

Email Message

From: s 47F(1) [EX:/o=Australian Archives/ou=ARCHIVES/cn=Users/cn=s 47F(1)]  
 To: s 47F(1)@naa.gov.au  
 Cc:  
 Sent: 25/09/2012 at 12:09 PM  
 Received: 25/09/2012 at 12:09 PM  
 Subject: ASIO records authority [SEC=UNCLASSIFIED]

Attachments: image001.jpg  
 Australian Security Intelligence Organisation (ASIO) RA 2012 00324244 - Issue version.tr5  
 Australian Security Intelligence Organisation (ASIO) RA 2012 00324244 - Issue version(2).DOCX  
 DG brief - ASIO RA.tr5  
 DG brief - ASIO RA(2).DOCX

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s 47F(1)

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As discussed, please send this records authority to David for his authorisation

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David

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The ASIO records authority is ready you to issue. Please reply to this email using the statement of agreement below.

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Please note that the records authority will not be published on the National Archives website until ASIO advise that their Minister has been briefed.

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I agree to the issue of the records authority for the Australian Security Intelligence Organisation and:

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Â·Â Â Â Â Â Â Â Â determine that the records classified as âRetain as national archivesâ are part of the archival resources of the Commonwealth (subsection 3C (1) of the Archives Act 1983);

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Â·Â Â Â Â Â Â Â Â approve the destruction, disposal, transfer of custody or ownership, addition or alteration arrangements described in the records authority, subject to the application notes and conditions, if any, specified in the authority (paragraphs 24(2) (b) or s 26(2) (b) of the Archives Act 1983);

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s 47F(1)

Director

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Agency Relations

National Archives of Australia  
PO Box 7425  
CANBERRA BUSINESS CENTRE ACT 2610

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HYPERLINK "http://www.naa.gov.au/"www.naa.gov.au

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Description: Description: National Archives of Australia logo

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**Australian Government**  

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**National Archives of Australia**

**Records Authority**  
2012/00324244

**Australian Security Intelligence  
Organisation**

September 2012

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## INTRODUCTION

The Australian Security Intelligence Organisation (ASIO) 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 areas of Security Intelligence Collection, Security Intelligence Assessment and Advice, Foreign Intelligence Collection and Protection of Agency Personnel and Personnel Records. It represents a significant commitment on behalf of ASIO to the ongoing management of their records.

This Authority is based on the identification and analysis of the business of ASIO. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

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 ASIO 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 of Australia on the basis of information provided by the agency.

As changes in circumstances may affect future records 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 Records Disposal Authority (RDA) 1366. The superseded RA cannot be used by ASIO after the date of issue of this Authority.
2. 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 agency 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 (RNA) need to be appropriately maintained as part of the archival resources of the Commonwealth.
3. 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;
  - General Records Authority (31) for source (including original) records that have been copied, converted or migrated.
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 and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at [www.naa.gov.au](http://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](http://www.naa.gov.au).
7. Where the method of recording information changes (for example from a manual system to an electronic 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. ASIO 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. ASIO 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 ASIO 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. 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*. These records are not required to be transferred to the National Archives, under section 29 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.
12. Advice on how to use this Authority is available from the ASIO records 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 records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace  
Parkes ACT 2600  
PO Box 7425  
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)  
Website: [www.naa.gov.au](http://www.naa.gov.au)

## AUTHORISATION

### RECORDS AUTHORITY 2012/00324244

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

David Irvine  
Director-General of Security  
Australian Security Intelligence Organisation  
GPO Box 2176  
CANBERRA ACT 2601

**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 Foreign Intelligence Collection, Protection Of Agency Personnel and Personnel Records, Security Intelligence Assessment and Advice, Security Intelligence Collection.

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.

**Authorised by**

David Fricker  
Director-General  
National Archives of Australia

**Date of issue:**

26<sup>th</sup> September 2012

## FOREIGN INTELLIGENCE COLLECTION

ASIO has the statutory authority to collect, under warrant, foreign intelligence in Australia in matters in relation to the defence of the Commonwealth or to the conduct of the Commonwealth's international affairs.

ASIO exercises its foreign intelligence collection powers at the request of the Minister for Foreign Affairs or the Minister for Defence and in collaboration with Australia's primary foreign intelligence collection agencies.

Includes:

- Collection requests under Ministerial warrant to collect intelligence within Australia;
- Provision of information and reports to the Minister following the exercise of the warrant; and
- Internal policies, guidelines, procedures relating to the exercise of warrants.

*For national security intelligence collection including specific investigations and operations, use SECURITY INTELLIGENCE COLLECTION.*

Class no	Description of records	Disposal action
61108	Records documenting the collection under warrant of foreign intelligence within Australia including: <ul style="list-style-type: none"> <li>• Ministerial warrants;</li> <li>• Ministerial arrangements, guidelines, determinations and directions;</li> <li>• negotiation, development and monitoring of agreements, cooperative arrangements, conventions, and alliances developed or agreed to by the agency;</li> <li>• related policy and procedures; and</li> <li>• logs and registers supporting collection activity.</li> </ul>	Retain as national archives
61109	Warrants, excluding warrants covered in class 61108, and records documenting the administration and authorisation of foreign intelligence collection warrants including: <ul style="list-style-type: none"> <li>• copies of foreign intelligence information (including supporting data, references and resources);</li> <li>• warrant requests;</li> <li>• internal approvals;</li> <li>• legal reviews;</li> <li>• internal liaison for compliance and accuracy;</li> <li>• liaison and review with Attorney-General's Department;</li> <li>• authorisation details;</li> <li>• liaison with external agencies;</li> <li>• facilitation of inspections by the Inspector-General of Intelligence and Security;</li> <li>• maintenance of the warrants register; and</li> <li>• warrant policy and procedures and related advice.</li> </ul>	Destroy 150 years after last action
61110	Records documenting <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the business; and</li> <li>• foreign intelligence collection activities other than those covered in classes 61108 and 61109.</li> </ul>	Destroy 5 years after last action

## PROTECTION OF AGENCY PERSONNEL AND PERSONNEL RECORDS

The activities associated with managing agency personnel records and specialist support and protection services. Includes investigation and mitigation of harassment of agency personnel.

*For the administration of assumed identities, use SECURITY INTELLIGENCE COLLECTION*

*For any personnel administrative records not covered in this core business use AFDA/AFDA EXPRESS – PERSONNEL*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
61111	Records documenting the activities associated with agency personnel, including personnel, recruitment and vetting records.	Destroy 150 years after last action
61112	Records documenting specialist personnel support and security services.	Destroy 20 years after last action
61113	Records documenting: <ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the business; and</li><li>• Protection of Agency Personnel and Personnel Records activities, other than those covered in classes 61111 and 61112, including routine recruitment and vetting records of unsuccessful employment applicants.</li></ul>	Destroy 5 years after last action

## SECURITY INTELLIGENCE ASSESSMENT AND ADVICE

The activities associated with correlation, analysis and evaluation of security intelligence and the provision of advice provided to Ministers, government agencies, businesses and community groups on matters relating to the security of Australia, its people and its interests.

Includes analysis of intelligence and the provision of strategic and operational assessments and advice, eg security and threat assessments, visa security assessments, counter terrorism security assessments critical infrastructure assessments. Also includes advice relating to security for special events, cyber security, border integrity, counter-proliferation and counter-espionage.

Also includes security policy contributions, assessments of facilities, systems and people and the provision of mechanisms for government security-related decision-making in areas such as the granting of access to sensitive government information, restricted sites and sensitive goods.

Advice may relate to terrorism, politically motivated violence, espionage and foreign interference and include:

- advice in support of strategic security requirements, national security and policy development and implementation;
- risk reviews of nationally-vital, critical infrastructure;
- security certifications for government facilities;
- security equipment evaluations;
- visa assessments;
- training of security personnel;
- protection of information through the use of electronic monitoring and security equipment and techniques;
- security reviews;
- liaison and sharing of national security intelligence information with partners;
- advice relating to security access assessments for external agencies; and
- support for security related prosecutions and appeals.

