



**Australian Government**



**NATIONAL  
ARCHIVES  
OF AUSTRALIA**

Records Disposal Authority

# **Australian War Memorial**

Job no 2005/243341

As amended by 2011/00275285 Cultural Collections for the Australian War Memorial

27 October 2005

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Authorisations are not part of this document and can be viewed in the respective Records Authority (as issued). These are available at [www.naa.gov.au](http://www.naa.gov.au)

## Change History

Each entry in this table has been authorised under the Archives Act 1983.

<b>Date</b>	<b>Changes</b>
14 August 2013	<p>2011/00275285 amended 2005/243341 as follows:</p> <p>COLLECTION all classes replaced by Cultural Collection Records Authority 2011/00275285 except:</p> <ul style="list-style-type: none"> <li>• Collection History- class 11106 still current</li> <li>• Contracting out- class 11122 still current</li> <li>• Creator Biography class 11126 still current</li> <li>• Grant Funding- class 11133-11134 still current</li> </ul> <p>COMMERCIAL SERVICES all classes replaced by Cultural Collection Records Authority 2011/00275285.</p> <p>COUNCIL MANAGEMENT all classes replaced by Governing Bodies General Records Authority No 27.</p> <p>EXHIBITIONS all classes replaced by Cultural Collection Records Authority 2011/00275285.</p> <p>INTERPRETATION all classes replaced by Cultural Collection Records Authority 2011/00275285.</p> <p>Classes listed as replaced cannot be used after 14 August 2013 and have been removed from this amended authority.</p>

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### **AMENDMENTS:**

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**1)** 2005/00243341 (the old RA as it was issued in 2005)

NOTE: This authority is amended by Cultural Collections Records Authority on 14 August 2013. This authority is inactive. Refer to [2005/00243341](#)

**2)** 2005/00243341

NOTE: This authority is amended by Cultural Collections Records Authority on 14 August 2013. The changes have been incorporated into this document. The following classes are active:

\* All classes in Commemoration and Historical Research; and

\* The following classes in Collection - 11126; 11106; 1113 - 11134.

**3)** 2011/00275285 (cultural collections RA)

NOTE: Replaces all classes of RA 2005/00243341 on 14 August 2013 with the exception of:

- All classes in Commemoration and Historical Research;
- Council Management (now replaced by Governing Bodies GRA); and
- The following classes in Collection - 11126; 11106; 11122; 11133 - 11134.

## INTRODUCTION

### Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from any National Archives office.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

### Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

### Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. 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.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au)

Appropriate arrangements need to 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.

### **Amendment of this authority**

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

## **CONTACT INFORMATION**

### **1. For requests to change this authority contact the Canberra Office of the National Archives of Australia**

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

Tel: (02) 6212 3610  
Fax: (02) 6212 3989  
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 website address above.

## **APPLICATION**

This records disposal authority provides coverage for the functional records of the Australian War Memorial, including coverage for records arising from business relating to the Australian War Memorial's own collection, as described in the *Australian War Memorial Act 1980*. This authority excludes coverage of records arising from business relating to Commonwealth records (also known as official records) held in the custody of the Australian War Memorial as part of the national collection. Disposal coverage for these records is provided by the National Archives of Australia records disposal authority.

## COLLECTION

The function of acquiring, documenting, controlling, conserving and preserving, researching, and making accessible the organisation's national collection. Includes art, photographs, sound, film, relics, objects, maps, private records and published material.

For records arising from business relating to Commonwealth records (also known as official records) retained in the custody of the Australian War Memorial as part of the national collection, use disposal coverage provided by the National Archives of Australia records disposal authority.

For advice and support in the development of galleries and exhibitions, use EXHIBITIONS.

For the production of books, posters, articles, multi-media publications, and electronic guides and online information relating to the collection, use PUBLICATION.

For the reproduction of collection items for commercial sale, use COMMERCIAL SERVICES – Reproduction.

For the acquisition and management of multi-media equipment, and technological systems and equipment used to manage and control the collection, use TECHNOLOGY & TELECOMMUNICATIONS.

