



Australian Government

National Archives of Australia

Records Authority

2026/01112301

Renewable Energy Administration

Clean Energy Regulator

2026



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INTRODUCTION

The Clean Energy Regulator (CER) 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 of Renewable Energy Administration. It represents a significant commitment on behalf of CER to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of CER. 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 CER permission under the *Archives Act 1983*, for the destruction of the temporary records described after the minimum retention period has expired. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives on the basis of information provided by the agency.

As changes in circumstances may affect future information management requirements, the periodic review of this authority is recommended. All amendments must be approved by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This authority partially replaces classes 61940, 61941, 61943 and 61944 in the previously issued records authority RA 2015/00366284 for the Compliance, Investigation & Enforcement and Scheme Regulation and Management functions. These classes cannot be used to sentence records related to renewable energy administration 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 CER 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 should be used 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).
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 CER 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 CER 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 CER 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 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 CER 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 2026/01112301

Notice of authorisation

Person to whom notice of authorisation is given:

Mr David Parker AM
Chief Executive Officer and Chair
Clean Energy Regulator
47 Bowes Street
Phillip ACT 2606

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 records relating to Renewable Energy Administration.

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 (R690612026).

Authorising Officer	Date of issue
Josephine Secis Assistant Director-General Government Information and Collection Management National Archives of Australia	14 July 2026

RENEWABLE ENERGY ADMINISTRATION

The core business of administering Australian Government's renewable energy and product emissions certification schemes, such as the Renewable Energy Target (RET) or the Guarantee of Origin (GO) scheme. The schemes are established to encourage generation and storage of electricity from renewable sources and to promote investment in low-carbon products and renewable electricity through financial incentives in the form of tradable certificates, or through certificates that verify the origin of renewable electricity or track the emissions intensity of products.

The **core activities** include:

- developing, implementing, and reviewing renewable energy schemes, strategies, frameworks, and protocols;
- managing registration of participants for schemes (eg as a registered person or registered agent);
- managing accreditation and/or registration of facilities (eg renewable energy power stations, electricity generating systems, energy storage systems or aggregated systems);
- assessing and validating claims for scheme certificates (eg large-scale generation certificates (LGCs), small-scale renewable technology certificates (STCs), Renewable Electricity Guarantee of Origin (REGO) certificates, and Product Guarantee of Origin (PGO) certificates);
- managing public registers and establishing and overseeing ownership and status of all certificates issued under schemes;
- assessing and validating applications from manufacturers to register small-scale renewable energy products (eg solar water heaters or air-source heat pumps) eligible for small-scale technology certificates (STCs);
- inspecting systems, sites and equipment;
- verifying and processing applications from emissions-intensive trade-exposed entities for exemption certificates or certifiable amounts;
- auditing and verifying applications from producers of eligible products under the Product Guarantee of Origin (PGO);
- negotiating, establishing, and implementing agreements and contracts, including memoranda of understanding, with other agencies to support regulatory compliance;
- monitoring, investigating, and enforcing compliance with legislated obligations (eg liable entities reporting, surrender and shortfall payment obligations, auditing claims for large-scale generation certificates (LGCs) and Renewable Electricity Guarantee of Origin (REGO) certificates and improper creation of certificates by scheme participants);
- reporting the outcomes of data collection and analysis, including developing and publishing annual Renewable Energy Target Administrative Reports;
- developing and providing guidance and education on renewable energy schemes and product emissions information for consumers and scheme participants (eg power stations, registered persons, registered agents and installers, intermediaries, manufacturers, solar retailers, and small business). Including developing and publishing guidance, tools, checklists, and resources; and
- exchanging reported data with other government entities and undertaking data matching to support reporting requirements and compliance monitoring.

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

- delegating powers and authorising actions;
- planning, conducting and facilitating audits;
- establishing, managing, and participating in internal and external committees, meetings, and working groups;
- planning and reporting;
- evaluating and reviewing;
- receiving and responding to inquiries;
- providing and receiving advice;

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- developing and implementing operational policies, procedures, work instructions;
- managing programs and projects;
- undertaking research and analysis; and
- identifying, assessing, and managing risks.

Cross references to other Clean Energy Regulator records authorities

For the register of greenhouse and energy auditors, use GREENHOUSE AND ENERGY AUDITOR SERVICES REGULATION.

For Quarterly Carbon Market Reports and reporting on data and information on the performance of renewables in Australia, use CARBON CREDITING AND BIODIVERSITY ADMINISTRATION.

For reporting and publication of scheme trials and for the agency's annual audit program, use EMISSIONS and ENERGY REPORTING.

Cross references to AFDA Express Version 2

For developing and executing contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

For addresses and presentations made by the Regulator or senior agency staff, use EXTERNAL RELATIONS.

