



Australian Government

National Archives of Australia

Records Authority

Department of the Treasury
Standard Business Reporting Program

Job no 2009/00794784

13 January 2010

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STANDARDISING BUSINESS REPORTING

INTRODUCTION

The Department of the Treasury and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Standardising Business Reporting. It represents a significant commitment on behalf of Department of the Treasury to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the Department of the Treasury. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives the Department of the Treasury permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The Department of the Treasury may use the following tools to dispose of the records of the Standard Business Reporting Program:

- this Records Authority covering the specific records of the Standard Business Reporting Program;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; 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 records management 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 records management 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 should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Department of the Treasury, such as encrypted records and source records that have been copied.
3. 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 how long records need to be kept. Advice on sentencing is available from the National Archives.
4. Where the method of recording information changes (for example from a manual 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 core business. The information must be accessible for the period of time prescribed in this Authority. The Department of the Treasury will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
5. In general, retention requirements indicate a minimum period for retention. The Department of the Treasury may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Department of the Treasury believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
6. The Department of the Treasury may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
7. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au.
8. Records in the care of the Department of the Treasury should be appropriately stored and preserved. The Department of the Treasury 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 are in the open access period (currently after 30 years).
9. 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.
10. Advice on how to use this Authority is available from the Department of the Treasury records manager. 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:

The Secretary
Department of the Treasury
Langton Crescent
Parkes ACT 2600

Purpose:

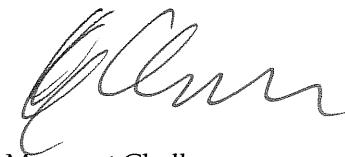
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

STANDARDISING BUSINESS REPORTING

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer



Margaret Chalker
Assistant Director-General
National Archives of Australia

Date of issue:

13 January 2010

STANDARDISING BUSINESS REPORTING

The core business of managing the Standard Business Reporting (SBR) Program, a Commonwealth Government initiative, endorsed by the Council of Australian Governments (COAG) to simplify business-to-government reporting in Commonwealth, State and Territory jurisdictions.

Includes:

- establishing the program board, steering committee, business advisory forum and other taskforces, panels and committees
- establishing and implementing governance arrangements
- liaison, consultation and collaboration with internal and external stakeholders, software developers and consultants
- liaison, consultation and collaboration with other Commonwealth agencies as well as state, territory and international government agencies
- establishing agreements with other Commonwealth agencies as well as state, territory and international government agencies
- developing and applying broad systematic planning for the program
- managing the program to ensure objectives are met
- reviewing and reporting against program objectives and plans
- designing, developing, planning, testing and implementing solutions to meet program objectives
- providing and receiving advice regarding the program
- arranging and attending internal and external meetings
- delivering addresses and presentations and holding conferences regarding the program, and
- driving the take-up of SBR services through the accounting and business communities.

[For records of individual board members including member interests, appointments, separations, remuneration, accidents etc of Board members, use GOVERNING BODIES

For tendering records, including tender and contract registers, use PROCUREMENT - Tendering

For records that are not needed to document business activities, such as copies, unimportant drafts or rough working papers, refer to the Agency's Normal Administrative Practice (NAP) policy or the National Archives of Australia guidelines on destroying records as a normal administrative practice <http://www.naa.gov.au/records-management/keep-destroy-transfer/NAP/index.aspx>]

STANDARDISING BUSINESS REPORTING

Entry	Description of records	Disposal action
21117	<p>Records documenting the following activities of the program:</p> <ul style="list-style-type: none">• records of the establishment of the Program Board• records of program governance, including ongoing development of policies and standards• advice documenting major changes to the program, such as changes to the scope or function of the Program, received from, or provided to the Minister or Government agencies• inter-governmental agreements with Commonwealth, State, Territory and international Government agencies• final versions of formal reports that act as references for changes to business-to-government reporting• final versions of strategic business plans• final versions of minutes and supporting documents tabled at Board meetings• final versions of addresses and presentations given by members of the Board.	Retain as National Archives

STANDARDISING BUSINESS REPORTING

Entry	Description of records	Disposal action
21118	<p>Records documenting the program's activities other than those covered in class number 21117. Includes:</p> <ul style="list-style-type: none"> • records of steering groups, business advisory forums and other committees, task forces and panels formed by the Board • records of consultations and collaborations with Commonwealth, State, Territory and international Government agencies • records of consultations and collaborations with non-government stakeholders, such as accounting and business communities • routine advice provided to, or received from the Minister or Government agencies, including briefing notes • records related to program management, including records documenting forward work plans, progress reports and briefing notes • records documenting the development of the authentication solution to support secure online business-to-government interaction • records documenting the development of business architecture solutions, including business requirements, final design plans and procurement agreements • records documenting taxonomy development, including methodology, architecture and governance • records documenting the development of core service design integration, including program management, planning and implementation activities • records documenting the development of the data definition repository, including program management, planning and implementation activities • addresses and presentations given by staff other than members of the Board • records documenting arrangements for agency conferences and participants' reports on conferences arranged by other organisations • records documenting the marketing of the program, including initiatives to encourage the take-up of simplified business-to-government reporting by non-government stakeholders, such as accounting and business communities • records documenting administrative arrangements with the media to promote the program to non-government stakeholders, such as accounting and business communities. 	Destroy 10 years after action completed