Records
Disposal
Authority
Snowy Mountains
Hydro-electric Scheme

Transfer of custody and
ownership of records

Job no 2002/04845243

19 April 2002

CONTENTS

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 as specified in the authority. 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.

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   Tel: (02) 6212 3610
Parkes ACT 2600
PO Box 7425   Email: recordkeeping@naa.gov.au
Canberra Mail Centre
ACT 2610   Website: 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 2002/04845243

AUTHORISATION
RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:	The Secretary Department of Industry, Tourism and Resources. GPO Box 9839 Canberra. ACT 2601

Purpose:	AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF *THE ARCHIVES ACT 1983*
Application:	Transfer of custody and ownership of records of the Snowy Mountains Hydro-electric Authority

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	Date of Issue 19 April 2002
[signature] Venetia Beale, Director, Recordkeeping Implementation	Date of Amendment
	Expiry Date

SNOWY MOUNTAINS HYDRO-ELECTRIC SCHEME

Development and management of the Snowy Mountains Hydro-electric Scheme.

Administering the Snowy Mountains Hydro-electric scheme
All aspects of administering the scheme.

Entry	*Description of Records*	*Disposal Action*
3876	Records documenting transmission assets including their construction, repair, maintenance and refurbishment as part of the transfer of assets under arrangements set out in: • Section 12 of the Snowy Hydro Corporatisation Act 1997 (Commonwealth); and • Section 14 of the Snowy Hydro Corporatisation Act 1997 (New South Wales); and • Section 14 of the Snowy Hydro Corporatisation Act 1997 (Victoria) (Date range: 1949-2001)	Transfer custody and ownership to TRANSGRID