### **Collection History**

The activities associated with documenting the history of a specific collection.

*For the registration of items into the national collection, use COLLECTION – Control.*

*For the recording of contextual information regarding collection items, use COLLECTION – Documentation.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11106	Records documenting the history of an official collection within the national collection. Includes: <ul style="list-style-type: none"> <li>• contextual information</li> <li>• provenance</li> <li>• correspondence</li> <li>• access advice</li> <li>• conservation restrictions</li> <li>• classified information</li> </ul> (Date range: 1916 - )	Retain as national archives

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For records arising from business relating to Commonwealth records (also known as official records) retained in the custody of the Australian War Memorial as part of the national collection, use disposal coverage provided by the National Archives of Australia records disposal authority.

For advice and support in the development of galleries and exhibitions, use EXHIBITIONS.

For the production of books, posters, articles, multi-media publications, and electronic guides and online information relating to the collection, use PUBLICATION.

For the reproduction of collection items for commercial sale, use COMMERCIAL SERVICES – Reproduction.

For the acquisition and management of multi-media equipment, and technological systems and equipment used to manage and control the collection, use TECHNOLOGY & TELECOMMUNICATIONS.

### ***Contracting-out***

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11122	Records documenting contract management of conservation work, or the provision of goods or services relating to conservation of items in the national collection. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• photographs of work in progress</li> <li>• progress reports</li> <li>• performance and evaluation reports</li> <li>• recommendations</li> </ul> (Date range: 1988 - )	Disposal not authorised



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For records arising from business relating to Commonwealth records (also known as official records) retained in the custody of the Australian War Memorial as part of the national collection, use disposal coverage provided by the National Archives of Australia records disposal authority.

For advice and support in the development of galleries and exhibitions, use EXHIBITIONS.

For the production of books, posters, articles, multi-media publications, and electronic guides and online information relating to the collection, use PUBLICATION.

For the reproduction of collection items for commercial sale, use COMMERCIAL SERVICES – Reproduction.

For the acquisition and management of multi-media equipment, and technological systems and equipment used to manage and control the collection, use TECHNOLOGY & TELECOMMUNICATIONS.

### **Creator Biography**

The activities associated with collecting and maintaining biographical information on artists, authors and other creators of material featured in the national collection. Artists include painters, sculptors, craftsmen, photographers, cartoonists, printmakers, draughtsmen and graphic artists.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11126	Records documenting the collection and maintenance of biographical information (life and works) of individual artists, photographers, cinematographers and craftsmen whose works are part of the national collection. Includes: <ul style="list-style-type: none"> <li>• oral history tapes</li> <li>• photographs</li> <li>• diaries</li> <li>• newspaper clippings</li> <li>• biographies</li> </ul> (Date range: 1916 - )	Retain as national archives

### **Grant Funding**

The activities associated with the application for and receipt of grants

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11133	Records documenting successful applications made by the agency for grant funding relating to the collection function. (Date range: 1970 - )	Disposal not authorised
Class no. 11134	Records documenting unsuccessful applications made by the agency for grant funding relating to the collection function. (Date range: 1970 - )	Destroy 10 years after last action

## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Acquisition**

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11184	Records documenting the acquisition of goods and services required to support the commemoration function where there is no tender or contracting-out process. Includes: <ul style="list-style-type: none"> <li>• quotes</li> <li>• orders</li> <li>• correspondence relating to the acquisition</li> </ul> (Date range: 1941 - )	Destroy 7 years after last action

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### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11185	Final versions of significant addresses presented at commemoration events that receive strong media coverage or create intense public interest or controversy. (Date range: 1941 - )	Retain as national archives
Class no. 11186	Final versions of other addresses supporting the commemoration function. (Date range: 1941 - )	Destroy 3 years after last action
Class no. 11187	Working papers documenting the development of addresses. Includes drafts. (Date range: 1941 - )	Destroy when reference ceases

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Advice**

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11188	Records documenting the provision and receipt of advice to internal or external stakeholders supporting the commemoration function. (Date range: 1919 - )	Destroy 3 years after last action

