



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2022/00410636

**Antarctic Scientific Research**

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 Scientific Research. 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 Scientific Research and Support 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 The superseded records authority function cannot be used by the Division to sentence records after the date of issue of this authority.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 2022/00410636

### 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 Scientific Research.

### 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 (R409602023)

**Authorising Officer**



Steven Fox  
Assistant Director-General  
National Archives of Australia

**Date of issue**

31 August 2023

## ANTARCTIC SCIENTIFIC RESEARCH

The core business function of leading and conducting research in support of the Australian scientific program in Antarctica and the Southern Ocean. Includes research covering physical and life sciences in the atmospheric, terrestrial and marine domains, human biology and medical research, and long-term observational activities such as monitoring meteorological, ionospheric and seismic activity, and aerial, hydrographic and bathymetric mapping.

**Note:** This core business covers the findings and outcomes of research. The agency has an obligation under the Antarctic Treaty system to make available scientific research to ensure that information and expertise is shared for the benefit of Treaty parties and the environment.

Scientific specimens, samples or materials such as biological specimens and sediment should be managed, retained and disposed of in accordance with relevant legislation, standards or guidelines issued by an appropriate body

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

*For handling of public enquiries about the agency's operations, the preparation and delivery and presentations at industry or public conferences, workshops, seminars, events, etc, use EXTERNAL RELATIONS.*

### Cross references to other records authorities

*For scientific research program plans, strategies, proposals, policies and procedures; collaborative research agreements or joint venture partnerships; liaising with the scientific community, industry, community or other stakeholders; acquiring, designing, building or modifying, testing and maintaining specialised scientific equipment or apparatuses; conferring or receiving research awards for excellence, etc, use GRA 37 - RESEARCH & DEVELOPMENT. Classes*

*For the development of overarching policy, plans, strategies or agreements (including those under the Antarctic Treaty system) which frame and direct the agency's Antarctic operations and activities, as well as liaising and consulting with and reporting to Treaty parties in accordance with treaty obligations, use ANTARCTIC PROGRAM COORDINATION & GOVERNANCE.*

*For seeking and obtaining permits or approvals to import, export or move scientific specimens, samples or materials in accordance with border protection requirements, as well as the acquisition, design, construction or major modification and testing of highly specialised, unique or purpose-built scientific equipment or apparatus, use ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.*

*For managing, training and preparing expeditioners to participate in Australia's Antarctic science programs, use ANTARCTIC EXPEDITIONER MANAGEMENT.*

*For the issuing and management of grants, fellowships and scholarships, use GRA 28 - GRANT MANAGEMENT.*

Class no	Description of records	Disposal action
63051	Records documenting:	Retain as national archives

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• observations, findings and outcomes of research projects and activities carried out in support of Australia's Antarctic science programs. Includes:               <ul style="list-style-type: none"> <li>○ all scientific research project outcomes, including scientific data, datasets, spatial data collections, reports, surveys, maps, plans, charts, listings or similar information;</li> <li>○ data control mechanisms such as taxonomies, classification and metadata schemes, catalogues, etc., used to index scientific research collections; and</li> </ul> </li> <li>• supporting information products, applications and tools developed by the agency and necessary to enable search, finding, access and retrieval of scientific research collections.</li> </ul>	
63052	Records documenting: <ul style="list-style-type: none"> <li>• calibration and testing certificates and reports for scientific equipment or apparatus where certificates and reports are required to evidence and validate research findings and observations.</li> </ul>	Destroy 50 years after action completed
63053	Records documenting: <ul style="list-style-type: none"> <li>• the tracking, storage, movement and management of scientific specimens or samples.</li> </ul>	Retain in accordance with the minimum retention periods required for the specimens or samples recorded in the register.
63054	Records documenting: <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the core business; and</li> <li>• Antarctic scientific research activities, other than those covered in classes 63051 to 63053.</li> </ul>	Destroy 7 years after action completed