For advice, briefs and submissions to Ministers, and Cabinet submissions, other than those covered in class 63320, use EXTERNAL RELATIONS.

For master set of media releases, use EXTERNAL RELATIONS.

For the development of new legislation and amendments to existing legislation, use EXTERNAL RELATIONS and/or STRATEGIC MANAGEMENT.

For payment of fees and debt recovery processes, use FINANCIAL MANAGEMENT.

For legal advice and services relating to litigation matters, use LEGAL SERVICES.

For legal advice relating to contracts under seal or deeds, use LEGAL SERVICES.

For managing the acquisition of services and goods to support the core business, including consultants and contractors, use PROCUREMENT.

For information communications and technology systems, processes and activities which do not provide specialised support for the core business, use TECHNOLOGY AND INFORMATION MANAGEMENT.

Cross references to other records authorities

For the establishment and management of the agency's board, use General Records Authority 27 Governing Bodies.

Class no	Description of records	Disposal action
63320	Records documenting: • developing, implementing and reviewing national and high-level renewable energy administration policies, strategies, plans, standards, principles, protocols and frameworks (eg the Cheaper Home Batteries Program Policy and Electricity Metering Data Matching Protocol). Includes final versions, policy statements, proposals, submissions, major	Retain as national archives

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Class no	Description of records	Disposal action
	drafts, stakeholder consultations and supporting research; • high-level internal and external, including inter-governmental and inter-agency, committees, working groups, consultative groups and other bodies, where the agency provides the secretariat, is the Australian Government's main representative or plays a prominent or central role (eg the Guarantee of Origin Guidance Committee, the Guarantee of Origin Steering Committee and the Cheaper Home Battery Program Steering Committee). Includes establishment records, agenda, final versions of minutes, tabled papers, briefings and results of committee meetings such as reports and recommendations; • developing, implementing and reviewing national and high-level renewable energy administration schemes, programs and projects, that: are precedent setting, ground breaking or innovative; are controversial or attract considerable public interest; will potentially have a substantial social, economic, political or environmental impact; have national or international implications; result in changes or have considerable implications for the sector or for Government or agency policies or programs; or, result in changes to legislation. Includes pilots of schemes (eg GO trials) and projects undertaken as joint ventures. Includes, final and major drafts of reports, project outcomes, project plans, progress or milestone reports; records of stakeholder consultation and supporting research and data; • providing and receiving high-level advice. Includes position papers, briefs, opinions, stakeholder submissions, and supporting records; • final versions of significant agreements and contracts and supporting documents, that relate to the establishment of major partnerships and cooperative arrangements with other governments, agencies or organisations (eg major data sharing agreements and agreements to act as a product listing body for solar panels and inverters) that: are controversial, of public interest or ground breaking in nature; or have substantial implications for the conduct of agency business. Includes memorandums of understanding, bilateral and joint venture agreements; • final versions of tools, products, forms and templates developed to provide guidance and support to external stakeholders, including certificate traders, electricity retailers and participants in energy and environmental markets. Includes education and training material (eg Small-scale Renewable Energy Scheme Smart knowledge and self-assessment online tool), guides	

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Class no	Description of records	Disposal action
	and guidelines calculators, webinars, podcasts, and template deck files; • developing reports provided to Parliament and other national and high-level reports (eg Renewable Energy Target Administrative Reports, Final Renewable Energy Target Annual Statement, Large-scale Renewable Energy Target supply data, progress reports, quarterly risk reports, performance reports and recommendations to the Minister to assist in setting Renewable Technology Percentages and Small-Scale Technology Percentages). Includes final versions, major drafts, stakeholder consultation, supporting research and datasets; • significant summary records relating to the core business, including Renewable Energy Certificate (REC) Registry, the Guarantee of Origin (GO) Register and public registers (eg Small-scale Technology Certificate (STC) Clearing House transfer list, register for exemption certificate for emissions-intensive trade exposed activities, registers of accredited or registered power plants or facilities, public register of solar water heaters, and solar water heater postcode zones and certificate short fall registers); • designing, developing, building or procuring, establishing, configuring, modifying, maintaining, reviewing and decommissioning specialised software-based technology solutions that are commissioned, built or significantly customised by the agency to specifically to meet unique requirements relating to the core business, and that are ground-breaking or innovative in nature (such as developing and employing complex machine learning algorithms to make business decisions); are controversial or of considerable public interest; or otherwise represent a significant change in the delivery or performance of the agency's core business (eg Renewable Energy Certificate (REC) Registry system). Includes project proposals, system specifications, data sets, testing and acceptance reports, source code and algorithms, data dictionaries, change requests, system documentation, and technical manuals; • outcomes of major research and analysis undertaken or commissioned by the agency into renewable energy and the renewable certificate market sector. Includes final research reports, research findings, statistical and trend analysis, data models, and supporting research datasets and associated information; • high-level reviews and audits, including sector-wide strategic and major internal reviews and audits, relating to the core business (eg Integrity Review of the Rooftop Solar PV Sector). Includes records	

