



Australian Government

National Archives of Australia

Records Authority

2025/00445353

**Senators' Services, Education and Corporate
Support**

Department of the Senate

2025



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INTRODUCTION

The Department of the Senate (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 of Senators' Services, Education and Corporate 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* 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, 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 Support business and proceedings, including:

- Notice Papers;
- Journals;
- 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 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
- confidential declarations of Senators' pecuniary or other interests and registers of Senators' interests, provided to the Senators' Interests committee;
- 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; andthe 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 is 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 authorities RDA 1184 and RDA 1185. The superseded authorities cannot be used by the Department of the Senate to sentence records after the date of issue of this records authority.
2. 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.
3. This authority is permitted to be used for Class B records in conjunction with:
 - general records authorities such as:

- Administrative Functions Disposal Authority (AFDA) Express Version 2 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);
 - supporting sentencing guidance produced by the Department; and
 - the Department's authorised normal administrative practice policy.
4. 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.
 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 1983*, the *Freedom of Information Act 1982* 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 identified as 'retain as national archives' class 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*.
 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 1983*, access arrangements are required for records that become available for public access including those records that remain in agency custody.
 11. 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.
 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.

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 2025/00445353

Notice of authorisation

Person to whom notice of authorisation is given:

Richard Pye
Clerk of the Senate
Parliament House
Canberra ACT 2600

Purpose

Authorises arrangements for the disposal of 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 **Class B** core business function records of the Department of the Senate: Senators' Services, Education and Corporate 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.

This document has been authorised through a digital workflow (R692972025).

Authorising Officer	Date of issue
Simon Froude Director-General National Archives of Australia	16/12/2025

SENATORS' SERVICES, EDUCATION AND CORPORATE SUPPORT

The core business of providing advice, services and support to Senators in Parliament House, informing and educating Australians about the work of the Parliament in Australia and providing specific corporate support services considered unique to the operation of the Department.

The **core activities** associated with providing services and support to Senators include:

- providing orientation programs for new Senators and information briefing sessions for existing Senators and their staff;
- allocating accommodation (suites) to Senators and Assistant Ministers;
- administering and managing Senators' salaries and allowances;
- providing advice and support to Senators in relation to swearing-in ceremonies, salaries and allowances, travel, leisure and accommodation services or other routine matters as part of their Parliamentary work or separation from Parliament;
- maintaining lists and contact details for Senators;
- preparing tributes following the death of a Senator or following a major event that results in the loss of life, such as a natural disaster;
- developing and reviewing procedures and manuals to support and guide Senators.

The **core activities** associated with corporate support to Senators include:

- developing and reviewing rules for managing the media;
- enforcing media rules, including through the issue of penalties for non-compliance;
- designing Senate, parliamentary or departmental badges, emblems, pins, logos or similar items;
- issuing and reporting on feedback from surveys regarding Senator satisfaction with Departmental services;
- engagement with inter-parliamentary committees and conferences;
- managing memberships to inter-parliamentary associations and forums;
- arranging and managing parliamentary delegations to or from the Department.

The **core activities** associated with education include:

- developing and reviewing information and education resources;
- delivering training and education programs and sessions for Senator's staff, public servants, not-for-profit organisations, teachers, students and the wider community.

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

- making administrative arrangements to support the delivery of orientation or educational programs and events;
- developing and reviewing internal operating procedures;
- preparing routine reports, plans and statistics relating to the provision of support and services;
- administrative delegations of authority, authorisations and appointments of authorised officers.

Cross references to other Senate records authorities

For parliamentary committees, including those set up to oversee and report on the registration of Senator's interests, use PARLIAMENTARY COMMITTEE SUPPORT.

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Cross references to AFDA Express Version 2

For organising and allocating furniture, fittings, equipment, stationery or other items for Senators such as Senators' badges, pins, medallions and/or flags), use ASSET MANAGEMENT.

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

For the handling of compensation claims and cases that involve employees, other than Senators, volunteer workers, contractors, visitors and members of the public, use, COMPENSATION, PERSONNEL MANAGEMENT and/or WORK HEALTH & SAFETY.

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

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 within Parliament precincts, use EXTERNAL RELATIONS.

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

For records relating to visits, ceremonies, celebrations, commemorations or other events, excluding those relating to parliamentary delegations, use EXTERNAL RELATIONS.

For establishing and managing the Department's intellectual property, including copyright for information and education resources, use LEGAL SERVICES.

For records relating to contracts, use PROCUREMENT and/or CONTRACTS UNDER SEAL/DEEDS.

For organising and making bookings for committee rooms and party rooms or other spaces, as well as maintaining, fitting out and refurbishing spaces and buildings, use PROPERTY MANAGEMENT.

For managing applications or requests to use Senate or parliamentary designs, emblems, or logos, use PUBLICATION.

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

For records relating to the development of work health and safety policies and procedures, including those developed to support the delivery of education services such as Covid-safe procedures, use WORK HEALTH & SAFETY.