Class no	Description of records	Disposal action
61104	<p>Records documenting intelligence and security advice and coordination activities including:</p> <ul style="list-style-type: none"> <li>• those that establish precedents or lead to changes to legislation and policy in relation to the security of Australians and Australian interests;</li> <li>• Ministerial arrangements, guidelines, determinations and directions issued to the agency;</li> <li>• advice, briefings, policy contributions, instructions, security and threat assessments and other security intelligence information products and reports (including supporting data, references and resources) provided to Ministers, Leader of the Opposition, parliamentary committees, customer and partner agencies, community groups and foreign governments;</li> <li>• strategic security plans and formal reports documenting related developments, decisions and actions;</li> <li>• cooperation and liaison activities with partner agencies high-level conferences, conventions or consultations dealing with intelligence and security analysis and advice, where the conference is hosted by the agency or where the agency is the Australian representative;</li> <li>• internal and external reviews of security intelligence analysis and advice programs;</li> <li>• negotiation, development and monitoring of agreements, cooperative</li> </ul>	Retain as national archives

## SECURITY INTELLIGENCE ASSESSMENT AND ADVICE

Class no	Description of records	Disposal action
	<p>arrangements, conventions, and alliances developed or agreed to by the agency;</p> <ul style="list-style-type: none"> <li>• evaluation of the performance of government agencies against their assigned counter-terrorism priorities, objectives and requirements;</li> <li>• evaluation, certification, endorsement and provision of facilities, equipment, systems and technology;</li> <li>• evaluation, certification, and endorsement of critical infrastructure, government agencies, private companies and special events with high security threat exposure;</li> <li>• identification and application of risk review and vulnerability assessment standards and methodologies;</li> <li>• agency committees and task forces developing and implementing policies, standards and systems for national critical infrastructure committees and forums where the agency has overall responsibility for making major decisions or provides significant advice or is the Commonwealth's main representative or plays a major role;</li> <li>• evidence provided to support prosecutions and other forms of review, including appeals, relating to security assessment decisions;</li> <li>• information provision and liaison relating to significant Australian business assets overseas;</li> <li>• internal policy relating to security assessments and information and advice to industry.</li> </ul>	
61105	<p>Records documenting the preparation and/or provision of security related information and security advice to government and industry sectors including:</p> <ul style="list-style-type: none"> <li>• internally retained advice, briefings, policy contributions, instructions, security assessments and other security intelligence information products and reports (including supporting data, references and resources);</li> <li>• complex security assessments relating to access to sensitive government information;</li> <li>• liaison with governments and industry to ensure information and advice meets their security needs; and</li> <li>• training programs and related materials developed internally and delivered to agency and partner agency staff.</li> </ul>	Destroy 150 years after last action
61106	<p>Records documenting activities associated with the provision of intelligence and security advice including:</p> <ul style="list-style-type: none"> <li>• security and threat assessments;</li> <li>• assessments and other reports on threats to critical infrastructure;</li> <li>• publication of guidelines, newsletters and technical notes;</li> <li>• liaison with government departments, private industry and community groups;</li> <li>• development and testing of security protection evaluation processes;</li> </ul>	Destroy 15 years after last action

## SECURITY INTELLIGENCE ASSESSMENT AND ADVICE

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• internal advice, guidelines, procedures and instructions;</li> <li>• operational/business plans, routine reports documenting internal developments, decisions and actions;</li> <li>• negotiation, development and monitoring of agreements;</li> <li>• internal conferences, forums, conventions or consultations;</li> <li>• activities supporting assessment and advice related committees and task forces;</li> <li>• internal reviews of security intelligence analysis and advice programs, services and operations; and</li> <li>• training programs and related materials developed internally and delivered to government and private industry personnel in the selection and use of endorsed security products.</li> </ul>	
61107	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the business; and</li> <li>• security intelligence assessment and advice activities, other than those covered in the classes 61104 to 61106, including visa applications advice and routine vetting assessments.</li> </ul>	Destroy 5 years after last action

## SECURITY INTELLIGENCE COLLECTION

The activities associated with the collection of intelligence relating to security threats to protect Australia, its people and its interests. This includes the capabilities required to effectively identify, monitor and investigate such threats in areas including border protection, counter-terrorism, counter-intelligence, counter-espionage, foreign interference, defections, cyber terrorism and espionage activity, special events, violent protests and counter-proliferation.

Includes all-source security intelligence collection, complex tactical investigations, research and development of technical equipment and engagement with national and international partners in compliance with legislation and government policy.

Including:

- collection of intelligence through a wide range of means, including human sources, surveillance and technical and telecommunications operations;
- investigations and operations based on collected intelligence, leads and possible threats to security;
- development of networks and engagement with partner agencies, individuals, groups and organisations in Australia and overseas;
- field work, surveillance, technical collection and interceptions;
- development of supporting techniques, technologies and equipment;
- visa investigations;
- monitoring of cyber activity;
- securing of warrants and other authorisations;
- development of specialised staff skills;
- specialised agency facilities, techniques and technologies, guidelines and procedures;
- security and protection of investigatory evidence, including evidence collected under warrant; and
- provision of information for use as evidence in support of litigation by the Commonwealth, including evidentiary certificates and related appeals.

*For intelligence and security advice and assessments use SECURITY INTELLIGENCE ASSESSMENT AND ADVICE.*

*For the collection of foreign intelligence under warrant use FOREIGN INTELLIGENCE COLLECTION.*

Class no	Description of records	Disposal action
61098	<p>Records documenting security intelligence collection activities including:</p> <ul style="list-style-type: none"> <li>• those that establish precedents or lead to changes to legislation and policy in relation to the security of Australians and Australian interests;</li> <li>• collection in compliance with national intelligence priorities and objectives;</li> <li>• Ministerial arrangements, guidelines, determinations and directions issued to the agency;</li> <li>• threat intelligence collection requests, collection tasking, data collecting, monitoring where there is a likelihood of significant harm or related controversy;</li> <li>• agency committee and task force meetings that consider matters relating to security intelligence collection;</li> <li>• committees where the agency has overall responsibility for making major decisions in relation to collection activities or is the Commonwealth's main representative or plays a major role;</li> </ul>	Retain as national archives

## SECURITY INTELLIGENCE COLLECTION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• addresses and briefing sessions including agenda, briefing information, proceedings, talking points;</li> <li>• negotiation, development and monitoring of agreements, cooperative arrangements, conventions, and alliances developed or agreed to by the agency;</li> <li>• cooperation and liaison activities with partner agencies;</li> <li>• related policy and procedures;</li> <li>• development and application of security intelligence equipment, facilities, systems and technology;</li> <li>• field inquiries, investigations, telecommunications interception and operations activities including reports, certifications and authorisations and other evidence of the action taken;</li> <li>• investigations of individuals, groups and organisations no longer of security interest;</li> <li>• authorisations including Ministerial Authorisations and Director-General Authorisations;</li> <li>• liaison with legal advisors and provision of evidence to support litigation and appeals;</li> <li>• interactions with individuals, groups and organisations of interest;</li> <li>• management of defections;</li> <li>• logs and registers supporting collection activity; and</li> <li>• response to recommendations of external reviews.</li> </ul>	
61099	<p>Warrants, excluding warrants covered in class 61098, and records documenting the administration and authorisation of warrants including:</p> <ul style="list-style-type: none"> <li>• warrant requests;</li> <li>• internal approvals;</li> <li>• legal reviews;</li> <li>• internal liaison for compliance and accuracy;</li> <li>• liaison and review with Attorney-General's Department;</li> <li>• authorisation details;</li> <li>• liaison with external agencies;</li> <li>• facilitation of inspections by the Inspector-General of Intelligence and Security;</li> <li>• maintenance of the warrants register; and</li> <li>• warrant policy and procedures and related advice.</li> </ul>	Destroy 150 years after last action
61100	<p>Records documenting the administration of assumed identities. Including:</p> <ul style="list-style-type: none"> <li>• all supporting documentation;</li> <li>• liaison with external agencies;</li> <li>• authorisation requests;</li> </ul>	Destroy 80 years after last action

## SECURITY INTELLIGENCE COLLECTION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• signed authorisations;</li> <li>• cancellation of authorisations;</li> <li>• variations to authorisations; and</li> <li>• agency policies and procedures.</li> </ul>	
61101	<p>Records documenting routine security intelligence collection activities including:</p> <ul style="list-style-type: none"> <li>• requests, collection and monitoring;</li> <li>• evidence and data collected including under warrant;</li> <li>• management of sources and contacts;</li> <li>• development and management of specialised agency facilities, techniques, technology and equipment;</li> <li>• liaison and information sharing with government agencies, industry, foreign governments and the community necessary to conduct security-related inquiries and facilitate operational requests;</li> <li>• internal committee and task force meetings relating to security intelligence collection;</li> <li>• informal and internal conferences, conventions or consultations;</li> <li>• internal reviews of security intelligence collection programs, services and operations;</li> <li>• contact reporting; and</li> <li>• evidence of the action taken.</li> </ul>	Destroy 20 years after last action
61102	<p>Records documenting administrative activities relating to intelligence collection including:</p> <ul style="list-style-type: none"> <li>• resourcing, interception requests, reports, certifications and authorisations;</li> <li>• policies and procedures for securing of evidence required to support litigation action;</li> <li>• operational/business plans, policies and procedures, routine and reports documenting internal developments, decisions and actions;</li> <li>• informal and internal collection advice, guidelines, distribution and instructions;</li> <li>• training programs and related materials developed and delivered to agency staff;</li> <li>• Inspector-General of Intelligence and Security compliance reports and related action; and</li> <li>• negotiation, development and monitoring of agreements.</li> </ul>	Destroy 10 years after last action
61103	<p>Records documenting</p> <ul style="list-style-type: none"> <li>• routine operational administrative tasks supporting the business; and</li> <li>• security intelligence collection activities, other than those covered in classes 61098 to 61102, including,</li> </ul>	Destroy 5 years after last action

## SECURITY INTELLIGENCE COLLECTION

Class no	Description of records	Disposal action
	investigations of individuals, groups and organisations identified as not of security interest, and  media and data surrendered, acquired or seized as part of agency action and identified as not of security interest for ongoing investigations, internal reference or litigation purposes.	

Australian Security Intelligence Organisation Records Authority - Internal Briefing Paper		
Project Manager	RA Job Number	RKS Reference
s 47F(1)	2012/00324244	2011/2668
<i>Precis</i>	Request to the Director-General of the National Archives of Australia to issue the Records Authority for the Australian Security Intelligence Organisation (ASIO).	
<i>Action</i>	Director-General to issue the Authority following a briefing session.	
<i>Contact</i>	s 47F(1) Director – Agency Relations	Tel: 6212 3732

The Government Information Management Branch recommends the issue of this Authority. It has been independently assessed by Section 33, and the Access and Communication, and Operations and Preservation branches of Archives.