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Class no	Description of records	Disposal action
	establishing the review, reports, recommendations, action plans, submissions, supporting research and datasets, and supporting records such as those documenting stakeholder consultation; • scheme case records, including Large-scale Renewable Energy Target (LRET) and Small-scale Renewable Energy Scheme (SRES) and Guarantee of Origin (GO) Scheme. Includes: ○ successful registration of scheme participants (eg as a registered person or registered agent); ○ assessing, validating and determining applications and claims for the accreditation or registration of facilities (eg power stations, electricity generating systems, energy storage systems or aggregated systems), including varying, suspending or revoking accreditations or registration of facilities; ○ auditing and determining claims for certificates by registered persons or registered agents; ○ assessing and validating applications from manufacturers to register small-scale renewable energy products (eg solar water heaters or air-source heat pumps) ○ verifying and determining emissions-intensive trade-exposed entities, and issuing of exemption certificates or certifiable amounts; ○ auditing and verifying applications for generation/creation of eligible products (eg hydrogen production through electrolysis); ○ providing compliance guidance or direction; ○ assessing and validating liable entities regulatory reporting, certificate surrender, and shortfall obligations; and ○ handling enquiries and complaints received that specifically relate to a registered person or agent, installer of small-scale renewable energy systems, or a liable entity; Includes applications and supporting documentation, internal assessment, inspection finding, correspondence with applicants, final decisions and determinations and creation and transfer of certificates; <i>[For Small-scale Renewable Energy Scheme (SRES) applications that do not proceed, use class 63321.</i> <i>For Product Guarantee of Origin (PGO) applications that do not proceed, use class 63322.</i> <i>For receiving and responding to general enquiries and enquiries related to schemes' business processes, which require routine or standard responses, use class 63322].</i> • appeals or reviews of decisions made by the agency that: are precedent setting, controversial or	

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Class no	Description of records	Disposal action
	of public interest; or result in major changes to agency schemes or policy. Includes appeals to review bodies (eg Administrative Review Tribunal); • compliance monitoring of scheme participants (eg registered persons, liable entities or accredited or registered facilities) to ensure compliance with legislative obligations, including collecting and analysing information and data. Includes applications, preliminary assessment reports, assessment plans, site visit reports, notifications, risk assessments, energy acquisition statements, shortfall statements, final decisions and determinations, appeals and reviews of decisions, disclosures and supporting research; • compliance monitoring that results in enforcement, litigation, or the prosecution of persons or entities. Includes critical decision briefs, referrals, complaints, or claims, briefs of evidence, witness statements, exhibits, investigation and interview plans, enforcement notices, intelligence reports, subpoenas, discovery orders, court documents, court orders, final settlement of matters, and supporting documents, including site visits, interviews, regulatory reports, enforceable undertakings, statements, audit reports, compliance history of registered persons and registered agents, supporting datasets and requests for legal advice; and • planning and conducting of investigations that: results in prosecution (eg in the Magistrates Court); involves matters that are controversial or attract considerable official or public interest; results in major changes to agency or government policies, processes, or schemes; or results in changes to legislation or subordinate legislation. Includes initial complaints, or allegations, risk assessments, executing monitoring warrants, investigation and interview plans, notification of participants, exhibits, interview recordings or transcripts, brief of evidence, planning and conduct of investigations of premises, requests and authorisations to conduct investigation, copies of evidence collected, records of legal proceeding, appeals, notification of decisions, compliance agreements, application of penalties, final reports on determinations and outcomes, and supporting records. Also includes referrals to law enforcement agencies.	
63321	Records documenting: • Small-scale Renewable Energy Scheme (SRES) applications that do not proceed (eg applications that fail, are refused, or are withdrawn); and	Destroy 3 years after action completed.

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Class no	Description of records	Disposal action
	<i>[For Large-scale Renewable Energy Target (LRET) applications that do not proceed (eg applications that fail, are refused, or are withdrawn), use class 63320.</i> <i>For Renewable Electricity Guarantee of Origin (REGO) applications to register a facility that that do not proceed (eg applications that fail, are refused or are withdrawn), use class 63320.</i> <i>For Product Guarantee of Origin (PGO) applications that do not proceed (eg applications that fail, are refused or are withdrawn), use class 63322.]</i> • administrative arrangements (including travel and accommodation) for agency personnel to undertake inspections or visits for compliance monitoring purposes.	
63322	Records documenting: • routine operational administrative tasks supporting the core business; and • renewable energy administration activities other than those covered in class 63320 and class 63321.	Destroy 7 years after action completed.