Cross references to other records authorities

For the establishment, management and meetings of advisory bodies, such as the Parliamentary Education Office (PEO) Advisory Committee, use General Records Authority 26 – ADVISORY BODIES.

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Class no	Description of records	Disposal action
63253	<p>Records documenting:</p> <ul style="list-style-type: none"> Senators' roll and Test roll; summary records of all Senators identifying: <ul style="list-style-type: none"> name of Senator date of birth dates of election or re-election political party electorate positions and appointments held, including dates they were held cessation of service and reason. final version of policies, procedures or manuals developed to provide rules, guidance and/or support to Senators or media bodies, such as the Senators' Handbook and Media Rules; final versions of speeches, presentations and papers presented by Senators at conferences, seminars or other events; <p><i>[For records relating to speeches and presentations by staff or agency heads, use EXTERNAL RELATIONS.]</i></p> <ul style="list-style-type: none"> inter-parliamentary committees and conferences, including final versions of minutes, briefs, submissions, discussion papers and other papers and reports prepared for committees and conferences; membership arrangements and interactions with inter-parliamentary associations and forums; final versions of programs, itineraries, briefs and reports of parliamentary delegations to or from the Department; <p><i>[For routine travel and visit arrangements and bookings for incoming or outgoing parliamentary delegations, use class 63263.]</i></p> <ul style="list-style-type: none"> master versions of presentations, handouts or other resources developed and used in the delivery of orientation programs for new Senators. <p><i>[For briefings to incoming Senators on the work of specific parliamentary committees, use PARLIAMENTARY COMMITTEE SUPPORT.]</i></p> <ul style="list-style-type: none"> master versions of educational materials and resources developed for schools, teachers, students, the wider community, or to support broader educational activities of the Senate, which are unique, innovative or otherwise considered an important resource for understanding the work of the Parliament and Australia's system of 	Retain as national archives

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Class no	Description of records	Disposal action
	<p>government. Materials and resources may include posters, guides, booklets, magazines and curriculum resources;</p> <p><i>[For records documenting minor content and typographical changes, use class 63262.]</i></p> <ul style="list-style-type: none"> 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 administered by the Department; 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; artwork relating to the design of Senate, parliamentary or departmental badges, emblems, pins and logos, including both approved and rejected artworks and designs. 	
63260	<p>Records documenting:</p> <ul style="list-style-type: none"> service history of individual Senators, other than those records covered in class 63253. Includes: <ul style="list-style-type: none"> summary records of payments to Senators such as remuneration, allowances, tithes or levies and superannuation; notices or certificates and associated administrative arrangements concerning the separation of Senators from Parliament; and advice to individual Senators provided in absolute confidence. <p><i>[For the administration of allowances paid to Senators, use the relevant function for the Department of Finance.]</i></p>	Destroy 75 years after date of birth or 7 years after Senator's parliamentary service ceases, whichever is later
63261	<p>Records documenting:</p> <ul style="list-style-type: none"> the delivery of services to children under 18 years of age, either delivered directly by the Department or under contractual, outsourcing or similar arrangements, including through the Parliamentary Education Office, such as providing school and public tours and educational seminars, workshops, video conferences or visits either on-site or off-site. Includes attendance lists, programs, staff rosters, final versions of materials and resources used to deliver services and other information that may support investigation of delayed disclosure; disclosures, allegations or complaints of incidents of child abuse, including child sexual abuse, received or identified by the agency in its provision of education 	Destroy 100 years after date of birth of the child or 100 years after action completed, whichever is sooner

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Class no	Description of records	Disposal action
	<p>services. Includes agency responses and referrals to appropriate authorities.</p> <p><i>Note: Consideration should be given to any other information that may support investigations of delayed disclosure of child sexual abuse by survivors.</i></p> <p><i>[Excludes 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 public. In these instances, use WORK HEALTH & SAFETY, PERSONNEL MANAGEMENT or COMPENSATION].</i></p> <p><i>[For routine operational reports and statistics used to monitor services offered and delivered by the Department and for records relating to the Department's development of services to children, such as tour and seminar material, use class 63263.]</i></p> <p><i>[For final versions of curricula or other resources made publicly available to children and students (e.g., as published or website resources), use class 63253.]</i></p>	
63262	<p>Records documenting:</p> <ul style="list-style-type: none"> review and development of rules, policies, procedures or handbooks for Senators or media bodies, including major drafts distributed for review, review feedback and working papers; development of targeted training and education programs either for Senators' staff or for external clients such as public servants or representatives of not-for-profit organisations. Includes final versions of program plans, presentations, handouts or other resources developed and used in the delivery of programs, as well as major drafts (such as drafts with substantial edits), supporting research and results of stakeholder consultations; Senator contacts lists. 	Destroy 3 years after action completed
63263	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the core business; and Senators' Services, Education and Corporate Support activities, other than those covered in classes 63253 and 63260 to 63262. 	Destroy 7 years after action completed