This Records Authority is unclassified and will replace the classified RDA 1366 (1999), which may not be used after the date of issue of this authority.

#### **About the agency**

ASIO was established in 1949 as Australia's national security intelligence service by a directive from Prime Minister Ben Chifley. It was not until the *Australian Security Intelligence Organisation Act 1956* was passed that ASIO became a statutory authority. It operates within the Attorney-General's portfolio.

ASIO's role is to identify and investigate threats to security, wherever they arise, and to provide advice to protect Australia, its people and its interests. ASIO's functions are set out in the *Australian Security Intelligence Organisation Act 1979* (the *ASIO Act*). Security is defined in the *ASIO Act* as espionage, serious threats to Australia's territorial and border integrity, sabotage, politically motivated violence, the promotion of communal violence, attacks on Australia's defence system, and acts of foreign interference. It also includes fulfilling Australia's responsibilities to any foreign country in relation to threats to security with a particular focus on politically motivated violence.

#### **About the Records Authority**

This authority covers: Foreign Intelligence Collection, Protection of Agency Personnel and Personnel Records, Security Intelligence Assessment and Advice, and Security Intelligence Collection.

ASIO intends to brief the Attorney-General and suggested that we brief Minister Crean.

The documentation provided by ASIO to support assessment of the records authority was marked "read and return". An Archives record of this documentation is needed to support the issue of the records authority in case the process or the content is questioned in the future and will be kept as an RNA record. ASIO has agreed to provide a version suitable for the Archives to keep on a classified file.

**Resourcing:** NAA: s 47F(1) .

ASIO: Director of Information Policy, and s 47F(1) (Consultant)

### **RNA records**

Although there are records of ASIO and its predecessors in NAA custody, ASIO is exempt from the requirement to transfer RNA records to the Archives under Section 29(8) of the *Archives Act 1983*. Records identified as RNA are to be retained by ASIO.

Interesting RNA records identified include:

- Submissions to the 2011 Independent Review of the Intelligence Community
- Submissions to the Inspector-General of Intelligence and Security *Inquiry into the actions of Australian government agencies in relation to the arrest and detention overseas of Mr Mamdouh Habib from 2001 to 2005*
- Ministerial authorisations, arrangements, guidelines, determinations and directions issued to ASIO
- Defection records, including Petrov, and the Royal Commission on Espionage
- Persona non grata – Skripov (1963) and Ivanov (1983)
- Investigations of ‘subversives’ during times of political unrest - eg Vietnam war era - of security interest at the time, but no longer of security interest
- external reviews and development of parliamentary accountability, including Royal Commissions, Parliamentary Committees, responses to IGIS reviews
- advice to the Minister on security intelligence matters, including the proscription of an organisation as a terrorist organisation
- questioning, and questioning and detention warrants – ASIO special powers, sunsetted by legislation – and supporting documentation
- adverse visa assessments reported to Ministers and client agencies
- special events security assessments and related support, for events with high security threat exposure, eg Sydney Olympic Games (2000), Melbourne Commonwealth Games (2006), Perth CHOGM (2011)

### **Holdings in NAA care**

- Total holdings including reference copies of 600 metres, 450m in Canberra, 144m in Sydney with residual holdings in Melbourne, Hobart and Perth.
- RecordSearch documents records of ASIO and its predecessors back to 1915.

### **Business Benefits**

- This authority will help position ASIO as a model agency in meeting the Digital Transition Policy requirements.
- This records authority provides up to date coverage for ASIO’s records.
- The RA is declassified and will enable the general public access to previously withheld information about the records created by ASIO. This furthers ASIO’s intentions to be as open and accountable as possible about its actions without disclosing operational details that may compromise specific investigations.

Margaret Chalker  
Assistant Director-General  
Government Information Management  
27 August 2012

**Message:** R178912014

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**From:** s 47F(1) [redacted]@naa.gov.au  
**To:** s 47E(d)@asio.gov.au [SMTP:s 47E(d)@asio.gov.au]  
**Cc:**  
**Sent:** 11/02/2014 at 1:36 PM  
**Received:** 11/02/2014 at 1:36 PM  
**Subject:** Correspondence from David Fricker, Director-General National Archives of Australia  
[SEC=UNCLASSIFIED]

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**Attachments:** Fricker to Irvine - Access examination 10 February 2014.pdf

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Good afternoon Mr Irvine,

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Attached is a letter from David Fricker, Director-General of the National Archives of Australia, regarding access examination.

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Kind regards,

s 47F(1)

Executive Assistant to the Director-General  
Office of the Director-General

National Archives of Australia  
Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610

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www.naa.gov.au

HYPERLINK "http://www.naa.gov.au/"I've been worjing on the railway

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UNCLASSIFIED



Your story, our history

Our reference: 2013/4054

From the Office of the Director-General

Mr David Irvine  
 Director-General  
 Australian Security Intelligence Organisation  
 GPO Box 2176  
 Canberra City ACT 2601

Dear Mr Irvine

I am writing to seek your cooperation and support for two initiatives that are currently under way in the National Archives of Australia.

The Archives has a considerable backlog of applications for access, and this has contributed to considerable delays for researchers. The Archives receives more than 43,000 applications annually for access to government records from researchers seeking information in relation to genealogy, academic study and other research purposes. Although 40,000 applications are completed within the statutory 90-day period for providing access (95% of applications), potential sensitivities in some records – including information that has the potential to damage Australia's defence, security, or international relations – requires advice from agencies on whether the information contained within the records remains sensitive.

Clearing the examination backlog is currently one of the Archives' highest priorities, and in October last year, we established a special access examination taskforce to clear these outstanding applications over a 6 month period. In addition, to prevent a new backlog from developing, we have reviewed our examination processes and implemented a range of more streamlined, innovative and sustainable measures to examine records within the statutory 90 days. The completion of both initiatives is scheduled for the end of June 2014.

An important aspect of these initiatives is to seek your support for changes to current referral processes.

These changes may include:

- referring a list of file titles to agencies instead of sending whole records;
- offering on-site visits for agency's members to review records prior to referral;
- collaborating more regularly on any potential delays in processing records;
- holding regular seminars for agencies to inform relevant staff of ongoing sensitivities that arise in the Archives' examination of records;
- agencies providing regularly updated guidelines to the Archives so that certain records can be examined without referral for advice on any potential continuing sensitivities; and
- the return of records that have been referred to your agency, but which are now considerably overdue. These records will be examined by Archives staff and more efficient referral processes will be arranged.

This enhanced cooperation between the Archives and agencies will assist us to reduce the time it takes to process applications for records that may contain continuing sensitivities.

This will enable us to make records available more quickly, and since the implementation of the new streamlined measures, we are seeing positive results in this regard.

Information on the progress of the taskforce, including a running total of the number of records released, is now available on the Archives' website <http://www.naa.gov.au/collection/search/access-examination-project.aspx>. This is one of several new initiatives we are introducing to communicate more meaningfully with our researchers.

I look forward to your agency's continued participation in the important work of examining the Commonwealth's archival resources for access.

The contact person for this initiative is Ms Louise Doyle, Assistant Director-General Access and Communications. She can be contacted at [louise.doyle@naa.gov.au](mailto:louise.doyle@naa.gov.au) or by telephone number (02) 6212 3681. Please do not hesitate to contact her if you have any queries on this matter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Fricker', with a stylized flourish extending from the end.

David Fricker  
10 February 2014

s 47F(1)

**From:** Louise Doyle <Louise.Doyle@naa.gov.au>  
**Sent:** Thursday, 27 February 2014 11:21 AM  
**To:** s 47F(1)  
**Cc:**  
**Subject:** INCOMING CORRESPONDENCE: Irvine to Fricker - Response to letter regarding access examination 14 February 2014

**UNCLASSIFIED**

Hi s 47F(1)

I caught up with the DG yesterday regarding this response from ASIO and we realised as ASIO holds its records we should have tailored the letter specifically to address this difference.

We are all on the same page as is ASIO head, David Irvine. And, he has agreed to support the DG in his quest to resolve the access examination backlog issue.

We need to continue our agency liaison and the AEWG is a significant forum to reaffirm how essential it is for agencies to support and work with Archives to change examination approach and procedures to release records within time frames etc.

Thanks for your feedback.  
 Louise

**Louise Doyle**

Assistant Director-General  
 Access and Communications

**National Archives of Australia**

Queen Victoria Terrace, Parkes ACT 2600  
 PO Box 7425 Canberra Business Centre ACT 2610

t +61 02 6212 3681 | f +61 02 6212 3650

[louise.doyle@naa.gov.au](mailto:louise.doyle@naa.gov.au) | [www.naa.gov.au](http://www.naa.gov.au)



Your story, our history

DIGITAL TRANSITION

**From:** s 47F(1)  
**Sent:** Thursday, 27 February 2014 9:56 AM  
**To:** Louise Doyle  
**Cc:** s 47F(1)  
**Subject:** RE: INCOMING CORRESPONDENCE: Irvine to Fricker - Response to letter regarding access examination 14 February 2014 [SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Good morning Louise

I'm not sure how ASIO came to the conclusion that their records are not included within the remit of the projects, though I haven't had a chance to review the minutes of the last few AEWG meetings. To date, Project BIG has released 97 ASIO records.

