



Records Authority

2012/00128805

Department of Health

Sport and Recreation

2013

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INTRODUCTION

The Department of Health and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the business area of Sport and Recreation. It represents a significant commitment on behalf of the Department 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. 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.

The Authority sets out those records that need to be retained as national archives and specifies the minimum length of time that temporary records need to be kept. This Authority gives the Department permission under the Archives Act 1983, for the destruction of the temporary records described after the minimum retention period has expired. 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.

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.

APPLICATION OF THIS AUTHORITY

1. This Authority replaces the physical fitness classes in RA A1851/ DA1 (February 1981). The classes have been superseded and may no longer be used by the Department to sentence records after the date of issue of this Authority.
2. This Authority is to be used to determine how long records must be kept. Records are matched to the relevant core business and records class in the Authority.
 - Where the minimum retention period has expired and the records are not needed for agency business they should be destroyed as authorised in this Authority.
 - Records that have not reached the minimum retention period must be kept until they do.
 - Records that are identified as Retain as National Archives (RNA) are to be transferred to the National Archives of Australia for preservation.
3. This Authority should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express issued by the National Archives to cover business processes and records common to Australian Government agencies;
 - General Records Authority (31) for source (including original) records after they have been copied, converted or migrated.
4. The Normal Administrative Practice (NAP) provision of the *Archives Act 1983* gives agencies permission to destroy certain records without formal authorisation. This usually occurs where records are duplicated, facilitative or for short-term use only. NAP does not replace arrangements agreed to in this Authority but can be used as a tool to assist in identifying records for destruction together with an agency's Records Authority or Authorities, and with AFDA and AFDA Express. The National Archives recommends that agencies develop and implement a Normal Administrative Practice policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop an agency NAP policy is available from the National Archives' website at www.naa.gov.au
5. Records that are reasonably likely to be needed as evidence in a current or future judicial proceeding or are subject to a request for access under the Archives Act 1983, the Freedom of Information Act 1982 or any other relevant Act must not be destroyed until the action has been completed.
6. Records subject to a disposal freeze must not be destroyed until the freeze has been lifted. 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.

7. 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 applied, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The Department will need to maintain continuing access to the information, including digital information, for the periods prescribed in this records authority or until the information is transferred into the custody of the National Archives.
8. In general, retention requirements indicate a minimum period for retention. The Department 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 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.
9. Records coming within Retain as national archives' classes in this Authority have been determined to be part of the archival resources of the Commonwealth under section 3C of the Archives Act 1983. The determination of Commonwealth records as archival resources of the Commonwealth obliges agencies to transfer the records to the Archives when they cease to be current and, in any event, within 15 years of the records coming into existence, under Section 27 of the Archives Act 1983.
10. Records in the care of agencies should be appropriately stored, managed and preserved. Agencies need 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 for public access including those records that remain in agency custody.
11. 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.

Advice on how to use this Authority is available from the Department Health 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 records management matters, please contact National Archives' Agency Service Centre.

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
Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY 2012/00128805

Person to whom notice of authorisation is given:

Jane Halton PSM
Secretary
Department of Health
GPO Box 9848
Canberra ACT 2601

Purpose:

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the *Archives Act 1983*

Determines records classed as 'Retain as national archives' in this Records Authority to be part of the archival resources of the Commonwealth under section 3C of the *Archives Act 1983*.

Application:

All core business records relating to Sport and Recreation.

This authority gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. This authority will apply only with the consent of the agency currently responsible for the business documented in the records described.

Authorised by:

Len Marsden
Acting Director-General
National Archives of Australia

Date of issue:

11 December 2013

SPORT AND RECREATION

The core business of improving opportunities for community participation in sport and recreation, and excellence in high-performance athletes, including through investment in sport infrastructure and events, research and international cooperation.

The core business includes activities such as:

- developing national policies, strategies and programs;
- receiving, developing and delivering advice;
- supporting bids for and hosting of sporting events;
- negotiating, establishing, and managing agreements, including funding agreements;
- liaising and consulting with stakeholders;
- coordinating and participating in committees, task forces, conferences and meetings;
- managing statutory appointments;
- developing and promoting educational programs, presentations and guidelines;
- providing and managing funding to support and develop the sporting industry;
- maintaining a best practice anti-doping framework;
- participating in and contributing to international anti-doping programs and frameworks; and
- assessing requests for the protection of sporting indicia and images.

The core business is supported by routine administrative tasks including:

- collecting data for surveys and to support research;
- undertaking or funding research;
- marketing programs and services;
- reviewing processes, systems and procedures;
- reporting;
- conducting internal and external audits; and
- managing risks.

Cross references to AFDA Express records authority

For the preparation of budget estimates, budget proposals, cost modelling etc, use FINANCIAL MANAGEMENT.

For advice to the Minister, ministerial submissions, and the development of legislation, use GOVERNMENT RELATIONS.

