



**Australian Government**  

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**National Archives of Australia**

**Records Authority**

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

Alteration of Records

Job no 2007/00445886

19 October 2007

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## INTRODUCTION

### **Disposal authorisation**

Under Section 26 of the Archives Act 1983 a person must not engage in conduct that results in an addition or alteration to a Commonwealth record that has been in existence for more than 25 years unless the addition or alteration is required by law, or takes place with the permission of the Archives or in accordance with a practice or procedure approved by the Archives.

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

### **Purpose of this authority**

This document authorises the addition to, or alteration of, the records described in the classes contained in this authority.

### **Using this authority**

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

### **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 Mail 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.

## AUTHORISATION

### RECORDS DISPOSAL AUTHORITY

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

President  
Repatriation Commission  
Secretary  
Department of Veterans Affairs  
Lovett Tower  
13 Keltie Street  
Philip ACT 2606

**Purpose:**

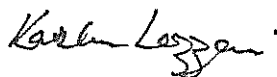
AUTHORISES ARRANGEMENTS FOR THE ALTERATION OF RECORDS OVER 25 YEARS, IN ACCORDANCE WITH SECTION 26 OF THE ARCHIVES ACT 1983

**Application:**

Department of Defence service documents on veterans' personal case files.

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**



Kathleen Lazzari  
Director  
Agency Interaction  
National Archives of Australia

**Date of issue:**

19 October 2007

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## Veterans' Personal Case Files

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
Class no. 17841	Department of Defence service documents on veterans' personal case files used to confirm periods of war or warlike service. Excludes medical service documents.	Remove from files.  Replace with document removal advice

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