



Australian Government

National Archives of Australia

Records Authority

2022/00270904

Observations

Bureau of Meteorology

2023



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INTRODUCTION

The Bureau of Meteorology (the Bureau) 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 Observations. It represents a significant commitment on behalf of the Bureau to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of the Bureau. 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 the Bureau 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 replaces: records authority classes 1 - 6, and 9 in the previously issued Records Disposal Authority 980 (1993); records authority classes 1, 3 and 4 in the previously issued Records Disposal Authority 1038 (1993); and records authority classes 17713, 17714, 17721, 17724, and 17744 in the previously issued records authority for the Space Weather Prediction core business (Records Authority 2007/00307997, Nov 2007). These classes have been superseded and cannot be used to sentence records after the date of issue of this authority.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.
 - Records that are identified as 'retain as national archives' are to be transferred to the National Archives for preservation.
 - Where the minimum retention period has expired and the records are not needed for the Bureau's 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.
3. 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).
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 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.

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 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 Bureau 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 Bureau 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 Bureau 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 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*.
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. Records created digitally after 1 January 2016 can be transferred in digital formats only.
12. Advice on how to use this authority is available from the Bureau's 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 2022/00270904

Notice of authorisation

Person to whom notice of authorisation is given:

Dr Andrew Johnson
Chief Executive Officer and Director of Meteorology
Bureau of Meteorology
700 Collins Street
Docklands VIC 3008

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 Observations.

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 (R260762023)

Authorising Officer	Date of issue
Yaso Arumugam Assistant Director-General, Data & Digital National Archives of Australia	4 April 2023

OBSERVATIONS

The core business of taking and recording meteorological, hydrological, oceanographic, tidal, atmospheric composition, space weather and other environmental observations. Includes observations data and derived data products in all formats and at all stages of the data lifecycle (from measurement/sensing through quality assurance, processing and quality control to data archiving) together with associated metadata and supporting rules, algorithms, code and software versioning. Includes ensuring ongoing confidence in the validity and integrity of observations data and derived data products by preserving the integrity of measurement chain.

Excludes water resources information provided to the agency under water legislation (currently the Water Act 2007).

The **core activities** include:

- developing, implementing and reviewing observations policies, procedures, standards, plans, frameworks, strategies, processes and techniques, guidelines, handbooks and technical competency materials. Includes strategic plans for observing networks, systems and operations and identifying strategic and operational observations data requirements;
- developing, implementing and reviewing observations programs and projects, including business development projects involving identification of opportunities for partnerships and joint ventures to support data collection;
- designing, developing, building or procuring, siting, establishing, installing, commissioning, evaluating, configuring, customising, and reviewing observing networks, systems, sites and other facilities (including laboratories and observing stations), and specialised equipment (eg radar equipment, metrological laboratory equipment) operated by the agency;
- operating, monitoring, managing and maintaining observing networks, systems, sites and other facilities (including laboratories and observing stations), and specialised equipment supporting the observations core business and the collection of observational data;
- establishing, maintaining and operating as a World Meteorological Organization (WMO) Regional Instrument Centre and as a verifying authority for solar radiation under national measurement legislation (currently the *National Measurement Act 1960*), including reviewing and reporting on the metrology activities and services provided by the agency;
- metrology related activities, including the testing, calibration and appraisal of observing networks, systems and specialised equipment and maintenance of physical and technical standards. Includes undertaking investigations and evaluations of field equipment and other studies;
- exchanging observational data with other entities, including via the WMO's Global Telecommunications System and under agreements with other parties. Includes contributing observations data to international datasets;
- collecting, ingesting, managing, maintaining, and processing of observations data. Includes ingesting data received through exchanges with other entities;
- establishing and maintaining the measurement chain to protect the validity and integrity of observations data;
- observations data lifecycle management, including quality assurance, quality control, metadata management and data archiving;
- designing, developing, establishing, managing, maintaining and decommissioning, specialised software based technology solutions that are commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to the observations core business. Includes contributing to the design and development of information technology systems which support data ingest, central processing, data exchange, data archiving, metadata and quality control;
- providing access to observations data, including publication via the agency's website;

