



Australian Government

National Archives of Australia

Records Authority

2022/00525413

**Short-Term Import and Export
Initiative Management**

*Australian Trade and Investment Commission
(Austrade)*

2023



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INTRODUCTION

The Australian Trade and Investment Commission (Austrade) 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 area of Short-Term Import and Export Initiative Management. It represents a significant commitment on behalf of Austrade to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of Austrade. 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 Austrade 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 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 Austrade 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.
2. This authority should be used in conjunction with general records authorities such as:
 - the [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).
3. 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 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.
4. 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.
5. 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.

6. Where the method of recording information changes (for example from a manual 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. Austrade 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.
7. In general, retention requirements indicate a minimum period for retention. Austrade 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 Austrade 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.
8. 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 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*.
9. 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.
10. 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.
11. Advice on how to use this authority is available from the Austrade 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 records authority or for advice on other information management matters, please contact National Archives' [Agency Service Centre](#).

AUTHORISATION

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Notice of authorisation

Person to whom notice of authorisation is given:

Mr Xavier Simonet
Chief Executive Officer
Australian Trade and Investment Commission (Austrade)
Level 1-2, Nishi Building
2 Phillip Law Street,
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 Short-Term Import and Export Initiative 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 (R367012023).

Authorising Officer	Date of issue:
Yaso Arumugam Assistant Director-General, Data & Digital National Archives of Australia	10 May 2023

SHORT-TERM IMPORT AND EXPORT INITIATIVE MANAGEMENT

The function of establishing, implementing and managing specific short-term initiatives, i.e programs and projects to support importers and exporters in responding to exceptional national circumstances and events affecting Australia's trade relationships and national interests, such as national health emergencies (e.g., pandemics) and significant natural disasters. Programs and projects covered are deemed to be outside of usual agency business and are short-term and temporary in nature. Includes relief and recovery programs such as International Freight Assistance Mechanism (IFAM) and trade diversification programs such as Agri-business Expansion Initiative (ABEI).

The core activities include:

- developing and implementing programs and projects to support importers and exporters in responding to exceptional national circumstances and events impacting Australia's trade relationships and national interests. Includes relief and recovery and trade diversification;
- continuing or re-establishing supply chains in response to emergencies or as part of relief and recovery programs;
- providing assistance, including financial assistance such as grants;
- communicating and promoting short-term initiatives with exporters and importers to raise awareness of available support services, including developing advertising and communication plans;
- negotiating, establishing, managing and implementing agreements and joint ventures;
- managing contact and consultations between the agency and stakeholders such as assistance applicants, government agencies and domestic and international partners; and
- undertaking research and analysing data.

The performance of the function is supported by general activities such as:

- identifying, assessing and managing risk;
- establishing, managing and participating in committees, working groups and other bodies;
- delegating powers and authorising actions;
- providing and receiving advice;
- planning, conducting and facilitating internal and external audits; and
- developing and maintaining internal operational policies, procedures and guidelines.

Cross references to AFDA Express Version 2

For advice, briefs and submissions to the portfolio minister and other government bodies, cabinet submissions and the organisation's participation in formal inquiries use EXTERNAL RELATIONS.

For activities relating to external stakeholder engagement in support of the core business, including: speeches and presentations by the portfolio minister, the agency head or senior agency staff; media releases and interviews; and receiving or conferring sector awards for excellence, use EXTERNAL RELATIONS.

For business-as-usual financial records use FINANCIAL MANAGEMENT.

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For the payment of grant money and managing the financial transactions supporting the program, use FINANCIAL MANAGEMENT.

For the procurement of services use PROCUREMENT.

For the receipt and provision of legal advice use LEGAL SERVICES.

For developing and executing contracts under seal or deeds, including signed joint venture contracts under seal, deeds of release and deeds of indemnity, use CONTRACTS UNDER SEAL/DEEDS.

Cross references to other records authorities

For advisory bodies, committees and steering groups where the agency is the lead agency use General Records Authority 26 - ADVISORY BODIES.

For business-as-usual interactions with export clients, use CLIENT SERVICES in Records Authority 2009/00714202.

For business-as-usual financial assistance programs to assist export clients, use FINANCIAL ASSISTANCE in Records Authority 2009/00714202.

For bilateral and multilateral agreements, including Memorandum of Understanding relating to trade matters, use TRADE AND ECONOMIC ANALYSIS in Records Authority 2009/00714202.

Class no	Description of records	Disposal action
63065	<p>Records documenting:</p> <ul style="list-style-type: none"> the development, establishment, promotion, management, and monitoring of short-term import and export programs and projects, such as IFAM or ABEI. Includes evaluation of program pilots, master copies of program promotional material, communication plans, program progress reports, program reviews and program evaluation reports. Includes major drafts; assessment, review and termination of projects and programs. Includes program closure plan, wind down frameworks, sustainment and transition plans and closure and transition plans; developing, implementing and reviewing policies, strategies, plans, procedures and guidelines to support short-term import and export initiatives. Includes final versions, policy statements, proposals, major drafts, stakeholder consultations and supporting research; prioritisation frameworks, for example matrices used to determine eligibility as national interest freight, such as critical pharmaceutical or medical cleaning equipment, such as Rapid Antigen Tests; high-level program and project reporting, such as weekly ministerial reports, program closure reports. Includes final versions, major drafts, stakeholder consultation and supporting research and documentation made for the purpose of decision making during the course of the initiative, including datasets manipulated or generated by the agency; agency responses to high-level audits. For example, audits conducted by the Australian National Audit Office (ANAO); 	Retain as national archives

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	<ul style="list-style-type: none"> high-level program committees, working groups and other bodies where the agency provides the secretariat, is the Australian Government's main representative or plays a prominent or central role. Includes records of establishment, final version of minutes, associated reports, and supporting documentation such as briefing notes and discussion papers; summary records of short-term import and export initiatives, for example register of assistance applications; initiative program case files deemed to be in the national interest. For example, facilitated national interest freight requests that result in freight being transported; and complaints relating to programs, includes reviews of decisions and appeals. Includes complaint, assessment, appeal notification, supporting documents, briefings, correspondence relating to complaints, appeals and determinations. 	
63066	Datasets provided by other Australian Government agencies, for the purpose of research, analysis and informational reporting during the course of the initiative (for example datasets received from the Australian Bureau of Statistics and Australian Border Force) other than those covered by class 63065.	Destroy 30 days after action completed
63067	Customer management records (i.e., airlines/exporters/freight companies). May include contracts, agreements, negotiations, grants, contact lists, customer details, eligibility assessments, company profile, financial reports, appointments, notes on meetings and telephone conversations, work orders, correspondence with customers.	Destroy 10 years after action completed.
63068	Records documenting: <ul style="list-style-type: none"> routine operational administrative tasks supporting the function; and export and import initiative activities, other than those covered in classes 63065 to 63067. 	Destroy 7 years after action completed.