Thanks

s 47F(1)

Assistant Director Reference Policy and Support  
Reference and Information Services  
Access and Communication

National Archives of Australia  
Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610

t +61 2 6212 6227

e s 47F(1) @naa.gov.au

[www.naa.gov.au](http://www.naa.gov.au)

---

**From:** Louise Doyle

**Sent:** Wednesday, 26 February 2014 4:20 PM

**To:** s 47F(1)

**Subject:** FW: INCOMING CORRESPONDENCE: Irvine to Fricker - Response to letter regarding access examination 14 February 2014 [SEC=UNCLASSIFIED]

## UNCLASSIFIED

We have received a response back from ASIO head David Irvine to the DG's letter of advice and request for support regarding the access examination backlog.

I am interested in your feedback, noting the DG's comments on the letter and how we work with ASIO to reduce the backlog.

With thanks

Louise

**Louise Doyle**

Assistant Director-General  
Access and Communications

**National Archives of Australia**

Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425 Canberra Business Centre ACT 2610

t +61 02 6212 3681 | f +61 02 6212 3650

[louise.doyle@naa.gov.au](mailto:louise.doyle@naa.gov.au) | [www.naa.gov.au](http://www.naa.gov.au)



Your story, our history

DIGITAL TRANSITION

I've Been Working  
on the Railway

**From:** s 47F(1)

**Sent:** Wednesday, 26 February 2014 1:46 PM

**To:** Louise Doyle

**Subject:** INCOMING CORRESPONDENCE: Irvine to Fricker - Response to letter regarding access examination 14 February 2014 [SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Hi Louise,

A response from David Irvine at ASIO to the letter sent regarding access examination.

I have also filed this in 2013/4054.

Please advise if there is further action required at this stage.

Thanks.

s 47F(1)

Executive Assistant to the Director-General  
Office of the Director-General

National Archives of Australia  
Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610

t +61 2 6212 3652 m s 47F(1)

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## Email Message

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**From:** s 47F(1) [redacted] @naa.gov.au  
**To:** s 47E(d)@asio.gov.au [SMTP: s 47E(d)@asio.gov.au]  
**Cc:** [Checkup \[SMTP:Checkup@naa.gov.au\]](mailto:Checkup@naa.gov.au)  
**Sent:** 22/05/2014 at 4:46 PM  
**Received:** 22/05/2014 at 4:46 PM  
**Subject:** From the Director-General of the National Archives - your Check-up 2.0 2013 report [SEC=UNCLASSIFIED]

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**Attachments:** Check-up 2.0 agency report 2013 - Australian Security Intelligence Organ....pdf

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UNCLASSIFIED

Mr David Irvine AO  
Director-General  
Australian Security Intelligence Organisation

Dear David

I am writing to provide you with the results of your Check-up 2.0 agency information and records management capability survey, and to invite you to the launch of Check-up Digital.

In 2011 the Government released the Digital Transition Policy to move agencies to digital information and records management. A key requirement for agencies was to complete annual submissions to the Archives about their information and records management capability using Check-up 2.0, the Archives's online survey.

I am pleased to report the strong support for the policy, and that the overwhelming majority of agencies are working towards digital information management practices. Your attached survey results include your agency's performance over the past three years and its relative performance compared with other agencies. A summary of the whole-of-government results can be found on page three. I trust this will help you plan and prioritise future digital information management improvements.

In consultation with the Australian Government Information Management Office and the Office of the Australian Information Commissioner we have provided the third annual report about the Digital Transition Policy to our Minister, Senator the Hon George Brandis QC. The report identifies a number of strategies to maintain momentum and progress beyond digital transition. We will provide more information about these strategies in due course.

As mentioned in my letter to you on 15 November 2013, we are validating Check-up 2.0 agency submissions for 2013 and will be contacting a number of agencies for additional information shortly. Following this we will report to the Prime Minister on the status of digital transition across government.

From 1 July agencies will be completing Check-up Digital. You are invited to the launch on Friday 27 June 2014.

Check-up Digital replaces Check-up 2.0. It gauges digital information management maturity, and provides clear direction for improved practices. This means that your overall rating may differ from Check-up 2.0 especially for any information management practices that still rely on paper. The first submission is due by 30 September. In June, we will provide briefings to your staff about Check-up Digital and the submission process, which includes electronic agency head authorisation.

If you have any questions about Check-up or if you would like to meet with my staff to talk about your information management needs please contact Anne Lyons,

Assistant Director-General HYPERLINK

"mailto:anne.lyons@naa.gov.au"anne.lyons@naa.gov.au or (02) 6212 3696.

Sincerely

David Fricker  
Director-General

National Archives of Australia  
Queen Victoria Terrace, Parkes ACT 2600  
PO Box 7425, Canberra Business Centre ACT 2610

t +61 (0)2 6212 3670 m +61 s 47F(1)  
e HYPERLINK "mailto:david.fricker@naa.gov.au"david.fricker@naa.gov.au  
HYPERLINK "http://www.naa.gov.au"www.naa.gov.au

HYPERLINK "http://www.naa.gov.au/"Information Awareness Month 2014 banner image

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Our reference: 2014/1498

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**s 7 (2A)**

**s 7 (2A)**

s 47F(1)

**From:** Anne Lyons <anne.lyons@naa.gov.au>  
**Sent:** Tuesday, 20 January 2015 1:40 PM  
**To:** David Fricker  
**Cc:** s 47F(1)  
**Subject:** Lyons to Fricker - Response to ASIO Letter - 20/01/2015 [DLM=For-Official-Use-Only]

## For-Official-Use-Only

Hi David

We have located the letter from ASIO re. water damage, and below is a proposed response we have prepared in consultation with Collection Management. Do you want to send it as a hard copy letter, or an email? I will ring you to explain what occurred re. the classification of the record and NAAs internal handling of it, and who it needs to be addressed to. We also need to check who is in the DG chair at the moment, as the original letter was sent from their acting DG and that might have changed.

Anne

Director-General of Security  
Australian Security Intelligence Organisation  
GPO Box 2176  
Canberra City ACT 2601

Dear Director-General

Thankyou for your letter of 6 January 2015 reporting water damage to some of ASIO's physical file holdings on 4 January 2015, the remediation action taken and your ongoing work to ensure the care and preservation of these records.

It is pleasing to note no records were destroyed, and that there is a continuing program of work to ensure no future damage. To ensure ASIO meets our preservation requirements, we would like to inspect the damage and remediation taken, as well as discuss the future and ongoing care of the records. In inspecting the records and the vault our conservators will be able to provide further advice on possible treatment to damaged records as well as how to avoid mould growth which is of particular concern for the records with the current wet and warm environment in Canberra affecting humidity levels.

Our acting Assistant Director-General Anne McLean who manages our preservation services will be in contact to organise the visit and follow-up.

Yours sincerely

## For-Official-Use-Only

## Email Message

---

**From:** David Fricker [SMTP:David.Fricker@naa.gov.au]  
**To:** Anne McLean [SMTP:anne.mclean@naa.gov.au], Anne Lyons [SMTP:anne.lyons@naa.gov.au]  
**Cc:** s 47F(1) @naa.gov.au  
**Sent:** 23/01/2015 at 3:50 PM  
**Received:** 23/01/2015 at 4:02 PM  
**Subject:** RE: Visit to ASIO [DLM=Sensitive]

---

Sensitive

Thanks Anne,

Â

The letter to Duncan Lewis was signed today, and will take a couple of days to get to his office (safe hand), so we'll get the inspection done before the letter gets to Duncan.Â This is fine of course (in fact it's good) but could you clarify this with them so they don't think I want another inspection.

Â

I hope that makes sense!

Â

Thanks for moving this along.

Â

David

David Fricker  
 Director-General

National Archives of Australia  
 Queen Victoria Terrace, Parkes ACT 2600  
 PO Box 7425, Canberra Business Centre ACT 2610

t +61 2 6212 3670 m +61 s 47F(1)  
 e david.fricker@naa.gov.au  
 HYPERLINK "http://www.naa.gov.au/"www.naa.gov.au

Â Â

HYPERLINK "http://www.naa.gov.au/"A Ticket to Paradise? Now showing at the National Archives of AustraliaHYPERLINK "http://www.ica.org/"cid:image007.jpg@01CFF44D.1BFEDB60

Â

Â

From: Anne McLean  
 Sent: Friday, 23 January 2015 3:44 PM  
 To: Anne Lyons; David Fricker  
 Subject: Visit to ASIO [DLM=Sensitive]

Â

Sensitive

Hi Anne and David

Â

s 47F(1), one of our senior conservators, and I will visit ASIO at 3.30pm on Wednesday 28 January to inspect the water damaged records.

Â

Our clearances have been validated by ASIO and the visit confirmed.