For the procurement of services, such as contractors or consultants, use PROCUREMENT.

For the publication and distribution of agency publications including standards, use PUBLICATION.

Cross references to other records authorities

For the management of grants, including grant funding agreements, use GRANT MANAGEMENT.

SPORT AND RECREATION

Class no	Description of records	Disposal action
61010	<p>The following significant records documenting:</p> <ul style="list-style-type: none"> • coordination, development and implementation of national and high level policies, plans, strategies and programs designed to support and promote sport, to improve rates of participation in sport and physical activity including among Indigenous Australians, and to improve and maintain the integrity of sport; • external (including international) and high level internal committees, councils and consultative groups relating to the core business of sport and recreation where the agency provides the secretariat, is the Commonwealth's main representative, or plays a leading role. Includes documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers; • advice provided to or received from major national and international stakeholders relating to either nationally or internationally significant sport and recreation events or matters, or to enabling legislation for other Commonwealth agencies involved with sport or anti-doping. For example, Ministerial briefs, advice that contributed to the <i>Crawford Report</i> from the Independent Sports Panel, and the government's response <i>Australian Sport: The Pathway to Success</i> initiative; • signed versions of significant contracts and agreements (including those under seal) and supporting documents. Significant contracts and agreements include those: <ul style="list-style-type: none"> ○ relating to substantial funding arrangements with other Commonwealth agencies or with States and Territories; ○ with national sporting organisations relating to major international sporting events (such as the Olympic Games, FIFA World Cup, or Commonwealth Games); ○ supporting international anti-doping frameworks, policies and research programs; ○ supporting and developing the national sporting industry (including high performance sport) such as through major projects either improving community access to sport and recreation activities or construction or maintenance of facilities; ○ supporting special events and outdoor sport safety activities; and • representations, submissions made and participation in local or international sporting or anti-doping organisations in support of Australia's national interests, or in support of domestic and international anti-doping activities. 	Retain as national archives
61011	<p>Records documenting:</p> <ul style="list-style-type: none"> • managing statutory appointments to the boards of Australian sports agencies; • nominating and supporting Australian representatives in international sporting or anti-doping organisations; • developing and implementing all other policies, plans, strategies and programs designed to support and promote sport, to improve rates of participation in sport and physical activity, and to improve and maintain the integrity of sport; 	Destroy 25 years after last action

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Class no	Description of records	Disposal action
61011 (cont)	<ul style="list-style-type: none"> • other internal committees relating to the core business of sport and recreation. Includes documents establishing the committee, agenda, final versions of minutes, reports and supporting documentation such as briefing and discussion papers; and • advice provided to and received from all other stakeholders relating to general sport and recreation events or matters. <p>Excludes those covered in class 61010.</p>	
61012	Signed agreements or contracts under seal with individuals, organisations, non-government agencies, and companies, prior to 15 November 2005, for the provision or receipt of sport and recreation related services or programs, and supporting records: Western Australia. Excludes those covered in class 61010.	Destroy 21 years after expiry or termination of agreement
61013	Signed agreements or contracts under seal with individuals, organisations, non-government agencies, and companies for the provision or receipt of sport and recreation related services or programs, and supporting records: Victoria and South Australia. Excludes those covered in class 61010.	Destroy 15 years after expiry or termination of agreement
61014	Signed agreements or contracts under seal with individuals, organisations, non-government agencies, and companies for the provision or receipt of sport and recreation related services or programs, and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Australian Capital Territory, Northern Territory and Tasmania. Excludes those covered in class 61010.	Destroy 12 years after expiry or termination of agreement
61015	<p>Records documenting:</p> <ul style="list-style-type: none"> • the collection of data for major longitudinal surveys and to support research, including the outcomes of funded research, carried out in relation to sport and recreation related programs, and concerning participation rates in sport and recreational activities; and • funding for other sporting and community organisations to support and develop the sporting industry (including high performance sport), improving community access to sport and recreation activities, constructing or maintaining facilities, or supporting anti-doping research programs, special events and water and snow safety activities. Excludes those covered in class 61010. 	Destroy 10 years after last action
61017	<p>Records documenting:</p> <ul style="list-style-type: none"> • handling of public enquiries about the core business of sport and recreation; • minutes and supporting information documenting the administration of internal agency meetings; • administrative arrangements for conferences, seminars or forums arranged by the organisation, including program development records, invitations to speakers, registrations, venue bookings, and travel and catering arrangements; and • attendance at conferences on sport and recreation hosted by other organisations including the outcomes of the conference, and reports. 	Destroy 3 years after last action

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Class no	Description of records	Disposal action
61016	Records documenting the sport and recreation core business, including: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• routine sport and recreation activities, including educational programs, presentations, and the protection of sporting indicia.• Sport and recreation activities, other than those covered in classes 61010 – 61015 or class 61017.	Destroy 7 years after last action