



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2022/00410589

**Antarctic Expeditioner Management**

**Australian Antarctic Division**

2023



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## Introduction

The Australian Antarctic Division (the Division) of the Department of Climate Change, Energy, the Environment and Water - 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 function of Antarctic Expedition Management. It represents a significant commitment on behalf of the Division to understand, create and manage the records of its activities.

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

The authority sets out those records that need to be retained as national archives and specify the minimum length of time that temporary records need to be kept. This authority gives the Division 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 Division.

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 the Expedition Personnel function of 2010/00178266 (2010). The superseded records authority function cannot be used by the Division to sentence records after the date of issue of this authority.
2. Records Authority 2005/00049707 (2005) is revoked.
3. 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 Division 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.
4. 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).
5. 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).

6. 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.
7. 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).
8. 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 Division 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.
9. In general, retention requirements indicate a minimum period for retention. The Division 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 Division 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.
10. 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*.
11. 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.
12. 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.
13. Advice on how to use this authority is available from the Division's 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 2022/00410589

### Notice of authorisation

Person to whom notice of authorisation is given:

Emma Campbell  
Head of Australian Antarctic Division  
GPO Box 3090  
Canberra City, ACT 2601  
Australia

### 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 Antarctic Expeditioner Management.

### 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.

This document has been authorised through a digital workflow (R490542023)

**Authorising Officer**



Steven Fox  
Assistant Director-General  
National Archives of Australia

**Date of issue**

31 August 2023

## ANTARCTIC EXPEDITIONER MANAGEMENT

The core business function of managing, training and preparing expeditioners to participate in Australia's Antarctic programs. Includes staff (head office staff and non-ongoing employees), fellowship or funding recipients, foreign exchange personnel, or other program participants who are required to work and live in the Australian Antarctic Territory, sub-Antarctic territories, the Southern Ocean and the Territory of Heard Island and McDonald Islands, and/or Tasmania's Macquarie Island.

The core activities include:

- managing the employment conditions and service history of individual expeditioners;
- recognising service contributions and achievements through honours and service awards;
- planning and providing specialised training and orientation programs including pre-departure, field, search and rescue and specialised medical, vehicle and equipment training;
- appointing expedition personnel under relevant legislation, such as inspectors, auditors, examiners, arbitrators, special constables exercising police powers on station, voyage representatives or leaders; and
- providing member liaison and support services to expedition personnel.

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

- making travel and accommodation arrangements;
- developing policies and procedures;
- identifying, assessing and managing risks; and
- reporting and reviewing.

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

*For all other records relating to the management of expedition and non-expedition personnel (e.g. recruitment, training, counselling, complaints and grievances, leave, pay and entitlements, compensation claims and rehabilitation and terminations, etc.), use COMPENSATION, WORK HEALTH & SAFETY and PERSONNEL MANAGEMENT.*

### **Cross references to other records authorities**

*For the provision and management of medical and dental services provided to expeditioners, use ANTARCTIC MEDICAL SERVICES AND SUPPORT.*

*For registers of funding recipients and the outcomes of funding programs (Australian Antarctic Arts Fellowship), use GRA 28 - GRANT MANAGEMENT.*

## Classes

Class no	Description of records	Disposal action
63036	Records documenting: <ul style="list-style-type: none"> <li>• awards and honours recognising significant achievements, contributions or service of expedition personnel. Includes final selection criteria,</li> </ul>	Retain as national archives

Class no	Description of records	Disposal action
	<p>nominations, assessments and decisions, and notifications to recipients;</p> <ul style="list-style-type: none"> <li>• summary records and registers of all expeditioners travelling to Antarctica, including the: <ul style="list-style-type: none"> <li>○ expeditioner's name;</li> <li>○ dates and duration of expedition;</li> <li>○ purpose of the expedition; and</li> <li>○ locations visited.</li> </ul> </li> </ul> <p><i>For the employee service history of all expeditioners, use PERSONNEL MANAGEMENT.</i></p> <ul style="list-style-type: none"> <li>• developing, evaluating and reviewing unique and specialised medical training courses or orientation programs tailored to working and operating in the remote Antarctic environment. Includes liaison, partnerships and arrangements with colleges and universities, final versions of course or program outlines, training manuals, learning modules, guides and similar resources; and</li> <li>• developing and reviewing major policies and procedures, manuals, handbooks, guides (or similar) which provide comprehensive information, instructions and/or guidance on requirements concerning travelling to and from, and working and living in Antarctica, such as the Expeditioner Handbook. Includes major drafts, supporting research, results of stakeholder consultations, and final versions.</li> </ul>	
63037	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• registers or similar summary records of training provided to expeditioners that relates to medical practice, occupational health and safety, or training in or involving the use of hazardous materials. Includes summary records of exemptions for recognised prior training.</li> </ul>	Destroy 50 years after action completed
63038	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine planning, administration and evaluation of training and orientation courses and programs, including training schedules, enrolment forms and attendance lists, correspondence with training providers, general bookings and arrangements, and completed training evaluations and reports to management;</li> <li>• family liaison and support activities and services provided by the agency, or external groups; and</li> <li>• travel arrangements for expedition personnel,</li> </ul>	Destroy 3 years after action completed



<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
	including arrangements for passports, visas, flight, voyage or accommodation bookings and itineraries.	
63039	Records documenting: <ul style="list-style-type: none"><li>• background notes and rough working papers, routine drafts or similar documents which support the development of policies, procedures, reports, training materials etc.</li></ul>	Destroy 1 year after action completed
63040	Records documenting: <ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the core business; and</li><li>• Antarctic expeditioner management activities, other than those covered in classes 63036 to 63039.</li></ul>	Destroy 10 years after action completed