Â

Thanks, Anne

Â

Anne McLean  
Acting Assistant Director-General  
Collection Management

National Archives of Australia  
Cnr. Sandford Street and Flemington Road, Mitchell ACT 2911  
PO Box 7425, Canberra Business Centre ACT 2610

tÂ +61 2 6212 3951Â mÂ s 47F(1)  
e Â HYPERLINK "mailto:anne.mclean@naa.gov.au"anne.mclean@naa.gov.au  
HYPERLINK "http://www.naa.gov.au/"www.naa.gov.au

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s 47F(1)

**From:** Anne Lyons <anne.lyons@naa.gov.au>  
**Sent:** Thursday, 29 January 2015 12:14 PM  
**To:** David Fricker  
**Cc:** s 47F(1)  
**Subject:** Lyons to Fricker - R60452015 : Briefing Notes and Record of Meeting – Check-up Discussions with Australian Security Intelligence Organisation [ASIO] - 30 January 2015 [SEC=UNCLASSIFIED]  
**Attachments:** Briefing Notes and Record of Meeting – Check-up Discussions with Australian Security Intelligence Organisation [ASIO] - 30 January 2015.tr5

UNCLASSIFIED

Hi David

Please see attached briefing on our interaction with ASIO and Check-up results etc. prior to our meeting tomorrow.  
Anne

Anne Lyons

Assistant Director-General

Government Information Assurance and Policy National Archives of Australia Queen Victoria Terrace, Parkes ACT  
2600 PO Box 7425, Canberra Business Centre ACT 2610 t +61 2 6212 3696 f +61 2 6212 3650 m s 47F(1) e  
anne.lyons@naa.gov.au

Awards for Digital Excellence

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## Record of Meeting – Check-up Discussions with Australian Security Intelligence Organisation

<b>Purpose of meeting</b>	Agency requested meeting with the National Archives		
<b>NAA Attendees</b>	David Fricker, Director-General		
<b>Other Attendees</b>			
<b>Date</b>	30 January 2015		
<b>Location</b>			
<b>Record Prepared by</b>		<b>Date</b>	
<b>Record location</b>	R60452015		

## Meeting notes

- 

## Briefing notes provided

## About the agency

- ASIO was established in 1949 as Australia's national security intelligence service. ASIO operates under the Direction of the Director-General of Security who is responsible to the Attorney-General.
- ASIO's role is to identify and investigate threats to security, wherever they arise, and to provide advice to protect Australia, its people and its interests.
- ASIO is a non-corporate Commonwealth entity in the Attorney-General's portfolio.
- ASIO is an exempt agency under the *Freedom of Information Act 1982* but is subject to release of records under the *Archives Act 1983*. In 2013-14 there was a 75% increase in the number of applications made for access to records. ASIO completed 532 requests for ASIO records, examining over 50,000 pages<sup>1</sup>.
- ASIO faces challenges in meeting the 90-day legislated turnaround time for access applications. The Organisation prioritises requests in accordance with a 1992 direction from the then Parliamentary Joint Committee on ASIO; the direction was endorsed in 2008 by the Inspector-General of Intelligence and Security. [pg 80 ASIO Report to Parliament 2013-14](#). ASIO categorises requests into 'fast track' and 'bulk access'.
- ASIO since 1986 has been subject to parliamentary joint committee oversight.
- ASIO Executive Board is the advisory committee to the Director-General of Security. It comprises the Director-General of Security, the Deputy Directors-General and an external member as, Ms Jenet Connell currently working as the Chief Operating Officer of the Department of Finance.
- As at 30 June 2014, ASIO employed over 1,600 full-time equivalent staff.
- **Duncan Lewis**, Director-General of Security took on the role in September 2014 previously served as Australia's ambassador to Belgium, Luxembourg, NATO and the European Union. Mr Lewis rose through the ranks of the Australian military to the

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role of Chief of Special Forces before becoming the Federal Government's first National Security Advisor. He was then appointed Secretary of Defence before moving to the ambassador role.

- ASIO has a structure of eight divisions
  - Counter-Espionage and Interference
  - Information
  - Technical Capabilities
  - Corporate and Security
  - Operational Capabilities
  - Office of Legal Counsel
  - Security Advice and Assessments and
  - Counter Terrorism

### Current records management

- An unclassified records authority was issued for ASIO in 2012. [2012/00324244](#) Australian Security Intelligence Organisation which covers Foreign Intelligence Collection, Protection of Agency Personnel and Personnel Records, Security Intelligence Assessment and Advice, Security Intelligence Collection. This was first time an ASIO records authority was made publicly available. The publication of the authority is consistent with the government's approach in promoting openness, accountability and transparency.

s 7(2A)

- Holdings in NAA care;
  - CA 1297 Australian Security Intelligence Organisation Central Office 482.67m majority held in Canberra. All are RNA or Permanent. The records consist of:
    - surveillance footage of events including National congresses and committee meetings of the Communist Party of Australia, Australian Soviet Friendship Society congresses, meetings of the Eureka Youth League and the Waterside Workers Federation and May Day and Labour Day marches;
    - Miscellaneous Commonwealth Investigation Service/Secret Service/Commonwealth Police files inherited by ASIO in 1949;
    - Correspondence, newspaper cuttings and long-playing gramophone records relating to the Royal Commission on Espionage (1954-1956);
  - CA 9002 Parliamentary Joint Committee on ASIO, ASIS and DSD. 1.35m held in Canberra. Records of Inquiries and reviews including inquiries into The Criminal Code Amendment (Terrorist Organisations) Act 2004 and Intelligence on Iraq's Weapons of Mass Destruction (WMD).
- Agency is subject to records disposal freezes: Superannuation; Child Sexual Abuse, Aboriginal and Torres Strait Islander

### Check-up results

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<sup>2</sup> R831852013

<sup>3</sup> R60522015

<sup>4</sup> R397422014

# S 7 (2A)

## Recent contact with agency

- ASIO recently contacted the Archives in relation to paper records damaged by water during the move to the new building. The Archives has responded and is in discussions with ASIO re action, care and follow-up.
- Agency Service Centre contact
  - December 2013 advice regarding destruction of temporary ASIO files that have been requested under s40 of the Archives Act (and therefore potentially of interest to the public)
  - October 2007 advice sought on ASIO's need to secure custody and ownership of particular records created by Lend Lease relating to construction of new building.
  - June 2008 meeting request from Manager of Information Services ASIO, undertaken with 30 Senior Management on the importance of information and records management. Letter of thanks from David Fricker Deputy Director General ASIO to Ross Gibbs R472102008.
- Access requests - ASIO have transferred copies of 30m of records to NAA since the beginning of 2011 in response to access requests. The original records are retained by ASIO. Requests for access under s40 of the *Archives Act 1983* are submitted to ASIO, who then identify records relevant to the subject of the request and provide a hard copy of those items. Records are only transferred to the National Archives as a result of those requests. The requested records consist of subject files covering internal administrative matters, operational matters, correspondence and reports and contain material inherited from predecessor agencies such as the Commonwealth Investigation Service and the wartime Security Service.
- Access examination processes have been streamlined recently. ASIO staff visit the Archives to quickly resolve minor access examination issues.
- Access requests for ASIO files are regularly the subject of internal review and where these are unresolved, in appeals to the Administrative Appeals Tribunal.
- ASIO are engaged with the National Archives through training and events and use Archives publications and standards. They also regularly attend GAIN forums

