



Australian Government



**NATIONAL
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OF AUSTRALIA**

Records Authority

2014/00318640

Transfer of custody and ownership

Australian Valuation Office

Records relating to Australian Capital Territory property valuations and assessments conducted by the Australian Valuation Office.

2014

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INTRODUCTION

This authority gives the Australian Valuation Office (AVO), which is currently a branch of the Australian Taxation Office, permission under the *Archives Act 1983* to transfer the custody and ownership of certain records of property valuations and assessments to the Australian Capital Territory (ACT) Government.

This records authority has been developed to address the records custody and ownership issues arising from the winding-up of the AVO and its services by 30 June 2014. In particular, the authority will enable the transfer of property records created by AVO while performing valuation and assessment services on behalf of the ACT Government. The transferred records will support the creation of an ACT valuation office that will undertake the valuations previously performed for the ACT Government by AVO.

APPLICATION OF THIS AUTHORITY

1. This Authority is to be used to determine the custody and ownership of Commonwealth records.
2. This Authority should be used in conjunction with the agency specific records authority: Records Authority 2014/00261618 – Australian Valuation Office.
3. This Authority does not authorise the transfer to the ACT Government of any records classified as “Retain as national archives” in the Administrative Functions Disposal Authority (AFDA) or AFDA Express.
4. Those ACT property records not transferred to the ACT Government will be held by the Australian Taxation Office until such time as they can be disposed of in accordance with Records Authority 2014/00261618 – Australian Valuation Office.
5. Where records transferred to the ACT Government under this Authority are no longer required by the ACT for archival or ongoing business purposes they may be disposed of by the ACT Government in accordance with the records disposal authorisation requirements of the Territory Records Office. The Territory Records Office has agreed to formulate disposal actions in line with NAA’s *Australian Valuation Office Records Authority 2014/00261618*.
6. Records of Commonwealth Government properties that are identified as RNA in the *Australian Valuation Office Records Authority 2014/00261618* will not be transferred to the ACT Government.
7. In some circumstances, it may be necessary for the relevant Commonwealth agency to enter into contractual arrangements with the body taking custody and ownership of the records to ensure that the ongoing needs of the Commonwealth are protected. The contract may include clauses to:
 - ensure that the records are appropriately managed and maintained;
 - protect the security of the records;
 - provide for reasonable access to the records by the Commonwealth and its authorised agents;
 - recover records at the completion of the contract, or at any other reasonable time;
 - ensure compliance with the provisions of the *Privacy Act 1988* as if the custodian was the 'Record Keeper' in accordance with that Act;
 - prevent unauthorised disclosure of information, in accordance with the provisions of the *Crimes Act 1914* and any legislation relevant to your agency; and
 - limit the use of the records to legitimate purposes under the terms of the contract.

You should seek specific legal advice on these matters.

8. Advice on how to use this Authority is available from the agency’s 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 the National Archives' Agency Service Centre.

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

Tel: (02) 6212 3610
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Email: recordkeeping@naa.gov.au
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AUTHORISATION

RECORDS AUTHORITY 2014/00318640

Person to whom notice of authorisation is given:

Mr Chris Jordan AO
Commissioner of Taxation
Australian Taxation Office
Ethos House, 28-36 Ainslie Avenue
Civic Square ACT 2600

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*.

Application:

Records of the Australian Valuation Office relating to assessments and valuations of Australian Capital Territory properties.

This authority gives permission for the transfer of custody and ownership 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:

3 July 2014

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VALUATION SERVICES

| Class no | Description of records | Disposal action |
|----------|--|---|
| 61577 | Records documenting assessments and valuations of Australian Capital Territory properties (ie property records) created prior to 1 July 2014. Excludes records of Commonwealth Government properties identified as retain as national archives in <i>Records Authority 2014/00261618 – Australian Valuation Office</i> . | Transfer custody and ownership to the Australian Capital Territory Government |