



Australian Government

National Archives of Australia

Records Authority

2018/00083401

Department of Home Affairs

Personal Identifiers Management

2018



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INTRODUCTION

The Department of Home Affairs (the Department) and the National Archives of Australia have developed this records authority to set out the requirements for keeping or destroying personal identifiers collected for any purpose under migration, citizenship or border protection law, including but not limited to the *Migration Act 1958*, the *Australian Citizenship Act 2007*, the *Fisheries Management Act 1991* and the *Torres Strait Fisheries Act 1984*, for a period of 75 years from the date of collection. A personal identifier is defined in those Acts as including fingerprints of a person and other identifiers.

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 coverage for fingerprints in classes 20709, 20905, 20907, 20908, 20912 and 20915 in the Department's Records Authority 2009/00667625. These classes must not be used to sentence fingerprint records after the date of issue of this authority.
2. Where a record of the Department containing personal identifiers has been sentenced using an existing disposal class in another records authority, the Department will retain the record consistent with the relevant disposal class with the longest retention period.
3. This records authority currently limits coverage to fingerprint records. As personal identifiers such as facial recognition and retinal scanning are adopted to establish and verify individual identities, further relevant classes will be issued under this function in consultation with the Department.
4. 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 Departmental 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.
5. 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.
6. 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.

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 2018/00083401

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

Mr Michael Pezzullo
Secretary
Department of Home Affairs
PO Box 25
Belconnen ACT 2616

Purpose:

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

Application:

Personal identifiers collected for purposes specified in migration, citizenship or border protection law.

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
Acting Assistant Director- General
National Archives of Australia

Date of issue:

2 November 2018

PERSONAL IDENTIFIERS MANAGEMENT

The function of collecting and maintaining personal identifiers to provide a unique anchor for an individual's identity. Personal identifiers are collected and used to establish and verify individual identities and to conduct checks against information held by foreign Governments or their agencies, international or domestic organisations, or Commonwealth, State or Territory Government agencies.

Class no	Description of records	Disposal action
62427	All fingerprint records collected for purposes specified in migration, citizenship or border protection law.	Destroy 75 years after collection