### **Agency Liaison**

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11189	Records documenting agency liaison activities undertaken with agencies, organisations, stakeholders and interest groups, relating to the commemoration function. Includes: <ul style="list-style-type: none"> <li>• contact lists/registers</li> <li>• project collaborations</li> <li>• meeting notes</li> <li>• exchanged information</li> <li>• routine correspondence</li> </ul> (Date range: 1941 - )	Destroy 3 years after last action
Class no. 11190	Invitation registers supporting the commemoration function. (Date range: 1941 - )	Destroy when superseded

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11191	Final signed versions of agreements supporting the commemoration function. (Date range: 1941 - )	Destroy 20 years after expiry or other termination of agreement
Class no. 11192	Records documenting the negotiations, establishment, maintenance and review of agreements supporting the commemoration function. (Date range: 1941 - )	Destroy 7 years after expiry or other termination of agreement

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### **Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11193	Records documenting arrangements carried out to support the commemoration function. Includes: <ul style="list-style-type: none"> <li>• bookings</li> <li>• delivery details</li> </ul> (Date range: 1941 - )	Destroy 5 years after last action

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Audit**

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11194	Final internal and external audit reports supporting the commemoration function. (Date range: 2003 - )	Destroy 5 years after last action
Class no. 11195	Records documenting the planning and conduct of internal and external audits supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• routine correspondence with auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> </ul> (Date range: 2003 - )	Destroy 5 years after last action

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### **Authorisation**

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11196	Authorisations for administrative action supporting the commemoration function, such as approval to hold a commemorative event. (Date range: 1941 - )	Destroy 3 years after action completed

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### *Commemorative Roll*

The activities associated with developing and maintaining the Commemorative Roll, an object of significance which records the names of those Australians who died during or as a result of wars in which Australians served, but who were not eligible for inclusion on the Roll of Honour.

*For management of the Roll of Honour, use COMMEMORATION – Roll of Honour.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11197	Master copy of the Commemorative Roll. (Date range: 1981 - )	Retain as national archives
Class no. 11198	Records documenting the compilation and maintenance of the Commemorative Roll. Includes: <ul style="list-style-type: none"> <li>• criteria for inclusion on roll</li> <li>• nominations and copies of supporting documentation</li> <li>• determinations</li> <li>• amendments</li> </ul> (Date range: 1981 - )	Retain as national archives

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11199	Records of internal committees established to organise and manage major ceremonies such as ANZAC Day and Remembrance Day. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documentation such as briefing and discussion papers</li> </ul> (Date range: 1919 - )	Disposal not authorised
Class no. 11200	Records of internal committees established to organise and manage minor ceremonies, such as Battle of Britain, Battle for Australia. <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documentation such as briefing and discussion papers</li> </ul> (Date range: 1919 - )	Destroy 7 years after last action
Class no. 11201	Records of external committees relating to the commemoration function where the agency is a member, but does not provide secretariat services. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• copies of minutes</li> <li>• copies of reports and directives</li> <li>• copies of documents tabled at meetings</li> </ul> (Date range: 1919 - )	Destroy 1 year after last action
Class no. 11202	Working papers documenting the conduct and administration of committees. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• draft minutes</li> </ul> (Date range: 1919 - )	Destroy when reference ceases

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### ***Contracting-out***

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11203	Records documenting contract management's supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with stakeholders</li> <li>• performance and evaluation reports</li> </ul> (Date range: 1941 - )	Destroy 7 years after completion or other termination of contracts

### ***Enquiries***

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11204	Records documenting the handling of enquiries relating to the commemoration function. (Date range: 1919 - )	Destroy 2 years after action completed



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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### ***Evaluation***

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11205	Records documenting surveys, focus groups and other evaluation assessments supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• evaluation criteria;</li> <li>• methodology;</li> <li>• copy of instrument;</li> <li>• transcripts;</li> <li>• summary of results;</li> <li>• reports</li> </ul> (Date range: 1919 - )	Destroy 7 years after last action
Class no. 11206	Returned client surveys supporting the evaluation of commemoration activities. (Date range: 1919 - )	Destroy 2 years after last action
Class no. 11207	Videos, audio tapes and other recordings of focus groups supporting the evaluation of commemoration activities. (Date range: 1919 - )	Destroy when reference ceases

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Event Management**

The activities associated with developing and coordinating commemorative events, including dedications and Anzac Day.

