



Australian Government

National Archives of Australia

Records Authority
2026/01125047

Dust Diseases Elimination

Asbestos and Silica
Safety and Eradication Agency

2026



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INTRODUCTION

The Asbestos and Silica Safety and Eradication Agency (ASSEA) 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 Dust Diseases Elimination. It represents a significant commitment on behalf of ASSEA to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of ASSEA. 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 ASSEA 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 supersedes the records authority 2020/00197545, Asbestos Management and Awareness. Disposal classes in the superseded authority, i.e. 62760 and 62761, cannot be used to sentence records after the date of issue of this authority.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 ASSEA 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. ASSEA 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. ASSEA 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 ASSEA 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 ASSEA's information manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives

CONTACT INFORMATION

For assistance with this authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

AUTHORISATION

Records Authority 2026/01125047

Notice of authorisation

Person to whom notice of authorisation is given:

Jodie Deakes
Chief Executive Officer
Asbestos and Silica Safety and Eradication Agency
Level 4, 2 Constitution Ave
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 records relating to Dust Diseases Elimination.

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 (R685252026).

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

DUST DISEASES ELIMINATION

The core business of improving knowledge and awareness of asbestos and silica safety and related diseases, with the ultimate aim of eliminating these dust diseases in Australia. This is done primarily by coordinating national actions across all levels of government through the development of national strategic plans and subsequent implementation progress reporting, but also includes providing guidance and education, conducting and promoting research, and activities related to controlling the import and export of prohibited materials (e.g. asbestos and engineered stone products), such as managing permit applications and publishing safety alerts, recalls and border detection reports.

The **core activities** include:

- developing, implementing and reviewing policies, strategies, frameworks, protocols, standards and plans, including Asbestos and Silica National Strategic Plans;
- developing, implementing and reviewing programs and projects supporting the core business;
- providing and receiving advice;
- coordinating, monitoring and evaluating the implementation of national actions by all levels of government. Includes performance measurement reporting against national targets;
- developing and implementing marketing and awareness campaigns;
- developing tools, products and training materials to provide guidance for the public and external stakeholders, such as governments, industry, and peak bodies;
- establishing and maintaining public registers, such as the National Asbestos Exposure Register;
- undertaking and commissioning research and analysis on asbestos and silica safety and diseases, including data collection (e.g. conducting surveys) and environmental monitoring;
- collecting and analysing data to inform or influence the development of evidence-based policies and frameworks, and for measuring progress on preventing exposure to asbestos and silica diseases;
- managing applications for permission to import or export prohibited materials (e.g. asbestos or engineered stone products);
- liaising, collaborating, and consulting with regional and international peak bodies, governments, agencies and other major stakeholders in relation to asbestos and silica safety and diseases;
- establishing, managing, and participating in committees, working groups, forums, meetings, and other bodies; and
- 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 meet unique requirements relating to the core business.

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

- negotiating, establishing, managing, implementing and reviewing agreements and contracts, including joint venture agreements and memoranda of understanding;
- planning, conducting and facilitating audits;
- delegating powers and authorising actions;
- making administrative arrangements to support events, trips and visits;
- arranging and attending internal and external conferences, seminars and workshops;
- receiving and responding to enquiries, complaints and feedback;
- planning and reporting;
- evaluating and reviewing; and
- identifying, assessing and managing risks.

DUST DISEASES ELIMINATION

Cross references to AFDA Express Version 2

For advice, briefs and submissions to the portfolio Minister and other government bodies, Cabinet submissions, and the organisation's participation in formal inquiries, use EXTERNAL RELATIONS.

For receiving and responding to routine enquiries about the agency's activities; media releases and interviews; speeches and presentations by the Chief Executive Officer or other senior agency staff; and arranging and managing agency and external events, such as commemorations and annual conferences, use EXTERNAL RELATIONS.

For managing financial transactions supporting procurement activities, use FINANCIAL MANAGEMENT.

For engaging the services of contractors and/or external consultants, such as commissioning research, use PROCUREMENT.

For the production and distribution of agency related publications, such as National Strategic Plans, the agency's website, and newsletters, use PUBLICATION.

For broader strategic management of the agency, such as developing corporate plans or amendments to legislation, use STRATEGIC MANAGEMENT.

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

Cross references to all other records authorities

For the establishment and management of the agency's advisory bodies, including the Asbestos and Silica Safety and Eradication Council and the Asbestos and Silica Advisory Committees, use General Records Authority 26 – ADVISORY BODIES.

For establishing, awarding and managing grants, fellowships and scholarships, use General Records Authority 28 – GRANT MANAGEMENT.

