



Australian Government

National Archives of Australia

Records Authority

**Repatriation Commission and
Department of Veterans' Affairs**

Job no 2007/00404051

12 December 2007

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INTRODUCTION

The National Archives of Australia in conjunction with the Repatriation Commission and the Department of Veterans' Affairs have developed this Records Authority to identify national archives created by the Commission and the Department relating to income support files of World War I veterans and records relating to the Boer War. Given the scarcity of these records and significance of their social and historical value, implementation of this Authority is recommended as a matter of priority.

This Authority gives the Repatriation Commission and the Department of Veterans' Affairs the permission, required under the Archives Act, for the disposal of records described. The Authority sets out those records that need to be retained as national archives. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The Repatriation Commission and the Department of Veterans' Affairs should use this authority to identify national archives as described in the classes of this authority and manage them appropriately pending transfer to the National Archives as soon as possible. The following tools can be used to dispose of the remaining records of the Commission and the Department:

- agency specific Records Authorities covering the Commission's and Department's agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA); and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority applies to records already created by the Repatriation Commission and the Department of Veterans' Affairs as described in the classes of this Authority.
2. Disposal actions identified in this Authority supersede any related classes within other Records Authorities issued to the Repatriation Commission and the Department of Veterans' Affairs.
3. To mitigate any potential risk of the destruction of national archives identified in this Authority, it is recommended that this Authority be implemented and identified records transferred to the National Archives as a matter of priority.
4. Following implementation of this Authority, a combination of other agency specific authorities, general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA) and appropriate use of normal administrative practice can be used to sentence the remaining records of the Department and the Commission.
5. 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 sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
6. 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 Authority, please contact the National Archives.
7. Records in the care of the Repatriation Commission and the Department of Veterans' Affairs should be appropriately stored and preserved. The Commission and the Department needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
8. Appropriate arrangements should 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.
9. Advice on how to use this Authority is available from the records manager of the Department of Veterans' Affairs. 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 recordkeeping matters, please contact National Archives' Agency Service Centre.

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

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

President
Repatriation Commission
The Secretary
Department of Veterans' Affairs
Lovett Tower
13 Keltie Street
Phillip ACT 2606

Purpose:

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

Application:

Records relating to the Boer War created up to 1932.
Income support records created for World War I Veterans created 1918-1932.

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

Date of issue:



12 December 2007

Ross Gibbs
Director-General
National Archives of Australia

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BENEFITS

The function of determining eligibility for, and entitlement to, income support for veterans, war widows, war widowers, and dependants of veterans; of determining eligibility for compensation to veterans in recognition of the effects of war service; and of providing the determined entitlements. Includes processing applications for pensions, allowances, and other entitlements such as income support, disability compensation, and education schemes for veterans' children.

Also includes activities that assist and support persons making claims for eligibility and entitlements.

Income Support Case Files

The activities associated with World War I veterans' income support case files.

Entry	Description of records	Disposal action
Class no. 17692	Income support case files for World War I veterans. 1918-1932	Retain as national archives

VETERANS' AFFAIRS (BOER WAR)

Operational and administrative activities for the function of Veterans' Affairs (Boer War)

Operational and Administrative Records

Operational and administrative activities relating to the Boer War, excluding commemoration activities.

Entry	Description of records	Disposal action
Class no. 17691	Records relating to the Boer War. Includes: <ul style="list-style-type: none">• name identified case files relating to the Boer War veterans• policy, administration and other operational records relating to the Boer War. 1899-1932	Retain as national archives