*For wreathlaying ceremonies not associated with commemorative events, use COMMEMORATION – Wreathlaying.*

*For events that are not commemorative and are to promote the agency, its publications or the opening of a new exhibition, use COMMUNITY RELATIONS – Functions (social).*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11208	Records documenting the management of commemorative events such as Anzac Day and major military anniversaries held by the agency. Includes: <ul style="list-style-type: none"> <li>• master copies of programs,</li> <li>• order of service</li> <li>• briefings</li> <li>• invitations</li> <li>• guest list</li> <li>• photographs</li> <li>• report of event</li> </ul> (Date range: 1941- )	Retain as national archives
Class no. 11209	Records documenting the management of other commemorative events held by the agency. Includes: <ul style="list-style-type: none"> <li>• master copies of programs</li> <li>• order of service</li> <li>• briefings</li> <li>• invitations</li> <li>• guest list</li> <li>• photographs</li> <li>• report of event</li> </ul> (Date range: 1941 - )	Destroy 5 years after event

## COMMEMORATION

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11210	Records documenting meetings supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• arrangements for meeting (eg venue booking)</li> <li>• notices of meeting</li> <li>• agenda</li> <li>• minutes</li> </ul> (Date range: 1919- )	Destroy 5 years after last action

### Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11211	Final versions of plans supporting the commemoration function. (Date range: 1941 - )	Destroy 5 years after last action
Class no. 11212	Working papers used to develop plans supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• reports analysing issues</li> <li>• draft plans</li> <li>• comments</li> </ul> (Date range: 1941 - )	Destroy when reference ceases

## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### *Policy*

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11213	Final policy documents supporting the development and establishment of significant policies supporting the commemoration function.  (Date range: 1919 - )	Retain as national archives
Class no. 11214	Records documenting the development and establishment of significant policies supporting the commemoration function. Includes <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• comments</li> </ul> (Date range: 1919 - )	Retain as national archives
Class no. 11215	Records documenting the development and establishment of routine and administrative policies supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• comments</li> <li>• final policy documents</li> </ul> (Date range: 1919 - )	Destroy 5 years after policy is superseded
Class no. 11216	Working papers documenting the development of policies supporting the commemoration function. Includes minor drafts.  (Date range: 1919 - )	Destroy when reference ceases

## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### **Procedures**

Standard methods of operating laid down by an organisation according to formulated policy.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11217	Master set of manuals, handbooks, directives and guidelines detailing ceremonial and protocol procedures supporting the commemoration function. (Date range: 1919 - )	Retain as national archives
Class no. 11218	Working papers documenting the development of procedures supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> </ul> (Date range: 1919 - )	Destroy when reference ceases

### **Reporting**

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11219	Final versions of internal or external reports supporting the commemoration function. (Date range: 1919 - )	Destroy 5 years after last action
Class no. 11220	Working papers documenting the development of reports supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> </ul> (Date range: 1919 - )	Destroy when reference ceases

## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### *Reviewing*

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11221	Records documenting a review of policy, procedures, etc supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• documents establishing the review,</li> <li>• final report</li> <li>• action plan</li> </ul> (Date range: 1919 - )	Destroy 3 years after last action
Class no. 11222	Working papers documenting a review of policy, procedures, etc supporting the commemoration function. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> </ul> (Date range: 1919 - )	Destroy when reference ceases

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## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### *Roll of Honour*

The activities associated with developing and maintaining the Roll of Honour, an object of significance which records the names of those people who died as a direct result of active service with Australian forces, or while on transfer.

