

Records  
Disposal  
Authority

National Occupational  
Health and Safety  
Commission

**Transfer of custody and  
ownership of records**

**Job no 2001/781**

**23 October 2002**



NATIONAL  
ARCHIVES  
OF AUSTRALIA

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## **INTRODUCTION**

### **The appraisal process**

The appraisal of Commonwealth records is based on the methodology for Designing and Implementing Recordkeeping Systems (DIRKS) outlined in the Australian Standard AS4390-1996, *Records Management*, Part 1: General, Clause 1.3, and expanded in the DIRKS Manual. It is an analytical process that involves identifying which records should be created, assessing the value of records for future use, identifying those records with enduring value and deciding how soon the remainder can be destroyed or otherwise disposed of.

The process can involve making decisions about the alteration of records, and where records have already been created, the transfer of ownership or custody of these records. It also involves authorising the action arising from the assessment and putting the action into effect by sentencing. The appraisal process provides a framework of accountability for recordkeeping.

### **Disposal authorisation**

Section 24 of the *Archives Act 1983* provides that records are not to be disposed of without the consent of the Archives unless the action of disposal is positively required by law, or takes place in accordance with a normal administrative practice of which the Archives does not disapprove. Advice on the provisions of the Archives Act can be obtained from any National Archives office.

### **Purpose of this authority**

This authority authorises the transfer of custody or ownership, or other disposal, of Commonwealth records as required by the Archives Act.

### **Using this authority**

This authority covers records controlled by the agency and applies only to the records or classes of records described in the authority.

This authority is to be used to determine the custody or ownership of Commonwealth records. This is done by a process known as 'sentencing'. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Records remaining in Commonwealth custody should be sentenced in accordance with the Administrative Functions Disposal Authority issued by the National Archives to cover housekeeping and other records common to most Commonwealth agencies and other specific Records Disposal Authorities issued to the agency. Records selected as national archives should be transferred into the custody of the National Archives. The Archives no longer accepts records which have not been sentenced in accordance with valid records disposal authorities. Commonwealth agencies may withdraw records for official reference purposes through the lending service.

**Classes identified as national archives**

Classes identified as 'national archives' in this authority may be subject to amendment based on the outcome of any functional appraisal project undertaken by the controlling agency of the records. Such amendment requires the consent of the controlling agency and must be approved by the National Archives.

**Amendment of this authority**

An amendment of this authority must be approved by the National Archives. Officers using the authority should advise the National Archives of any changes considered desirable.

**CONTACT INFORMATION**

**1. For changes to this RDA contact the Canberra Office of the National Archives of Australia:**

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

Tel: (02) 6212 3610

Email: [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

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

**2. For sentencing advice contact your local office of the National Archives.** The address and phone number of your local office can be found at the National Archives web-site address above.

RDA Job No 2001/781

**AUTHORISATION**  
**RECORDS DISPOSAL AUTHORITY**

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

Chief Executive Officer  
National Occupational Health and  
Safety Commission  
GPO Box 1577 Canberra ACT 2602

**Purpose:**

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF  
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF  
THE ARCHIVES ACT 1983

**Application:**

Copies of coronial reports

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer, National Archives of  
Australia



Kathryn Swan  
Acting Director, Recordkeeping Implementation

Date of Issue 23 October, 2002

Date of Amendment

Expiry Date

## **CONDITIONS ATTACHED TO THIS DISPOSAL AUTHORITY**

1      Permission of coronial authorities

The copies of coronial reports may be transferred only with the permission of the respective coronial authorities controlling the original reports.

2      Storage and security

The copies of coronial reports are to be stored by the NSW Injury Risk Management Research Centre, University of New South Wales, under security and physical conditions acceptable to the National Occupational Health and Safety Commission.

3      Access

Access to the copies of coronial reports may be made only with the approval of the National Occupational Health and Safety Commission.



## RESEARCH FACILITATION AND COOPERATION

The function of facilitating and coordinating national occupational health and safety research efforts. Includes identifying and undertaking research, identifying research priorities, promoting the coordination and development of Australia's research networks and providing research surveillance, interpretation and dissemination.

### ***Research data management***

The activities associated with maintaining research data and information.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3039	Copies of coronial reports from States and Territories used for the study of work-related fatalities. (Date Range: 1989 - 1992)	Transfer custody to NSW Injury Risk Management Research Centre, University of New South Wales pending destruction