OBSERVATIONS

- providing observations services and support to other entities, including metrological services provided as a WMO Regional Instrument Centre;
- undertaking data analysis and research and development to support the core business, including in relation to developing observing systems, equipment, techniques and methodologies;
- production and distribution of observational data products (eg radar and satellite images);
- establishing and managing intellectual property relating to observations data, including licencing and rights management;
- developing and delivering specialised observations and engineering related training and competencies, that are not accredited or higher education provider registered training;
- negotiating, establishing and implementing agreements and contracts, including joint ventures. Includes agreements with external data providers, data recipients, cooperative observers and volunteer observers;
- representing Australia at the WMO and on other relevant international commissions and participating in international observations programs, technical commissions and initiatives (eg Global Atmosphere Watch Programme; Global Observing System);
- liaising with stakeholders, including international organisations, other government agencies, standards bodies, other national meteorological services, industry, data providers and users, and the public; and
- decommissioning and disposal of observations networks, systems, sites and facilities (including laboratories and observing stations), and specialised equipment supporting the observations core business and the collection of observational data.

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

- providing and receiving advice;
- planning and reporting;
- project management;
- change management and control;
- managing and participating in committees, meetings, forums, reference groups, and other bodies;
- evaluating and reviewing, including identifying business process innovation, improvements and transformation;
- delegating powers and authorising actions;
- arranging and attending internal and external conferences, symposia, seminars and workshops;
- fulfilling compliance requirements, including fiscal, legal, regulatory or quality standards and requirements. Includes quality management accreditation (eg ISO17025 – Testing and calibration laboratories);
- identifying, assessing and managing risks;
- planning, conducting and facilitating audits; and
- receiving and responding to enquiries, complaints and feedback, including requests for the supply of observational data.

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.

OBSERVATIONS

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 financial transactions supporting the observations core business, including payments to cooperative and volunteer observers, use FINANCIAL MANAGEMENT.

For acquisition, leasing and management of real estate to support the observations core business, use PROPERTY MANAGEMENT.

For the acquisition of goods and services, including the procurement of observations systems and equipment that does not influence the measurement chain, use PROCUREMENT.

For the management of moveable assets and inventory, other than specialised observations related assets, use ASSET MANAGEMENT.

For information communications and technology systems, processes and activities which do not influence the measurement chain or provide specialised support for the core business, including the imaging and digitisation of observational records, use TECHNOLOGY AND INFORMATION MANAGEMENT.

For managing legal services, including legal advice, litigation, and establishing and managing agency intellectual property (other than intellectual property relating to observations data), use LEGAL SERVICES.

For records documenting the posting of individual technical officers to field stations and other sites (including under the former Field Officers' Pool), use PERSONNEL MANAGEMENT.

For recording staff development activities on individual personnel files, including recording completion of observations and engineering related training and competencies and credentials of individual agency training personnel, use PERSONNEL MANAGEMENT.

For records documenting potential exposure to hazardous substances associated with the Observations Program (e.g. hydrogen, mercury and emitted radiation) or records detailing that an employee was located at places identified as containing or emitting hazardous substances, use PERSONNEL MANAGEMENT.

For work health and safety related activities associated with observing operations and activities (including risk management of hazardous substances and procedures for handling hazardous substances such as hydrogen), use WORK HEALTH & SAFETY.

For the production and distribution of agency related publications, including the agency website, use PUBLICATION.

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

Cross references to other records authorities

For observations advice and information provided to civil aviation and transport safety authorities in relation to air safety investigations, use AVIATION METEOROLOGICAL SERVICES.

For water resources information provided to the agency under relevant water management legislation (currently the Water Act 2007), use WATER INFORMATION.

For derived climate-related datasets (eg ACORN-SAT) and products, use CLIMATE SERVICES.

For weather forecasting related products and services, including those relating to space weather prediction, use HAZARD PREDICTION, WARNINGS & FORECASTS in Records Authority 2017/00053585.

For developing and delivering observations and engineering related training and competencies that are accredited or higher education provider registered training, use GRADUATE METEOROLOGICAL EDUCATION in Records Authority 2020/00480952.