For management of the Commemorative Roll, use COMMEMORATION – Commemorative Roll.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11223	Master copy of the Roll of Honour index. (Date range: 1919 - )	Retain as national archives
Class no. 11224	Records documenting background information of Roll of Honour nominees listed on the roll. Records could include: <ul style="list-style-type: none"> <li>• copies of service dossiers</li> <li>• copies of microfiche entries</li> <li>• copies of maritime service records</li> <li>• nominations</li> <li>• amendments</li> </ul> (Date range: 1919 - )	Retain as national archives
Class no. 11225	Records documenting the administration and maintenance of the Roll of Honour. Includes: <ul style="list-style-type: none"> <li>• criteria for inclusion on the Roll</li> <li>• amendments</li> </ul> (Date range: 1919 - )	Retain as national archives
Class no. 11226	Records documenting background information of Roll of Honour nominees, who have been nominated, but not included on the roll. Records could include: <ul style="list-style-type: none"> <li>• copies of service dossiers</li> <li>• copies of microfiche entries</li> <li>• copies of maritime service records</li> <li>• nominations</li> <li>• determination of why nomination was rejected</li> </ul> (Date range: 1919 - )	Disposal not authorised

## COMMEMORATION

The function of commemorating the sacrifice of Australians who have died in war through the management of commemorative ceremonies and events. Includes providing advice to other organisations conducting commemorative ceremonies and the management of commemorative objects of significance, such as the Roll of Honour and Commemorative Roll.

For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11228	Records documenting the preparation of agency submissions seeking support for commemoration activities. Includes: <ul style="list-style-type: none"> <li>• draft submissions</li> <li>• preparation papers</li> </ul> (Date range: 1919 - )	Destroy 3 years after last action

### Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11229	Records documenting the development, issue and evaluation of tenders supporting the commemoration function which lead to signed contracts. Includes: <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender (RFT)</li> <li>• draft contracts</li> <li>• evaluation documentation</li> <li>• public notices</li> <li>• negotiations</li> <li>• due diligence checks</li> <li>• signed contracts</li> </ul> (Date range: 1941 - )	Destroy 7 years after tender process completed
Class no. 11230	Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> <li>• submissions</li> <li>• notifications of outcome</li> <li>• reports on debriefing sessions</li> </ul> (Date range: 1941 - )	Destroy 2 years after tender process completed or decision made not to continue with tender



## COMMEMORATION

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For the security of events and ceremonies, use PROPERTY MANAGEMENT – Security.

For the design and publication of orders of service, programs, etc. use PUBLICATION.

### ***Tendering - Continued***

Class no. 11231	Tender and contract registers. (Date range: 1941 - )	Destroy 7 years after last entry
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### ***Wreathlaying***

The activities associated with arranging and managing wreathlaying ceremonies for individuals, groups or visiting dignitaries.

*For wreathlaying associated with commemorative events, use COMMEMORATION – Event Management.*

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11232	Records documenting arrangements supporting wreathlaying ceremonies by foreign Heads of State, the Royal Family, Heads of Government and other leading dignitaries. Includes photographs. (Date range: 1941 - )	Retain as national archives
Class no. 11233	Records documenting arrangements supporting other wreathlaying ceremonies. Includes: <ul style="list-style-type: none"> <li>• notification</li> <li>• notice of attendees</li> <li>• routine correspondence</li> <li>• photographs</li> </ul> (Date range: 1941 - )	Destroy 2 years after last action

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## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

For research into addresses, use HISTORICAL RESEARCH – Research.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11354	Final versions of addresses presented by the agency's historians that contribute significantly to the knowledge and understanding of military history. Includes: <ul style="list-style-type: none"> <li>• speeches</li> <li>• multi-media presentations</li> </ul> (Date range: 1919 - )	Retain as national archives
Class no. 11355	Final versions of other addresses supporting the historical research function. (Date range: 1919 - )	Destroy 5 years after last action
Class no. 11356	Working papers documenting the development of addresses, including drafts. (Date range: 1919 - )	Destroy when reference ceases

### **Advice**

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11357	Records documenting the receipt and provision of significant advice that involves considerable research or investigation, provides significant knowledge and understanding of an issue and supports the historical research function. (Date range: 1917 - )	Retain as national archives
Class no. 11358	Records documenting the receipt and provision of other advice that does not involve considerable research or investigation, provides minor knowledge and understanding of an issue and supports the historical research function. (Date range: 1917 - )	Destroy 2 years after last action

## HISTORICAL RESEARCH

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For the publication of historical manuscripts and material, use PUBLICATION.

