

Records Disposal
Authority

**Department of Families,
Community Services &
Indigenous Affairs**

Job no 2005/669323

14 June 2006



Australian Government

National Archives of Australia

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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.

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.

Using this authority

This authority applies only to the records or classes of records described in the authority. Current records that have been sentenced using the superseded class should be identified and resentenced or treated in accordance with the replacing class.

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.

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RDA Job No 2005/669317

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Families, Community
Services & Indigenous Affairs
Box 7788
CANBERRA MAIL CENTRE ACT 2610

Purpose:

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

Application:

SOCIAL WELFARE SERVICES – Reviewing (entitlements)

New class 12349 supersedes class 11052

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



Stephen Ellis
Assistant Director-General
Government Branch

Date of issue:
14 June 2006

Date of amendment:

Expiry date:

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SOCIAL WELFARE SERVICES

The function of providing social welfare services to the Australian community nationally and internationally. Includes the processes involved in assessing claimants' eligibility for welfare entitlements, preparing and paying benefits and allowances to eligible recipients, providing referrals to external bodies and counselling services, and conducting periodic circumstance, compliance and entitlement reviews of payments to recipients. Also includes investigating and identifying criminal activity and payment fraud, managing the processes involved in recovering legally recoverable payment and compensation debts, conducting outreach visits to ensure the community is aware of available welfare payments and related services, and joint ventures where there is a contract or joint contribution of funds and/or time.

For the development of formal service delivery agreements such as business partnership agreements, memorandums of understanding, international social security, service level and grant funding agreements between the organisation, government and non-government organisations, use BUSINESS DEVELOPMENT – Agreements.

For the development of the organisation's social welfare policies and programs, use SOCIAL WELFARE DEVELOPMENT.

For the management of grant money received by the agency, use FINANCIAL MANAGEMENT – Grant Funding.

For payment of grant monies to community organisations, use FINANCIAL MANAGEMENT – Payments.

For agency applications for grant funding from a public source, use COMMUNITY RELATIONS – Grant Funding.

For the evaluation of services, use COMMUNITY RELATIONS – Customer Service.

Reviewing (entitlements)

The processes involved in conducting periodic circumstance and entitlement reviews to ensure payments are correct and that the payment recipient remains eligible for payment. Includes compliance reviews that are selected because there is a justified, documented risk of incorrect payment that is a result of fraud, misrepresentation, error or omission on the part of the recipient, and program reviews that relate to a specific payment type and are generally cyclic or events based. Also includes processing changes when notified to a recipient's circumstances.

For reviewing decisions concerning a claimant's welfare entitlement, use SOCIAL WELFARE SERVICES – Reviewing (decisions).

For investigating alleged payment and identity fraud offences, use SOCIAL WELFARE SERVICES – Fraud Investigations.

For the recovery of legally recoverable income support and compensation debts paid to eligible recipients, use SOCIAL WELFARE SERVICES – Debt Management.

Entry	Description of Records	Disposal Action
Class no. 12349	Records documenting reviews of recipients' entitlements where no further action is taken.	Destroy 3 years after action completed

Note: This class replaces class 11052 with effect 14 June 2006
