



**Australian Government**

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**National Archives of Australia**

**Records Authority**

2022/00032160

**Australian Government Asset and  
Liability Management**

Australian Office of Financial Management

2022



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## **CONTENTS**

<b>INTRODUCTION.....</b>	<b>4</b>
<b>APPLICATION OF THIS AUTHORITY .....</b>	<b>4</b>
<b>CONTACT INFORMATION .....</b>	<b>5</b>
<b>AUTHORISATION .....</b>	<b>6</b>
<b>AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT.....</b>	<b>7</b>

## INTRODUCTION

The Australian Office of Financial Management (AOFM) 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 of AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT. It represents a significant commitment on behalf of AOFM to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of AOFM. It takes into account the agency's legal and organisational information management requirements, and the interests of stakeholders, the agency and the National Archives.

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 AOFM 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 on the basis of information provided by the agency.

As changes in circumstances may affect future information 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 supersedes the ASSET AND LIABILITY MANAGEMENT core business of records authority (RA) 2007/00268385. The superseded core business cannot be used by AOFM to sentence records after the date of issue of this authority.
2. The CLIENT INVESTMENT SERVICES core business issued in RA 2007/00268385 is not superseded by this records authority. The core business was discontinued soon after the issue of RA 2007/00268385, but coverage remains in force for the purpose of sentencing any legacy records remaining in agency custody.
3. 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 AOFM 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' are to be transferred to the National Archives for preservation.
4. This authority should be used in conjunction with general records authorities such as:
  - *Administrative Functions Disposal Authority (AFDA) Express Version 2* issued by the National Archives to cover business processes and records common to Australian Government agencies; and
  - *General Records Authority 31 - Destruction of source or original records after digitisation, conversion or migration* (2015).
5. 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 Express Version 2*. The National Archives recommends that agencies develop and implement a NAP

policy. Advice and guidance on destroying records as a normal administrative practice and on how to develop a NAP policy is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).

6. 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.
7. 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](http://www.naa.gov.au).
8. Where the method of recording information changes (for example from an analogue system to a digital 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 AOFM 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.
9. In general, retention requirements indicate a minimum period for retention. The AOFM 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 AOFM 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.
10. Records identified as 'retain as national archives' class 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 National 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*.
11. 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.
12. 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. Records created digitally after 1 January 2016 can be transferred in digital formats only.
13. Advice on how to use this authority is available from the AOFM information 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 information management matters, please contact National Archives' [Agency Service Centre](#).

## AUTHORISATION

Records Authority 2022/00032160

### Notice of authorisation

Person to whom notice of authorisation is given:

Rob Nicholl  
Chief Executive Officer  
Australian Office of Financial Management  
Treasury Building, Newlands Street  
PARKES ACT 2600

### 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 records relating to AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT.

### Authority

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.

This document has been authorised through a digital workflow (R332402022).

<b>Authorising Officer</b>	<b>Date of issue</b>
Tatiana Antsoupova Assistant Director-General (a/g), Government Data & Policy National Archives of Australia	23 March 2022

## AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT

The core business of asset and liability management for the Australian Government, involves the issuance and management of Australian Government Securities debt, liquidity management of the Australian Government's central bank account, undertaking the investment of public funds not immediately required or to fulfil a public policy objective.

The **core activities** include:

- issuing Australian Government Securities into financial markets;
- developing risk policies and strategies for the issuance and management of Australian Government Securities and for undertaking investment activity within the legislative and policy limits framework;
- managing the Australian Government Securities on issue, by meeting the resulting financial obligations, clearing and settlement of transactions, maintaining a registry of ownership, entering other transactions to reduce risk and repurchase debt;
- facilitate the operations of the Australian Government Securities market, and the Treasury Bonds futures market;
- facilitate listed trading of Australian Government Securities;
- manage transactions undertaken with State and Territory Governments in relation to debt assumed by the Commonwealth or advances issued by the Commonwealth;
- the liquidity management of the Government's official bank account, through monitoring and assessing the Commonwealth's expected cash flows and undertaking financial transactions;
- managing defined purpose funds created to support and finance the operation of specific schemes or programs;
- undertaking investments to support liquidity management and public policy investments to achieve other government policy objectives such as the Australian Business Securitisation Fund and the Structured Finance Support Fund. Includes investments made on behalf of other Australian Government agencies;
- providing advice to other Australian Government agencies on financial risk management, pricing, and assessment of financial proposals; and
- liaising, collaborating, and consulting with stakeholders, such as Australian Government agencies, State and Territory governments, financial market intermediaries and investors, on Australian Government Securities and financial markets.