### ***Agency Liaison***

The activities associated with maintaining regular general contact between the organisation and other agencies, stakeholders and interest groups. Includes sharing informal information and discussions and collaborating on projects that are not joint ventures.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11359	Records documenting agency liaison activities, undertaken with agencies, stakeholders and interest groups, relating to the historical research function. Includes: <ul style="list-style-type: none"> <li>• contact lists/registers</li> <li>• meeting notes</li> <li>• project collaborations</li> <li>• exchanged information</li> <li>• routine information</li> </ul> (Date range: 1943 - )	Destroy 2 years after last action

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11360	Final signed versions of agreements relating to the historical research function. (Date range: 1943 - )	Destroy 20 years after expiry or other termination of agreement
Class no. 11361	Records documenting the negotiation, establishment, maintenance and review of agreements. (Date range: 1943 - )	Destroy 7 years after expiry or other termination of agreement

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### **Audit**

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11362	Final internal and external audit reports relating to the historical research function. (Date range: 1966 - )	Destroy 5 years after last action
Class no. 11363	Records documenting the planning and conduct of internal and external audits relating to the historical research function. Includes: <ul style="list-style-type: none"> <li>• routine correspondence with auditing body</li> <li>• minutes of meetings</li> <li>• notes taken at opening and exit interviews</li> <li>• draft report</li> <li>• comments</li> </ul> (Date range: 1966 - )	Destroy 5 years after last action

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### **Authorisation**

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11364	Authorisations for administrative action supporting the historical research function. (Date range: 1917 - )	Destroy 3 years after last action

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## HISTORICAL RESEARCH

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For the publication of historical manuscripts and material, use PUBLICATION.

### **Commissioning**

The activities associated with the appointment of artists, photographers, historians, writers, etc to produce works for the agency, and the monitoring of the commission.

For agreements relating to the commission, use HISTORICAL RESEARCH – Agreements.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11365	Records documenting the selection of a commissioned author or historian. Includes: <ul style="list-style-type: none"> <li>• negotiations</li> <li>• correspondence between agency and author or historian</li> <li>• draft agreements</li> </ul> (Date range: 1966 - )	Retain as national archives
Class no. 11366	Records documenting the administration of the commissioning process. Includes: <ul style="list-style-type: none"> <li>• consultations</li> <li>• profiles of authors</li> <li>• selection criteria</li> <li>• examples of work</li> <li>• routine correspondence</li> </ul> (Date range: 1966 - )	Disposal not authorised
Class no. 11367	Records documenting the management of a commission project. Includes: <ul style="list-style-type: none"> <li>• progress reports</li> <li>• drafts</li> <li>• comments</li> <li>• instructions</li> </ul> (Date range: 1966 - )	Disposal not authorised

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11368	Records of advisory committees supporting the historical research function, where the committee is providing advice on the development of a war history publication or production. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> </ul> (Date range: 1917 - )	Retain as national archives
Class no. 11369	Records of external committees supporting the historical research function, where the agency provides secretariat services, eg Naval Consultative Committee. Includes: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documentation such as briefings and discussion papers</li> </ul> (Date range: 1917 - )	Destroy 10 years after committee is terminated or ceases to meet
Class no. 11370	Records of other internal or external committees supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• notices of meetings</li> <li>• agenda</li> </ul> (Date range: 1917 - )	Destroy when reference ceases
Class no. 11371	Working papers documenting the conduct and administration of committees which consider matters relating to the historical research function. Includes: <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• draft minutes</li> </ul> (Date range: 1917 - )	Destroy when reference ceases