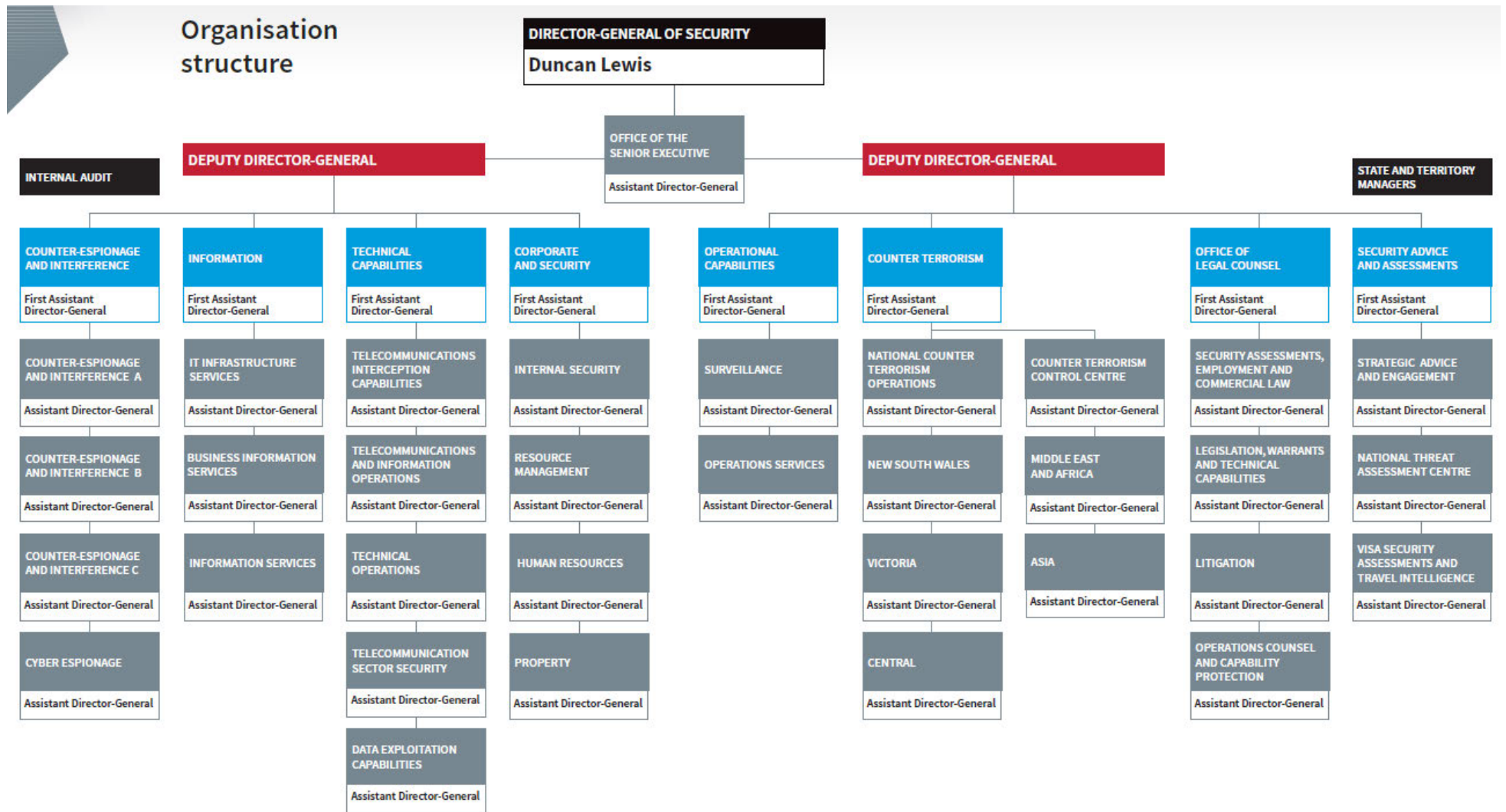
## Recent news articles

- December 2014 [Senate passes new suite counter-terrorism laws](#) giving stronger powers to ASIO
- October 2014 [Parliament passes law to let ASIO tap entire internet](#) in a government effort to expand the legislative power of ASIO, including the breadth of computers it can access under a single warrant.

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<sup>5</sup> R60642015

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## Email Message

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**From:** David Fricker [SMTP:David.Fricker@naa.gov.au]  
**To:** s 47F(1) [redacted]@naa.gov.au  
**Cc:** s 47F(1) [redacted]@naa.gov.au, Anne Lyons [SMTP:anne.lyons@naa.gov.au]  
**Sent:** 11/02/2015 at 11:59 PM  
**Received:** 11/02/2015 at 11:59 PM  
**Subject:** HP TRIM DOCUMENT : R150852015 : Draft - Fricker to Thom re ASIO records - Feb 2015 [SEC=UNCLASSIFIED]

---

**Attachments:** Draft - Fricker to Thom re ASIO records - Feb 2015.tr5

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s 47F(1)

I've approved the letter, please attach my signature and email to Dr Thom.

Thanks,  
David

-----< HP TRIM Record Information >-----

Record Number : R150852015

Title : Draft - Fricker to Thom re ASIO records - Feb 2015

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2015/601

Dr Vivienne Thom  
Inspector-General of Intelligence and Security  
PO Box 6181  
KINGSTON ACT 2604

Dear Dr Thom

I understand you are aware that ASIO has written to the Archives reporting an incident in early January 2015 where water entered a records storage area in ASIO's new Canberra building and some physical files became wet. I understand the entry of water was the result of a building defect and that action will be taken to fix this fault.

Two Archives' staff, the acting Assistant Director-General, Collection Management and a senior conservator, visited ASIO on 28 January 2015 to inspect the storage area and files and discuss remediation action taken by ASIO.

I am pleased to advise that no records were destroyed and that the action taken by ASIO to remediate the water damage to files was both prompt and appropriate. Files have been dried in accordance with advice on the Archives' website and although there was some evidence that ink had run, no information had been lost and there was no evidence of the growth of mould. ASIO staff will monitor the records storage area and inspect affected records in 4 weeks for any visible signs of mould.

Our conservator confirmed that the controlled temperature and humidity in the storage area is consistent with the Archives' specifications for records of archival value. We have recommended that ASIO consider storing their archival records within archival quality boxes as an added protection and have supplied ASIO with a stock of boxes to trial. We have also provided ASIO with written advice on storing archival records, disaster recovery and preservation issues relating to the exhibition or display of archival material.

Both ASIO and the Archives are well aware of the sensitivity of ASIO records and the requirement for a high level of accountability regarding their long term preservation and handling. The Archives will continue to work with ASIO to ensure that ASIO records of archival value are preserved and remain available for public access in accordance with the *Archives Act 1983*.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Fricker', with a stylized flourish at the end.

David Fricker  
11 Feb 2015

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## Record of Meeting

<b>Purpose of Meeting</b>	General NAA Brief to the Director-General of Security	
<b>NAA Attendees</b>	David Fricker (Director-General)	
<b>Other Attendees</b>	Duncan Lewis Director-General of Security s 47F(1) CIO ASIO	
<b>Date</b>	4 August 2015 2:15pm	
<b>Location</b>	ASIO Headquarters, Ben Chifley Building ACT	
<b>Record Prepared by</b>	David Fricker	6 August 2015

### Meeting Summary

1. DG NAA met with DG ASIO to update him on a range of issues affecting the NAA/ASIO relationship
2. Matters discussed were:
  - a. The remedial action taken by ASIO and NAA in response to the burst water pipe that affected ASIO paper records. This action was satisfactorily completed without compromising the records and showed a high level of cooperation between ASIO records management officers and NAA conservators.
  - b. NAA proposed legislative changes, aimed at managing high levels of access requests by a few researchers. A small proportion of access requests is consuming a high level of resources and contributing to a high backlog of access requests. A change is proposed to introduce a cap on the number of files that can be requested by an individual at any one time, to allow a more equitable access by a larger number of applicants. DG NAA explained that there is no intention to alter the exemptions in the current legislation.
  - c. Sharing of legal costs for AAT cases, primarily through both agencies providing joined up instructions to AGS.
  - d. NAA's current project to re-engineer our access examination processes, noting the very good cooperation that we enjoy with ASIO.
  - e. NAA's end-to-end digital business solution – which will make special provision for national security records.
  - f. NAA's NPP for a national digitisation centre.
  - g. ASIO's interest in and support for NAA's planned "espionage" exhibition, including the possibility of linking it to the third volume of the Official History of ASIO by Prof David Horner.

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**From:** s 47F(1) [REDACTED]@naa.gov.au  
**To:** s 47E(d) [REDACTED]@asio.gov.au [SMTP] s 47E [REDACTED]@asio.gov.au  
**Cc:** s 47F(1) [REDACTED]@naa.gov.au  
**Sent:** 05/04/2016 at 3:52 PM  
**Received:** 05/04/2016 at 3:52 PM  
**Subject:** Correspondence on 2015 Check-up Digital results from David Fricker, Director General, National Archives of Australia [SEC=UNCLASSIFIED]

**Attachments:** Fricker to Lewis (ASIO) - Check-Up Digital 2015 Results - 4 April 2016.pdf

UNCLASSIFIED

Dear Lewis,

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Please find attached correspondence from David Fricker, Director-General of the National Archives of Australia regarding your agency's final Check-Up Digital results for 2015 and an update on other National Archives' initiatives that may affect your agency over the next few months.

Â

Kind Regards

s 47F(1) [REDACTED] on behalf of David Fricker

Â

David Fricker  
 Director-General

National Archives of Australia  
 Queen Victoria Terrace, Parkes ACT 2600  
 PO Box 7425, Canberra Business Centre ACT 2610

p +61 (0)2 6212 3670 m +61 s 47F(1) [REDACTED]  
 e HYPERLINK "mailto:david.fricker@naa.gov.au"david.fricker@naa.gov.au  
 t HYPERLINK "http://www.twitter.com/david\_b\_fricker"www.twitter.com/david\_b\_fricker  
 w HYPERLINK "http://www.naa.gov.au/"www.naa.gov.au

Â Â HYPERLINK "http://www.naa.gov.au/"cid:image005.png@01D00B2F.74EC0E20Â Â Â Â  
 HYPERLINK "http://www.ica.org/"cid:image006.jpg@01D00B2F.74EC0E20

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UNCLASSIFIED

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Your story, our history

**Our reference: 2016/1119**

From the Office of the Director-General

Dear colleague,

I am writing to provide you with your agency's final *Check-Up Digital* results for 2015 and to update you on other National Archives' initiatives that may affect your agency over the next few months.

### **Check-up Digital 2015**

Thank you for your agency's participation in *Check-Up Digital*, an annual survey of agencies digital information management capability. Final results from the 2015 survey show that agencies are slowly developing their digital information management capabilities with the average rating increasing from 2.6 (out of five) in 2014 to 2.8 in 2015.

Senior support of digital information management and broad digital system implementation remain the strongest achievements across the whole of government in 2015. The main areas for attention are the high number of agencies who have at least one rating of 1 and the retention and migration of information to the Archives.

A report of the final overall results including your agency's ranking compared to other agencies is attached.

The results will be used to report to our Minister, Attorney-General, Senator the Hon George Brandis. This report will also be published on the Archives website as recommended by the Belcher Red Tape Review.

This year, responses from a sample of 30 agencies were validated to ensure that agency self-assessed ratings were consistent with validation documents they provided. 18% of agency ratings were not supported by the documents provided and another 30% of ratings were only partially supported by the documents. The Archives will be following up with these agencies to provide any advice needed.