The performance of the core business is supported by **general activities** such as:

- establishing agreements and memoranda of understanding;
- planning, conducting and facilitating audits;
- delegating powers and authorising actions;
- evaluating and reviewing;
- conducting and administering meetings;
- establishing, managing, and participating in committees, working groups and other bodies;
- developing and reviewing operational policies, plans, guides, performance frameworks, procedures, etc.;
- managing projects and programs;
- providing internal and external reports;
- undertaking research and analysis; and
- identifying, assessing, and managing risks.

# AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT

## ***Cross references to AFDA Express Version 2***

*For developing and executing contracts under seal or deeds, other than for financial instruments or counterparty agreements (e.g. International Swaps and Derivatives Association (ISDA) agreement, registered bidder agreement), use CONTRACTS UNDER SEAL/DEEDS.*

*For Cabinet submissions, the agency's participation in formal inquiries and the preparation and passage of legislation through Parliament, use EXTERNAL RELATIONS.*

*For master set of media releases, and addresses and speeches made by the Agency Head, use EXTERNAL RELATIONS.*

*For financial accounting, operation of the AOFM's bank accounts, financial statements and budget estimates use FINANCIAL MANAGEMENT.*

*For advice on the amendment of legalisation or advice on legislation, use LEGAL SERVICES.*

*For engaging the services of suppliers, including external consultants, use PROCUREMENT.*

*For design, production and distribution of publications, use PUBLICATIONS.*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
62938	Records documenting: <ul style="list-style-type: none"> <li>• the development of and final version of policy and advice provided to the Treasurer, the Treasury, Government agencies and other bodies, where the matter proposes significant amendment to Government policy on asset and liability management or is highly controversial;</li> <li>• the final version of the debt issuance strategy and debt statement;</li> <li>• major reviews conducted by the Australian Government of the AOFM's management of the Asset and Liability function or the operations of the Australian Government Securities market. Including the outcomes of the review, major submissions and the implementation of recommendations from the review;</li> <li>• significant research commissioned or undertaken on the operation of the Australian Government Securities market, including supporting papers; and</li> <li>• significant aggregate datasets on Australian Government asset and liability positions held and transactional information.</li> </ul>	Retain as national archives
62939	Records documenting the legislative and policy limits on investing or debt issuance (the limits framework), including: <ul style="list-style-type: none"> <li>• authorisations and delegations from the Treasurer;</li> <li>• limits set by the Secretary to the Treasury or the AOFM CEO; and</li> </ul>	Destroy 10 years after expiry / superseded



## AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT

	<ul style="list-style-type: none"> <li>other legislative authorities/powers required for asset and liability management.</li> </ul>	
62940	<p>Records documenting the execution of financial instrument transactions, including:</p> <ul style="list-style-type: none"> <li>the issuance and early redemption of Australian Government Securities;</li> <li>the acquisition of investments for cash management or other policy purposes;</li> <li>the execution of financial derivatives; and</li> <li>pre-trade activity undertaken to assess risk, and compliance with legislation and policies (e.g. due diligence activities, pool compliance audit).</li> </ul> <p>Records documenting settlement activities of financial instruments, including:</p> <ul style="list-style-type: none"> <li>the settlement of Australian Government Securities issued or redeemed;</li> <li>the payment of financial obligations on Australian Government Securities issued, or debt assumed from State and Territory Governments by the Commonwealth;</li> <li>the payment, receipt or transfer of funds and stock resulting from financial instruments;</li> <li>registry records;</li> <li>the management of Australian Securities Exchange's Chess (Clearing House Electronic Sub-register System) Depository Interest or other mechanism to facilitate the trading of Australian Government Securities on an exchange; and</li> <li>the management of unclaimed money.</li> </ul> <p>Records documenting the terms and conditions of instruments and transactions with financial counterparties, including:</p> <ul style="list-style-type: none"> <li>Information Memorandum, term sheet, prospectus or other document outlining the term and conditions of financial instruments issued, acquired, or managed by the AOFM;</li> <li>agreements that define the terms and conditions for participation, or establish the operational rules between counterparties (e.g. registered bidder agreement, International Swaps and Derivatives Association agreement); and</li> <li>agreements with parties to facilitate transactions such as with the Reserve Bank of Australia, fiscal agents, clearing and settlement facilities, registry providers and custodians.</li> </ul>	Destroy 7 years after finalisation of investment or liability
62941	Records documenting:	Destroy 7 years after action completed

## AUSTRALIAN GOVERNMENT ASSET AND LIABILITY MANAGEMENT

	<ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the core business; and</li><li>• Australian Government asset and liability management activities, other than those covered in classes 62938 to 62940.</li></ul>	
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