Class no	Description of records	Disposal action
63324	Records documenting: - developing, implementing and reviewing national and high-level internal and external policies, strategies, frameworks, protocols, standards and plans supporting the core business, including Asbestos and Silica National Strategic Plans. Includes final versions, proposals, major drafts, stakeholder consultation (including supporting documents, e.g. consultation guides and summaries), submissions, and supporting research and datasets; - providing and receiving high-level advice, including to international stakeholders. Includes position papers, briefs, opinions, reports and stakeholder submissions; - high-level liaison, collaboration and consultation, with regional and international peak bodies, governments, agencies and other major stakeholders in relation to asbestos and silica safety and diseases; - developing, implementing and reviewing high-level programs and projects supporting the core business, that: - are innovative or ground-breaking in nature;	Retain as national archives

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Class no	Description of records	Disposal action
	○ are prominent, controversial or attract considerable official or public interest; ○ have national or international implications or involve national, international or inter-agency collaboration; ○ result in significant changes to the core business and/or how it is delivered and resourced over time; or ○ result in changes to, or have considerable implications for, government policies or programs. Includes joint ventures. Includes project outcomes, project plans, proposals, progress reports, risk analysis, stakeholder consultations and supporting research; • final versions of significant agreements and contracts and supporting documents that: ○ relate to substantial funding agreements or the establishment of major partnerships and cooperative or commercial arrangements with other governments, agencies and organisations; ○ are controversial, of public interest or ground-breaking in nature; ○ are of international, national or regional significance; or ○ have a major impact on agency policies or programs. Includes memoranda of understanding (MoUs), joint venture agreements, and data sharing or exchange agreements; • high-level internal and external (including inter-agency and inter-governmental) committees, meetings, working groups, consultative groups and other bodies where the agency provides the secretariat, is the Australian Government's main representative, or plays a prominent role (e.g. Asbestos and Silica Senior Implementation Forum, Asbestos Support Group Network, Heads of Workplace Safety Authorities Imported Materials with Asbestos Working Group). Includes establishment records, agenda, final versions of minutes, and tabled papers; • developing and implementing major marketing and awareness campaigns, including social media campaigns and agency branding (e.g. National Asbestos Awareness Campaigns). Includes final versions of marketing plans, marketing and awareness materials (e.g. stakeholder packs), survey findings, social media content, advertisements, brochures and flyers, and promotional photographs and videos;	

DUST DISEASES ELIMINATION

Class no	Description of records	Disposal action
	• developing tools, products and training materials to provide guidance to the public and external stakeholders, such as governments, industry, and peak bodies. Includes safety alerts, guides, guidelines, fact sheets, videos, case studies, webinars, templates, newsletters, and course content (e.g. the National Guide for Asbestos Surveys, the Asbestos Product Guide, National Strategic Plan companions). Includes final versions, major drafts, and supporting research; • managing applications for permission to import or export prohibited materials (e.g. asbestos or engineered stone products). Includes successful and unsuccessful applications. Includes application forms and supporting documents, assessments, recommendations, determinations, correspondence with applicants, status updates, and issued permits; • significant summary records relating to the core business, such as registers, indexes and datasets (e.g. the National Asbestos Exposure Register and related consolidated datasets, registers of import and export permits), and associated information (e.g. data dictionaries and metadata schema); • outcomes of significant research and analysis undertaken or commissioned by the agency on asbestos and silica safety and diseases. Includes final reports, research findings, statistical and data models (e.g. Australian Stocks and Flows Model for Asbestos), research plans and methodologies, survey tools and results (e.g. the National Asbestos Awareness Survey), significant feedback or comments, supporting datasets and associated information; • developing high-level and national reports (e.g. National Strategic Plan progress reports, border detection reports). Includes final versions, major drafts, stakeholder consultation, and supporting research and datasets; • high-level reviews and audits, including sector-wide strategic and major internal reviews and audits, relating to the core business. Includes final review reports, recommendations, major drafts, submissions, stakeholder consultations and supporting research; • final versions of unpublished proceedings, reports, addresses, presentations and conference papers of major internal and external conferences, symposia, seminars and forums hosted or organised by the agency; and • designing, developing, building or procuring, establishing, configuring, modifying, maintaining, reviewing and decommissioning specialised software-based technology solutions that are commissioned,	

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Class no	Description of records	Disposal action
	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 (e.g. the National Residential Asbestos Heatmap, the asbestos waste disposal facilities map). Includes project proposals, system specifications, datasets, testing and acceptance reports, source code and algorithms, data dictionaries, change requests, system documentation, and technical manuals. <i>[For acquiring all other software-based technology solutions, use PROCUREMENT.</i> <i>For designing, developing, establishing, configuring, modifying, maintaining, reviewing and decommissioning all other software-based technology solutions, use TECHNOLOGY AND INFORMATION MANAGEMENT.]</i>	
63325	Datasets received by the agency from external providers which are subject to agreements that prevent permanent retention of the data by the agency (e.g. licensing arrangements that restrict transfer of ownership of the data to the agency).	Destroy in accordance with terms and conditions of associated agreement (subject to legislative or regulatory requirements)
63326	Records documenting: • routine operational administrative tasks supporting the core business function; and • dust diseases elimination activities, other than those covered in classes 63324 and 63325.	Destroy 7 years after action completed