*Check-up Digital* 2016 will be open for submissions from 1 July to 30 September 2016. I encourage you to participate again in this important initiative and take the opportunity to measure improvements in your agency, and your agency's progress against the Digital Continuity 2020 targets. This will also help guide the further development of resources and future initiatives to assist agencies as they progress to digital information management maturity.

The 2016 'Survey of Information and Records Management Practices in Australian Government Agencies', which complements *Check-up Digital*, was completed by agencies recently. The de-identified whole-of-government results of the survey will be released in late May – June. From 2017, both the agency survey and *Check-up Digital* will be replaced by a single survey reporting tool.

### **Digital Continuity 2020 Targets**

The Digital Continuity 2020 Policy launched in October 2015 set a number of targets to be achieved by 2020, as part of your normal business review and IT investment and maintenance cycles. To assist agencies in improving their information maturity, additional guidance and advice, including implementation pathways for the Digital Continuity Policy are available on the [NAA website](#).

Two key targets for 2016 are establishing an [information governance committee](#) (30 June 2016) and implementing an information governance [framework](#) (31 December 2016). Progress against these targets will be assessed in *Check-Up Digital* 2016.

## National Archives Preservation Facility Update

In December last year I wrote to you about the relocation of our Canberra-based collection and some of our audio visual collection from Sydney. The relocation of some 15 million items to the Canberra facility will commence in November 2016 and continue through until the end of June 2017. Some records will now also be relocated from Perth to Sydney, and between Canberra and Sydney. These additional moves will commence in April 2016. The new Canberra facility, and the refurbishment of the Chester Hill facility, will ensure the collection continues to be preserved in a temperature and humidity controlled environment. During these relocations there will be some disruption to our services and we will be working hard to minimise this disruption. The Archives collection management area will liaise directly with your records managers on the details of these arrangements and how they affect your agency. In keeping with our lending policies, agencies will be responsible for the transport costs of record loans.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Fricker', with a stylized flourish at the end.

David Fricker

1 April 2016

**§ 7(2A)**

**s 7 (2A)**

**s 7 (2A)**

**s 7 (2A)**

**§ 7(2A)**

**s 7 (2A)**

s 47F(1)

**From:** s 47F(1)  
**Sent:** Friday, 16 December 2016 11:22 AM  
**To:** s 47E(d)@asio.gov.au'  
**Cc:** Advisory Council Secretariat; s 47F(1)  
**Subject:** Invitation from National Archives Director-General and Advisory Council Chair - 17/2/17 [SEC=UNCLASSIFIED]  
**Attachments:** AC127 Chair s Invitation to Members of Intelligence Community - Lewis.pdf

**UNCLASSIFIED**

Dear Daniel

Attached is an invitation from the Director-General of the National Archives Mr David Fricker, and our Advisory Council Chair Dr Denver Beanland, for the Director-General to attend the NAA Advisory Council Meeting on **Friday 17 February 2017**.

I will be in touch to ascertain the Director-General's availability. In the meantime if you have any questions, please don't hesitate to call or email me.

Kind regards

s 47F(1)

Assistant Director  
 Executive Governance and Secretariat  
 Strategic Planning and Governance  
 t +61 (0)2 6212 3798 m + s 47F(1)

**National Archives of Australia**  
 Queen Victoria Terrace, Parkes ACT 2600  
 PO Box 7425, Canberra Business Centre ACT 2610  
 s 47F(1) @naa.gov.au  
[www.naa.gov.au](http://www.naa.gov.au)

**UNCLASSIFIED**

NATIONAL ARCHIVES OF AUSTRALIA  
Advisory Council

Major General Duncan Lewis AO, DSC, CSC  
Director-General of Security  
ASIO  
GPO Box 2176  
CANBERRA ACT 2601  
s 47E(d) [@asio.gov.au](mailto:asio.gov.au)

Dear Director-General

The [National Archives of Australia Advisory Council](#) is established under s 10 of the Archives Act 1983 (the Act). Under s 11 of the Act the Council has a role to furnish advice to the Minister – in this case the Attorney-General, Senator the Hon George Brandis QC and the Director-General, Mr David Fricker – with respect to matters to which the functions of the Archives relate.

The Council is considering important issues relevant to a broader legislative reform project namely, the objects of the Act, the functions and powers of the Archives and the definition of 'Commonwealth record' which is central to defining the scope of the Archives' role.

The Council is next meeting on **Friday 17 February 2017 at the Archives' office in Canberra**. The Director-General and I are inviting representatives of the National Intelligence Community to attend the meeting to assist Council in its deliberations into the current public access regime under the Act, its relationship to other information law access regimes and the relevance of the existing exemptions set out in the Act. We would be pleased if you could be present for those discussions as we are keen to obtain your views and perspectives on the issues affecting your organisation on the role of the Archives. Invitations are also being sent to Mr Bruce Miller at ONA, Mr Nick Warner at ASIS, Ms Frances Adamson at DFAT and Ms Margaret Stone at IGIS. The Attorney-General is aware of previous discussions on this matter and has the February meeting in his diary for either him or his representative to attend.

s 47F(1) from the Archives will be in touch with your office to ascertain your availability and to determine a time during the meeting which would suit your schedule. The approach will be for each attendee to attend (separately) for 30 minutes to offer their views and respond to any questions.

In the meantime, if you have questions on any of the above please do not hesitate to contact me, Mr Fricker or s 47F(1) via s 47F(1) [@naa.gov.au](mailto:naa.gov.au).

Yours sincerely



Dr Denver Beanland  
Chair  
National Archives of Australia  
Advisory Council  
16 December 2016

Yours sincerely



David Fricker  
Director-General  
National Archives of Australia  
16 December 2016

s 47F(1)

**From:** s 47F(1) @naa.gov.au > on behalf of David Fricker  
<David.Fricker@naa.gov.au>  
**Sent:** Thursday, 19 January 2017 1:45 PM  
**To:** s 47F(1) @asio.gov.au  
**Cc:** Checkup  
**Subject:** Re: Australian Security Intelligence Organisation (ASIO) - 2016 Check-up Digital results [SEC=UNCLASSIFIED]  
**Attachments:** Australian Security Intelligence Organisation - ASIO - Check-up Digital 2016 - Agency Ranking and Initial Analysis - January 2017.pdf

## UNCLASSIFIED

Our reference: 2016/4437

Dear Colleague,

I am writing to provide you with your agency's *Check-up Digital* results for 2016 and to update you on Digital Continuity 2020 Policy targets and other National Archives' initiatives that may affect your agency over the next few months.

### Check-up Digital 2016

Thank you for your agency's participation in *Check-up Digital*, an annual survey of agencies' digital information management capability. I am delighted to advise that this year a total of 165 agencies provided submissions to the Archives, representing 100% of all eligible agencies. A summary of your agency's results, including a graph indicating your agency's ranking in the whole of government context, is attached. Further analysis of 2016 *Check-up Digital* results across the Government has commenced and I will send you the final results by April 2017.

### Digital Continuity 2020 Policy

The National Archives' [Digital Continuity 2020 Policy](#) was released in October 2015. The policy sets a number of [targets](#) to be achieved by agencies by 2020 in the course of their normal business review and ICT investment and maintenance cycles.

Targets to be achieved in 2016 included establishment of an Information Governance Committee and development of an Information Governance Framework. 2017 targets focus on recording decisions using digital authorisations and workflows, and assessment of new business systems for appropriate information management functionality. I look forward to seeing your agency's progress against these targets in the next *Check-up Digital* survey which will be open for completion from 1 July 2017.

Further guidance including implementation pathways and information about the policy targets is available on the Archives' [website](#).

### 2015-16 surveys published

As recommended by the *Review of Whole-of-Government Internal Regulation* (Belcher Red Tape Review), the Archives has published the reports of two information management surveys conducted during the 2015-16 financial year to its website. The surveys provide an overview of digital information management maturity as well as information and records management practices in Australian Government agencies. These survey reports are available at the links below:

- [Check-up Digital \(2015\)](#)
- [Information and Records Management Practices in Australian Government Agencies \(2016\)](#)

### Digital Excellence Awards

Applications are now invited for the 2017 [National Archives Awards for Digital Excellence](#). The awards recognise and promote excellence and innovation in the management, use and reuse of digital information by Australian Government agencies.

The winners will be chosen from case studies that showcase significant progress towards Digital Continuity 2020. In 2017, a new category is available to recognise an outstanding individual within the Australian Public Service who has championed information management reform within the Commonwealth.

I encourage you to consider your agency entering the awards, and if you have any questions about these initiatives, please do not hesitate to contact me or Anne Lyons, Assistant Director-General, Information Policy and Systems ([anne.lyons@naa.gov.au](mailto:anne.lyons@naa.gov.au) or 02 6212 3696).

**National Archives Preservation Facility and temporary disruption to services**

I would also like to take this opportunity to remind you that between November 2016 and June 2017 we will be consolidating collections from three repositories into our new [National Archives Preservation Facility](#) in Canberra. There will be disruptions to our services to Government clients and public access to records in Canberra during this time.

In particular, 4.8 kilometres of audio-visual and photographic records will be relocated from our Sydney repository to specialised storage in the National Archives Preservation Facility in Canberra during April - May 2017. Our Relocation Team will be in touch with relevant Senior Managers in affected agencies shortly about this relocation.

For further information please contact me or Teresa Ward, Assistant Director-General, Collection Management, ([teressa.ward@naa.gov.au](mailto:teressa.ward@naa.gov.au) or 02 6212 3703).