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11372	Master copies of unpublished proceedings, reports, speeches and papers from conferences hosted by the agency and relating to the historical research function. (Date range: 1979 - )  <i>For published proceedings and reports from agency hosted conferences, use PUBLICATIONS – Production.</i>	Disposal not authorised
Class no. 11373	Records documenting arrangements for conferences hosted by the agency and relating to the historical research function. Includes: <ul style="list-style-type: none"> <li>• program schedule</li> <li>• arrangements for speakers</li> <li>• promotional material</li> <li>• registrations</li> <li>• venue bookings</li> </ul> Date range: 1979 - )	Destroy 2 years after last action
Class no. 11374	Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> <li>• registration confirmation</li> <li>• programs</li> <li>• copies of proceedings</li> <li>• promotional material</li> </ul> (Date range: 1979 - )	Destroy 2 years after action completed

### Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11375	Records documenting the handling of enquiries relating to the historical research function. (Date range: 1917 - )	Destroy 2 years after last action

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### **Grant Funding**

The activities associated with the application for and receipt of grants.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11376	Records documenting successful applications made by the agency for grant funding supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• applications</li> <li>• notifications</li> <li>• draft agreements</li> <li>• routine correspondence</li> <li>• acquittal reports</li> </ul> (Date range: 1966 - )	Destroy 7 years after last action
Class no. 11377	Records documenting unsuccessful applications made by the agency for grant funding supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• applications</li> <li>• notifications</li> </ul> (Date range: 1966 - )	Destroy 2 years after last action

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### **Grants (Outwards)**

The activity of providing grants.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11378	Records documenting successful applications made to the agency for grant funding supporting the historical research function (e.g. Summer Vacation Scholarship Scheme). Includes: <ul style="list-style-type: none"> <li>• applications</li> <li>• notifications</li> <li>• routine correspondence</li> <li>• draft agreements</li> <li>• acquittal documentation</li> </ul> (Date range: 1966 - )	Destroy 7 years after last action
Class no. 11379	Records documenting unsuccessful applications made to the agency for grant funding supporting the historical research function. (Date range: 1966 - )	Destroy 2 years after last action

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## HISTORICAL RESEARCH

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For the publication of historical manuscripts and material, use PUBLICATION.

### *Joint Ventures*

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11380	Records documenting the management of joint ventures undertaken to support the historical research function. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts. (Date range: 1994 - )	Destroy 7 years after termination of joint venture
Class no. 11381	Signed joint venture contracts and agreements supporting the historical research function. (Date range: 1994 - )	Destroy 7 years after termination or expiry of agreement

### *Meetings*

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 11382	Records documenting the conduct and administration of meetings held to support the historical research function. Includes: <ul style="list-style-type: none"> <li>• agenda</li> <li>• notices of meetings</li> <li>• drafts</li> <li>• minutes</li> </ul> (Date range: 1917 - )	Destroy 2 years after last action

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### *Planning*

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11383	Final versions of plans and major drafts supporting the historical research function. Includes project plans. (Date range: 1917 - )	Destroy 2 years after last action
Class no. 11384	Working papers used to develop plans supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• reports analysing issues</li> <li>• draft plans</li> <li>• comments</li> </ul> (Date range: 1917 - )	Destroy when reference ceases

### *Policy*

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
Class no. 11385	Records documenting the development and establishment of policies relating to the historical research function. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts</li> <li>• comments</li> <li>• final policy documents</li> </ul> (Date range: 1917 - )	Destroy 5 years after policy superseded
Class no. 11386	Working papers documenting the development of policies supporting the historical research function. Includes minor drafts. (Date range: 1917 - )	Destroy when reference ceases

## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### **Procedures**

Standard methods of operating laid down by an organisation according to formulated policy.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11387	Master set of manuals, handbooks, directives and guidelines detailing procedures supporting the historical research function. (Date range: 1917 - )	Destroy when procedures are superseded
Class no. 11388	Working papers documenting the development of procedures supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• draft procedures</li> <li>• comments</li> </ul> (Date range: 1917 - )	Destroy when procedures are promulgated

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### **Project Management**

The activities involved in managing projects.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11389	Records documenting the management of projects supporting the historical research function. Includes: <ul style="list-style-type: none"> <li>• progress reports</li> <li>• project schedules</li> <li>• notes on meetings with stakeholders</li> </ul> (Date range: 1996 - )	Destroy 2 years after last action

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## HISTORICAL RESEARCH

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For the publication of historical manuscripts and material, use PUBLICATION.

### Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11390	Final versions of monthly reports documenting the activities supporting the historical research function. (Date range: 1917 - )	Disposal not authorised
Class no. 11391	Final versions of historical interpretation reports. Includes: <ul style="list-style-type: none"> <li>• analysis of historical events and/or battlefields</li> <li>• photos</li> <li>• maps</li> </ul> (Date range: 1917 - )	Disposal not authorised
Class no. 11392	Final versions of other internal and external reports supporting the historical research function. (Date range: 1917 - )	Destroy 5 years after last action
Class no. 11393	Final versions of statistical reports relating to the historical research function and submitted to other agencies. (Date range: 1917 - )	Destroy 1 year after last action
Class no. 11394	Working papers documenting the development of all reports. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> </ul> (Date range: 1917 - )	Destroy when reference ceases

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## HISTORICAL RESEARCH

The function of conducting historical research to enhance the knowledge and understanding of Australia's military history. Includes endorsing historical information used in the organisation, the commissioning of official war histories, writing and editing of historical manuscripts and publications, the presentation of military history lectures and conferences, military history research and the development of battlefield tours.

For the publication of historical manuscripts and material, use PUBLICATION.

### Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

*For the writing of a manuscript or paper supported by research, use HISTORICAL RESEARCH – Writing.*

*For publication of a research project, use PUBLICATION.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11395	Records documenting significant research that substantially enhances the knowledge and understanding of military history. (Date range: 1917 - )	Retain as national archives
Class no. 11396	Records documenting other research into military history. Includes: <ul style="list-style-type: none"> <li>• oral histories</li> <li>• interviews</li> </ul> (Date range: 1917 - )	Disposal not authorised

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### Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11397	Records documenting the preparation of agency submissions seeking support for projects relating to the historical research function. Includes successful and unsuccessful submissions. (Date range: 1917 - )  <i>For final versions of submission made to higher authorities such as Minister and other government bodies, use GOVERNMENT RELATIONS – Submissions.</i>  <i>For final versions of submissions made to the agency's council, use COUNCIL MANAGEMENT – Council Meetings.</i>	Disposal not authorised

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### **Tours**

The activities associated with planning, developing and conducting battlefield tours. Includes the writing of scripts and itineraries.

*For agreements with tour operators to manage bookings of flights, accommodation, etc use COMMERCIAL SERVICES – Agreements.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11398	Records documenting the development and management of battlefield tours. Includes: <ul style="list-style-type: none"> <li>• correspondence between participating agencies</li> <li>• collection of background information, such as maps and guides</li> <li>• tour scripts</li> <li>• itineraries</li> </ul> (Date range: 1917 - )	Destroy 5 years after last action
Class no. 11399	Final versions of tour debriefs reporting on the organisation of the tour and identifying positive aspects and problems. (Date range: 1917 - )  <i>For interpretation reports of the tour, use HISTORICAL RESEARCH – Reporting.</i>	Destroy 5 years after last action
Class no. 11400	Working papers relating to the development and management of battlefield tours. Includes: <ul style="list-style-type: none"> <li>• drafts</li> <li>• comments</li> </ul> (Date range: 1917 - )	Destroy when reference ceases

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For the publication of historical manuscripts and material, use PUBLICATION.

### *Writing*

The activities associated with writing, editing and preparing historical manuscripts.

*For research conducted to support the writing activity, use HISTORICAL RESEARCH – Research.*

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 11401	Final versions of manuscripts supporting the historical research function. (Date range: 1917 - )	Disposal not authorised
Class no. 11402	Major drafts of manuscripts supporting the historical research function and circulated internally and externally for comment and vetting. Includes comments and other feedback. (Date range: 1917 - )	Disposal not authorised
Class no. 11403	Working drafts of manuscripts supporting the historical research function. (Date range: 1917 - )	Destroy 2 years after last action
Class no. 11404	Records documenting the editing of manuscripts. (Date range: 1917 - )	Destroy 2 years after publication

