and Work of the Session; <i>[For master versions of publications produced as a by-product of cumulative statistics, such as the Statistical Digest and Work of the Session, use PUBLICATION.]</i> • final version of research reports or papers developed or commissioned by the Department; • drafting and processing bills and amendments to bills initiated in the House, from introduction to assent. Includes versions as considered by the House (as introduced and as amended), versions as passed by the House, and signed assent copies; • instructions, advice, liaison and correspondence between drafters and Members during the drafting of private Members' bills, including draft versions of bills not introduced into the House. Excludes records covered in class 62922; • register of Members' attendance in the Chamber; • chronological records and associated registers providing a consolidated history of correspondence addressed to or received from the Speaker, Deputy Speaker, Second Deputy Speaker, Clerk or Deputy Clerk; • delegations of authority or authorisations, such as those made to the Clerk regarding legislation or functions of the Department, and appointments of authorised officers considered to be high-level; • master photographic and audio-visual records created by the Department documenting the Chamber and Federation Chamber Support function; and • policy and art-work relating to the design of Chamber, Parliamentary or Departmental badges, emblems and logos, including records relating to rejected designs. | |

| Class no | Description of records | Disposal action |
|----------|---|---|
| 62908 | Draft versions of bills which incorporate routine amendments not affecting the text of bills (e.g. second reading amendments, clerical or typographical corrections). | Destroy 20 years after action completed |
| 62909 | <p>Records documenting:</p> <ul style="list-style-type: none"> • transmission notes for, and copies of, documents to be tabled in the House; • referrals of matters presented to the House, to Ministers; • notification of changes to sitting days; and • final versions of routine reports and interim updates (e.g. daily, weekly or fortnightly) providing a forecast or summary of the work and business of the House. For example, This Week in the House and Last Week in the House. | Destroy 3 years after action completed |
| 62910 | <p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • Chamber and Federation Chamber Support activities, other than those covered in classes 62907 to 62909. <p>Includes records documenting:</p> <ul style="list-style-type: none"> • draft versions of by-election writs and routine arrangements and support for by-elections. This includes liaison with the electoral commission regarding dates and arrangements for the gazettal of writs; • routine internal advice, including draft advice provided from business areas to the Clerk or Deputy Clerk. Excludes records covered in class 62922; • the Daily Program ('the Blue') listing expected business to be dealt with by the House; • routine liaison and correspondence with external bodies regarding the business of the House of representatives, such as correspondence arising from tabling and programming; • House of Representatives seating plans; and • delegations of authority, and authorisations and appointments of authorised officers which are administrative or routine in nature, such as delegations made by the Clerk or external officers to staff members. | Destroy 7 years after action completed |

Members' Services and Corporate Support

The core business of providing advice, services and support to Members in Parliament House.

The **core activities** include:

- providing orientation programs for new Members and information/ briefing sessions for existing Members;
- administering and managing Members' salaries and allowances;
- recording and managing Members' interests;
- providing advice and support to Members in relation to (for example) swearing-in ceremonies, salaries and allowances, transport coordination, accommodation services, official passports and visas, or other routine matters to assist Members in their Parliamentary work, or separation from Parliament;
- maintaining lists and contact details for Members;
- enforcing media rules within the House, including through the issue of penalties for non-compliance; and
- developing policies and procedures relating Members' services and relationships with the media.

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

- administrative delegations of authority, authorisations and appointments of authorised officers;
- providing and receiving advice;
- developing, implementing and reviewing strategies, frameworks, policies and procedures;
- planning and reporting;
- identifying, assessing and managing risks;
- evaluating and reviewing;
- planning, conducting and facilitating audits;
- liaising with stakeholders; and
- making administrative arrangements to support Members.

Cross references to AFDA Express Version 2 Records Authority

For organising and allocating furniture, fittings, equipment, stationery or other items for Members (including Members' badges, lapel pins, medallions and/or flags), use ASSET MANAGEMENT.

For the handling of compensation claims and cases involving Members, use COMPENSATION.

For issuing press gallery passes, routine liaison with media bodies concerning televising, filming, photographing or broadcasting proceedings, or other enquiries and requests to film or photograph inside Parliament House precincts, use EXTERNAL RELATIONS.

For routine liaison with other parliamentary departments regarding support and services to Members; Members' surveys carried out to determine the level of satisfaction with services provided; and general complaints, enquiries or feedback about Member's services, use EXTERNAL RELATIONS.

