

Our reference: 2013/3922

Records retention notice:

Records related to the Home Insulation Program

Purpose

This document is to notify relevant Australian Government agencies and other agents or people in possession of Commonwealth records (**records**) that any relevant Commonwealth records must be retained for the purposes of the Royal Commission into the Home Insulation Program. Your agency is currently responsible for some potentially relevant records.

It is likely that some of the relevant records have been authorised for destruction under general and agency-specific records authorities issued by the National Archives or using a normal administrative practice (NAP). The purpose of this notice is to prevent any such destruction and to ensure that all relevant existing and future records are available for current and future actions.

This notice suspends the National Archives of Australia's permission to destroy any relevant records. Relevant records and any associated drafts and working papers cannot be destroyed using any agency-specific or general records authorities or through a normal administrative practice (NAP).

It is a legal requirement that you apply this notice by protecting any relevant records and I ask you to convey this to the relevant people in your organisation as a matter of urgency. Penalties for the unauthorised destruction of documents and records are specified in various Commonwealth laws, including the *Archives Act 1983* and the *Royal Commissions Act 1902*.

Authority

This action is taken pursuant to paragraphs 24(2)(b) and 24(2)(c) of the *Archives Act 1983*.

Duration

This notice will take effect on **20 December 2013 and will be in force until further notice by the National Archives.**

Background

On 7 October 2013 the Government's intention to hold a judicial inquiry into the former Government's Home Insulation Program was reported. Deaths, house fires, compensation claims and allegations of fraud were associated with the Program.

On 13 November 2013 the National Archives of Australia sent an alert to relevant agencies requesting that they retain any potentially relevant records that may be needed for an inquiry pending a formal communication from the Archives. The records were generated as part of the former Government's climate change and economic stimulus initiatives.

On 14 November 2013 the Government announced a Royal Commission into the Home Insulation Program and the Energy Efficient Home package.

The Royal Commission into the Home Insulation Program was established on 12 December 2013 by the Governor-General of the Commonwealth of Australia, Her Excellency the Honourable Quentin Bryce AC CVO. Mr Ian Hanger AM QC has been appointed as the Royal Commissioner to inquire into the Australian Government's Home Insulation Program, in accordance with the terms of the inquiry set out in the Governor-General's Letters Patent. The Royal Commissioner is asked to provide a report of his findings and recommendations on or before 30 June 2014.

Impact

The processing, reviewing and storage costs arising from the implementation of this notice will be borne by the agencies or other agents or people concerned.

Inquiries

For inquiries about this notice, please contact the Agency Service Centre at recordkeeping@naa.gov.au or 6212 3610 or Christine Johnston on 6212 3732.

Issued by

Len Marsden

Acting Director-General

National Archives of Australia

20 December 2013