



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2024/00474627

**Research and Development**

*Authorised use of General Records*

*Authority 37*

Australian Institute of Family Studies

2024



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## INTRODUCTION

The Australian Institute of Family Studies (AIFS) and the National Archives of Australia have developed this records authority to authorise the use of General Records Authority 37 – Research and Development (GRA 37) to sentence and disposal of records relating to the research and development function of AIFS.

This authority is based on the identification and analysis of the business of AIFS. 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 authorises the use of GRA 37 by AIFS, based on analysis of the core activities of AIFS, and confirmation of their coverage under the scope, activities, classes and disposal actions described in GRA 37. GRA 37 specifies the minimum length of time that temporary records need to be kept and gives the agency permission under the *Archives Act 1983*, for the destruction of the temporary records 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; community expectations; and the suitability of coverage in GRA 37 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 supersedes Australian Institute of Family Studies' records authority 2010/00698490. It cannot be used to sentence records after the date of issue of this authority.
2. Records relating to ad hoc disclosures of child sexual abuse may be dealt with by GRA 41 – Child Sexual Abuse Incidents and Allegations until GRA 37 – Research and Development is revised to cover such records.
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](http://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](http://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 agency 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 agency 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 agency 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 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.
9. Advice on how to use this authority is available from the agency'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 2024/00474627

### Notice of authorisation

Person to whom notice of authorisation is given:

Dr Sharman Stone  
Director  
Australian Institute of Family Studies  
Level 4, 40 City Road  
Southbank, Victoria 3006

### 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

Australian Institute of Family Studies research and development records as described in [General Records Authority 37 – Research and Development](#).

### Authority

This authority gives permission for the retention, alteration or destruction 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 (R413132024).

Authorising Officer	Date of issue
Josephine Secis Assistant Director-General, Collection Management National Archives of Australia	30 May 2024

## AUTHORISATION CLASS

Class no	Description of records	Disposal action
63148	All core business records relating to the research and development activities of the Australian Institute of Family Studies.	Dispose of according to the requirements of <a href="#">GRA 37</a> – Research and Development