For organising and supporting incoming and outgoing visits and delegations, use EXTERNAL RELATIONS.

For allocating funds and processing and recording financial transactions relating to the payment of monies to Members, use FINANCIAL MANAGEMENT.

For organising and allocating office accommodation for Members, or making bookings for committee rooms, Chamber galleries, or other spaces, use PROPERTY MANAGEMENT.

For organising and allocating information communications and technology equipment for Members and providing mail and courier services, use TECHNOLOGY & INFORMATION MANAGEMENT.

For records relating to handling child sexual abuse disclosures, allegations or complaints that involve the agency or members of the agency's workforce, including employees and volunteer workers,

contractors, visitors and members of the general public, use WORK HEALTH & SAFETY, PERSONNEL MANAGEMENT, and/or COMPENSATION.

Cross references to other areas of this Records Authority

For recording the attendance of sitting Members in the Chamber, use CHAMBER & FEDERATION CHAMBER SUPPORT.

For the development and review of House of Representatives rules, guides and procedures which provide the authoritative source for House practices, use CHAMBER & FEDERATION CHAMBER SUPPORT.

For parliamentary committees such as those dealing with Members' interests use PARLIAMENTARY COMMITTEE SUPPORT.

Classes

| Class no | Description of records | Disposal action |
|-----------------|--|-----------------------------|
| 62919 | <p>Records documenting:</p> <ul style="list-style-type: none"> • declarations of Members' pecuniary or other interests. Includes statements and declarations received and associated amendments, and registers of Members' interests; • summary records of all Members identifying: <ul style="list-style-type: none"> ○ name of Member; ○ date of birth; ○ dates of election or re-election; ○ political party; ○ electorate; ○ positions and appointments held; and ○ dates of cessation of Membership and reason. • tributes prepared following the death of a Member, including tribute/condolence books; • final version of policies, procedures or manuals developed to provide rules, guidance and/or support to Members or media bodies, such as the Members' Handbook and Media Rules; • final versions of presentations, handouts or other resources developed and used in the delivery of orientation programs or seminars for new Members, or general information briefings for new Members and their staff; • delegations of authority or authorisations and appointments of authorised officers considered to be high-level, such as those made to the Clerk regarding legislation or functions of the Department; and • breaches of media rules which are considered significant, such as those resulting in the denial of access to chamber galleries or the suspension or cancellation of an individual's access pass. | Retain as national archives |

| Class no | Description of records | Disposal action |
|----------|--|--|
| 62936 | <p>Records documenting:</p> <ul style="list-style-type: none"> • delivery of services to children by the agency, such as providing school and public tours and educational seminars and workshops involving individuals under 18 years of age, that may allow for delayed disclosure of child sexual abuse by survivors. Includes services provided under contractual or outsourcing arrangements on behalf of the agency, comprising final versions, major drafts, supporting research and results of stakeholder consultations such as attendance lists, tour maps, programs, tour and seminar content, staff rosters, and other information that may support investigation of delayed disclosure of child sexual abuse by survivors. <p>Excludes investigation and inquiry case records.</p> <p><i>[For records relating to handling child sexual abuse disclosures, allegations or complaints that involve the agency or members of the agency's workforce, including employees and volunteer workers, contractors, visitors and members of the general public, use WORK HEALTH & SAFETY, PERSONNEL MANAGEMENT, and/or COMPENSATION.]</i></p> | <p>Destroy 100 years after date of birth of the child or 100 years after action completed, whichever is sooner</p> |
| 62920 | <p>Records documenting:</p> <ul style="list-style-type: none"> • service history of individual Members, other than those summary records identified in class 62936. Includes: <ul style="list-style-type: none"> ○ summary records of leave and salaries and allowances paid to Members; and ○ notices or certificates and associated administrative arrangements concerning the separation of Members from Parliament. <p><i>[For the administration of allowances paid to Members, use PARLIAMENTARY ENTITLEMENTS]</i></p> | <p>Destroy 7 years after Members' parliamentary service ceases</p> |
| 62921 | <p>Records documenting:</p> <ul style="list-style-type: none"> • review and development of policies, procedures and guides for Members, including drafts distributed for internal review, review feedback and working papers; • breaches of media rules which are considered routine, such as those resulting in a warning or reminder of the media rules; • routine liaison, advice and arrangements in relation to, for example: <ul style="list-style-type: none"> ○ swearing-in of Members | <p>Destroy 3 years after action completed¹</p> |