Yours sincerely  
David Fricker

Kind Regards

s 47F(1)  
Executive Assistant to the Director -  
General  
t +61 2 6212 3652

**National Archives of Australia**  
Queen Victoria Terrace, Parkes, ACT, 2600  
PO Box 4924, Kingston, ACT, 2604  
s 47F(1) [@naa.gov.au](mailto:naa.gov.au) | [naa.gov.au](http://naa.gov.au)

		<i>We acknowledge and pay our respects to the traditional custodians of this land and celebrate their ongoing culture and contribution to society.</i>
<b>Your story, our history</b>		

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**s 7 (2A)**

s 47F(1)

**From:** s 47F(1)  
**Sent:** Wednesday, 24 May 2017 3:11 PM  
**To:** 'Denver Beanland'; s 47F(1)  
 [Redacted]  
**Cc:** David Fricker; s 47F(1) Advisory Council Secretariat; s 47F(1)  
 [Redacted]; Louise Doyle; s 47F(1)  
**Subject:** NAA AC127 - Response to QoN from ASIO Deputy Director-General [SEC=UNCLASSIFIED]  
**Attachments:** Response to QoN from Deputy Director-General ASIO (AC127).pdf

## UNCLASSIFIED

Dear Council Members

You will recall that at the Advisory Council Meeting attended by various members of the Australian Intelligence Community, the Deputy Director-General of ASIO undertook to provide a written response to two questions on notice.

Attached is his written response to the Chair.

Thx

s 47F(1)

s 47F(1)

Assistant Director  
 Ministerial & Parliamentary Liaison  
 Executive Business Section  
 t +61 (0)2 6212 3798 m + s 47F(1)

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## UNCLASSIFIED



**NATIONAL ARCHIVES OF AUSTRALIA**

Our reference: R31942018

**Note: This letter is unsigned and is likely to be a draft. Searches were undertaken for a signed and sent version of the letter, but no signed/sent version was found.**

16/1/2018

Mr Duncan Lewis  
Director-General  
Australian Security Intelligence Organisation

Dear Duncan

The National Archives of Australia is very pleased to be collaborating with the Australian Security Intelligence Organisation in developing the SPY [Espionage in Australia] exhibition.

Using records and objects from the Archives' collection and items on loan from ASIO and other security agencies, SPY brings the history and stories of 20<sup>th</sup> century Australian espionage out of the shadows and into the light. The nationally-significant exhibition promises to generate great public interest and debate as it tours Australia.

I invite you to join me at the opening of the touring exhibition at the Museum of the Riverina in Wagga Wagga on the evening of Thursday 31 May 2018.

Professor John Blaxland has agreed to speak at the touring exhibition opening.

However, as our primary partner, the National Archives would like you to consider being keynote speaker at our premier exhibition opening which is scheduled to be our main event for Enlighten 2019 Festival.

I look forward to joining you at the opening. Should you wish to discuss the event or exhibition in further detail, please contact Ms s 47F(1), Partnerships and Events Officer, Communications, Publications and Events on (02) 6212 3971 or email at s 47F(1) [@naa.gov.au](mailto:s.47F(1)@naa.gov.au).

Kind regards,

David Fricker  
Director-General





NATIONAL ARCHIVES OF AUSTRALIA

FROM THE OFFICE OF THE DIRECTOR-GENERAL

Our reference: R1089522017

29 January 2018

Mr Duncan Lewis AO DSC CSC  
Director-General of Security  
GPO Box 2176  
Canberra ACT 2601

s 47E(d) [@asio.gov.au](mailto: @asio.gov.au)

Dear Duncan

As you are aware, the National Archives of Australia is curating an exhibition titled *Spy: espionage in Australia*. The exhibition explores the history of security and intelligence in Australia from Federation in 1901 through to the present day. It will draw upon original records from the Archives' collection and loan items from Australia's security and intelligence agencies.

I would like to request the loan of a number of objects from your historic collection, as described in the attached list.

The period of loan is from February 2018 to approximately June 2021, subject to conservation advice. The exhibition will tour Australia from May 2018 and will include approximately 8-10 venues in metropolitan and regional locations. There will be a showing in Canberra at the Archives' national office East Block, from March to August 2019.

For further information about the loan process and logistics, please contact the Archives' Senior Curator, Ms s 47F(1) [@naa.gov.au](mailto: @naa.gov.au).

I'd like to take this opportunity to thank you for the assistance your organisation has provided the Archives over the last twelve months, in relation to the development of this project. It is much appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Fricker'.

David Fricker  
Director-General



## Proposed Loan List

Object	Reference number ( if known)
Defector kit	n/a
Skripov message sender	n/a
Skripov secret ink	n/a
Minox Camera	n/a
Steineck Camera	20/09
National Panasonic Radio (three in collection)	30/09, 31/09, 28,09
Tabacco Container (Murray's Erinmore Flake)	05/09
Three Magazines (two in collection)	11/09, 147/09
War and Peace - hollowed contains Tessinia camera	14/09
Packet of Cigarettes Hallmark	06/09
Black Raincoat	09/09, 10/09
Christ and Communism and The Nature of Captain Crisis - hollowed out with camera	16/09
Men's tie with insert for camera	21/09
Aster Radio	25/09
EDI Miniature Recorder	34/09
Minifone portable recorder	37/09
Glasses case	133/09
Packet of cigarettes	138/09
Typewriter ribbon box	149/09



**Note: This letter is unsigned and is likely to be a draft. Searches were undertaken for a signed and sent version of the letter but no signed/sent version was found.**

Duncan Lewis  
Director-General ASIO  
70 Constitution Avenue  
CAMPBELL ACT 2612

**Our reference: 2019/1271**

24 May 2019

Dear Director-General

Thank you for your continuing support of the National Archives' touring exhibition *Spy: Espionage in Australia*. This exciting and unique exhibition is attracting national and international attention as it tours regional venues ahead of its Canberra opening later this year.

Collaboration with host venues the Museum of the Riverina in Wagga Wagga and the Whitlam Institute at the University of Western Sydney has delivered excellent results – *Spy* has attracted some 5000 visitors to date, while media coverage has reached more than 11 million people and extended to the United Kingdom and the United States. We anticipate the buzz around *Spy* will be at its peak when the exhibition opens at our East Block headquarters in Parkes in late 2019, following a short run at the Newcastle Museum. The exhibition will continue to tour nationally after Canberra.

With the right level of investment in a national marketing and communications campaign, *Spy* could achieve major exhibition status and attract hundreds of thousands of visitors around Australia. Major exhibitions staged by national institutions can have marketing budgets in excess of \$250,000, well beyond what the National Archives can afford. Our total annual budget for all agency marketing activities is around \$100,000, with just \$15,000 currently set aside for *Spy*. We seek your financial support to bridge the funding gap and help make *Spy* our most successful exhibition ever.

*Spy* has the potential to deliver significant benefits to ASIO and the other security agencies involved in developing the exhibition. The considered treatment of the exhibition's sensitive subject matter presents the work of our security agencies in a way that excites the public interest and imagination. There is huge potential for partner agencies to leverage this appeal for promotional and recruitment purposes, as well as reputation and trust building. Attached is a prospectus detailing the potential benefits ASIO stands to receive by providing financial support for *Spy*'s Canberra leg and subsequent national tour.



I trust we can continue our productive partnership to provide the marketing budget needed to promote both the *Spy* exhibition and the critical work of our security agencies. Thank you for the support you and your agency have provided to the National Archives to bring *Spy: Espionage in Australia* to the world.

Yours sincerely

David Fricker  
Director-General





NATIONAL ARCHIVES OF AUSTRALIA

FROM THE OFFICE OF THE DIRECTOR-GENERAL

**Our reference: 2019/3128**

19 September 2019

Mr Mike Burgess  
Director-General  
Australian Security Intelligence Organisation  
Central Office  
GPO Box 2176  
Canberra ACT 2600

[s47E\(d\)@asio.gov.au](mailto:s47E(d)@asio.gov.au)

Dear Mr Burgess

**Invitation to open the *Spy: Espionage in Australia* exhibition**

I write to invite you to, officially open the *Spy: Espionage in Australia* exhibition in Canberra on evening of Thursday 28 November 2019.

*Spy* is one of the most significant national touring exhibitions ever developed by the National Archives of Australia. Curated in partnership with the Australian Security Intelligence Organisation (ASIO), the exhibition will open in the redeveloped East Block building after successful runs in Wagga Wagga, Sydney and Newcastle.

Using records and objects from the National Archives' collection and items on loan from ASIO and other security agencies, *Spy* brings the history and stories of 20<sup>th</sup> century Australian espionage out of the shadows and into the light. This intriguing exhibition promises to generate great public interest and debate in the national capital and on its tour of Australia.

*Spy* will open with an evening launch and cocktail event on 28 November 2019 and run until late-April 2020. Event details will be provided to your office closer to the date.

David Fricker looks forward to catching up at your earliest convenience. He would be happy to discuss this invitation with you, upon his return to work next week.

In the meantime, should you wish to discuss the event or exhibition, please contact Louise Doyle, Assistant Director-General at [Louise.Doyle@naa.gov.au](mailto:Louise.Doyle@naa.gov.au) or 02 6212 3681.

Sincerely

**s 47F(1)**

Yaso Arumugam  
A/g Director-General