¹ 'action completed' means '3 years after the end of the parliamentary term in which the records were created' or '3 years after Members' parliamentary term expires' where applicable.

| Class no | Description of records | Disposal action |
|----------|--|--|
| | <ul style="list-style-type: none"> ○ transport to and from Parliament House ○ delivery of new Member orientation programs such as venue bookings, invitations, attendance lists and evaluation forms; and ○ obtaining official passports, visas, entry permits, clearances or similar authorisations on behalf of Members, Senators and their spouses. | |
| 62922 | <p>Records documenting advice provided to Members in absolute confidence, and kept by the Clerk, Deputy Clerk, or a Senior Executive Officer.</p> <p><i>[For advice and assistance in relation to the drafting of private Members' bills, or advice or directions prepared and provided by the Speaker, Deputy Speaker, Second Deputy Speaker, Clerk, Deputy Clerk, or a Senior Executive Officer use CHAMBER & FEDERATION CHAMBER SUPPORT.]</i></p> <p><i>[For all other advice to Members relating to routine administrative or operational matters, use class 62923.]</i></p> | Destroy when Members' parliamentary service ceases |
| 62923 | <p>Records documenting:</p> <ul style="list-style-type: none"> • delegations of authority, and authorisations and appointments of authorised officers which are administrative or routine in nature, such as delegations made by the Clerk or external officers to staff members; • routine operational administrative tasks supporting the core business; and • Members' services and corporate support activities, other than those covered in class 62936, and classes 62920 to 62922. | Destroy 7 years after action completed |

Parliamentary Committee Support

The core business of providing secretariat and advisory support to committees consisting of Members and Senators operating within the Parliament. This may include:

- parliamentary committees appointed by the House, or by both Houses, such as standing, select, joint, statutory, domestic or internal committees set up to investigate specific matters of policy, government administration or performance; and
- unofficial/informal committees which are not appointed by the House, but which are set up to advise Presiding Officers, or otherwise discuss matters concerning the internal administration and operation of the Parliament.

The **core activities** include:

- providing inquiry-related advice;
- conducting research and analysing evidence and information received by committees;
- responding to enquiries about the purpose and progress of committee inquiries;
- drafting chair's reports;
- making routine arrangements to facilitate committee meetings, public hearings, promotion of inquiries, or tabling of committee reports.

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

- developing, implementing and reviewing internal operating procedures, manuals and checklists;
- providing and receiving advice;
- undertaking research and analysis;
- planning and reporting;
- evaluating and reviewing;
- liaising with stakeholders; and
- handling internal enquiries.

Function note: Class A records of this core business, are excluded from this Records Authority, and are the responsibility of the Speaker and the House of Representatives. For further information, refer to the 'Introduction – Records of the Parliament and the Archives Act' of this Records Authority.

Cross references to AFDA Express Version 2 Records Authority

For media releases, media interviews or other relationships with media bodies concerning the work of parliamentary committees, use EXTERNAL RELATIONS.

For managing committee budgets, expenditure and financial transactions, use FINANCIAL MANAGEMENT.

For arranging and/or providing staff training in relation to working with committees, use PERSONNEL MANAGEMENT.

For the acquisition of services necessary to support the work of committees, including specialist advisers, use PROCUREMENT.

For records documenting physical security related matters for a property of national significance, use PROPERTY MANAGEMENT.

For records relating to the design, production, printing and distribution of publications as well as master versions of publications produced by the Department, use PUBLICATION.

For departmental committees supporting internal operational and administrative matters, refer to the relevant function in the AFDA records authority. For example, use STRATEGIC MANAGEMENT for

Executive management or audit and risk committees, WORK HEALTH & SAFETY for health and safety committees, or PERSONNEL MANAGEMENT for human resource management committees.

For receiving and responding to requests for access to departmental information under privacy or archives legislation, use TECHNOLOGY & INFORMATION MANAGEMENT.

For records relating to handling child sexual abuse disclosures, allegations or complaints that involve the agency or members of the agency's workforce, including employees and volunteer workers, contractors, visitors and members of the general public, use WORK HEALTH & SAFETY, PERSONNEL MANAGEMENT, and/or COMPENSATION.

Cross references to other areas of this Records Authority

For proceedings of the Chamber and Federation Chamber as well as records relating to the development and review of House practices, rules, procedures or principles which direct the establishment and operation of parliamentary committees, use CHAMBER & FEDERATION CHAMBER SUPPORT.

For providing services and support for Members of the House of Representatives, including new Member orientation seminars, use MEMBERS' SERVICES & CORPORATE SUPPORT.

Classes

| Class no | Description of records | Disposal action |
|-----------------|---|-----------------------------|
| 62925 | <p>Records documenting:</p> <ul style="list-style-type: none"> • membership of parliamentary committees including advice and notifications of changes to membership, and formal photographs of the membership of committees; <p><i>[For photographic and audiovisual material created for media engagement purposes, or documenting significant visits, ceremonies or events to mark special occasions use EXTERNAL RELATIONS]</i></p> <ul style="list-style-type: none"> • proceedings of parliamentary committees which are: <ul style="list-style-type: none"> ○ authorised to be published, such as submissions, public exhibits and transcripts of evidence (both original and redacted versions); or ○ records prepared by a departmental officer or adviser to the committee that do not minute the proceedings of the committee or relate to a record presented to the committee. This may include for example, terms of reference and any referrals to the committee, copy of the final committee report including any dissenting reports, background briefings and materials used to support committee inquiries. • proceedings of the Parliamentary Commission of Inquiry including records relating to the development and review the legislation establishing the inquiry (the <i>Parliamentary Commission of Inquiry Act 1986</i>); • proceedings and reports of unofficial/informal committees; and | Retain as national archives |

| Class no | Description of records | Disposal action |
|----------|--|---|
| | <ul style="list-style-type: none"> advice, directions or submissions prepared and provided to or by the Speaker, Deputy Speaker, Second Deputy Speaker, Clerk, Deputy Clerk or a Senior Executive Officer in relation to the practices or procedures of parliamentary committees. Includes inquiry scoping advice, or other advice and submissions provided directly in relation to the issues before and proceedings of committees that are Class B records. Excludes records covered in class 62922. <p><i>[Consideration should be given to any committee records that may potentially fall within a Class A category of records.]</i></p> | |
| 62926 | <p>Records documenting:</p> <ul style="list-style-type: none"> delivery of services to children by the agency, such as providing school and public tours and educational seminars and workshops involving individuals under 18 years of age, that may allow for delayed disclosure of child sexual abuse by survivors. Includes services provided under contractual or outsourcing arrangements on behalf of the agency, comprising final versions, major drafts, supporting research and results of stakeholder consultations such as attendance lists, tour maps, programs, tour and seminar content, staff rosters, and other information that may support investigation of delayed disclosure of child sexual abuse by survivors. <p>Excludes investigation and inquiry case records.</p> <p><i>[For records relating to handling child sexual abuse disclosures, allegations or complaints that involve the agency or members of the agency's workforce, including employees and volunteer workers, contractors, visitors and members of the general public, use WORK HEALTH & SAFETY, PERSONNEL MANAGEMENT, and/or COMPENSATION.]</i></p> | Destroy 100 years after date of birth of the child or 100 years after action completed, whichever is sooner |
| 62927 | <p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the core business; and parliamentary committee support activities, other than those covered in class 62925. <p>Includes records documenting:</p> <ul style="list-style-type: none"> development and review of routine internal operational procedures, manuals or checklists, including final versions; routine arrangements such as arrangements for advertising and photographs, bookings for rooms, venues, facilities, catering and travel; advice and correspondence relating purely to administrative matters such as meeting invitations and | Destroy 7 years after action completed |

| Class no | Description of records | Disposal action |
|----------|---|-----------------|
| | <p>acceptances, meeting notices, acknowledgement of receipt of submissions, mailing and contact lists, and proof transcripts and corrections;</p> <ul style="list-style-type: none"> • notifications for the Daily Program (e.g. notifications of public hearings); • receipt and response to general enquiries about the purpose and progress of committee inquiries; and • routine operational reports and statistics used to monitor committee activities or facilitate formal reporting to the House. <p><i>For visit reports resulting from parliamentary committee delegations use class 62925.</i></p> <p><i>[Consideration should be given to any committee records that may potentially fall within a Class A category of records.]</i></p> | |