OBSERVATIONS

For observations data collected and/or used as part of scientific research and analysis activities, use General Records Authority 37 - RESEARCH & DEVELOPMENT.

Class no	Description of records	Disposal action
62995	<p>Records documenting observations, observations data products and related metadata:</p> <ul style="list-style-type: none"> • significant observations data (including externally sourced data) captured at operationally defined frequencies and permanently retained by the agency, that: provides information of enduring national and international significance for understanding weather patterns and climate change; supports effective government planning, service delivery, and decision-making in key areas, such as environmental management and regulation and climate change; is considered controversial, the subject of widespread debate, or otherwise arouses widespread scientific or other interest; involves the use of ground-breaking or innovative techniques; are capable of being re-used and re-purposed; have major scientific or research value either nationally or internationally; have ongoing commercial value to industry; or are of historical and other local significance to communities. Includes analogue and digital observations data. Excludes observations data sourced from external providers that is obtained subject to the terms and conditions of licensing agreements and confidentiality agreements that prevent permanent retention by the agency. <p>Note: Operationally defined frequencies for observations data permanently retained by the agency vary depending on the type of observation involved, and vary over time in response to changing requirements.</p> <p>Examples of significant observations data collections include:</p> <ul style="list-style-type: none"> • original manually recorded and autographic observations, including: <ul style="list-style-type: none"> ○ field books and station records (e.g. A8s, F68 rainfall returns, capital city journals, ships observations etc); ○ instrument recording charts (e.g. pluviographs, barographs, sunshine recorder cards, upper air balloon traces and tide gauge charts); ○ other historically significant observations, including colonial era observatory and lighthouse observations records; and ○ historically significant observations donated to the agency. <p>Includes images (eg micrographic formats) of original manually recorded and autographic observations;</p> <ul style="list-style-type: none"> • digital observations data, including: <ul style="list-style-type: none"> ○ 1 minute meteorological and hydrological data; ○ 1 minute sea-level and related data; ○ batch processed / delivered data at relevant reporting frequencies (eg from buoys and ships); ○ daily and event driven rainfall and river height data; ○ manual surface observations from the Bureau's cooperative and volunteer observing networks, submitted digitally; ○ radar volume scans; ○ raw satellite data directly received by the agency; 	Retain as national archives

OBSERVATIONS

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> ○ space weather observations data (eg solar radio and optical observations, Global Navigation Satellite System (GNSS) ionospheric data, cosmic ray data, and data from ionosondes, magnetometers, and riometers); ○ atmospheric composition data collected by the Baseline Air Pollution Station (BAPS); and ○ non-real time observations data uploaded from data loggers (eg upper air observations from radiosondes and the rainfall intensity network). <ul style="list-style-type: none"> ● Baseline Air Pollution Station (BAPS) physical sample archives (eg air and particulate samples archives); ● compiled observational data, including statistically derived parameters (eg daily and monthly means, maximums and minimums from electronic sensors etc); and ● final, end of processing observational datasets, including quality controlled datasets and snapshots of authoritative datasets that are periodically reprocessed (eg ozone, solar and atmospheric composition datasets). <p><i>[For observations data sourced from external providers that is obtained subject to the terms and conditions of licensing agreements and confidentiality agreements that prevent permanent retention by the agency, use class 62997.]</i></p> <ul style="list-style-type: none"> ● master versions of significant observational data products (including radar and satellite products) derived from observations data captured at operationally defined frequencies and permanently retained by the agency, that: provide information of enduring national and international significance for understanding weather patterns and climate change; are ground-breaking or innovative in nature; are required to be retained to meet legal requirements (eg aerodrome weather reports under the International Civil Aviation Organisation Convention); have been assigned a permanent online identifier (such as a Digital Object Identifier or Permanent URL) which the agency must maintain; have major scientific or other research value; support effective government planning, service delivery, and decision-making in key areas, such as environmental management and regulation and climate change; are considered controversial, the subject of widespread debate, or otherwise arouses widespread scientific or other interest; are capable of being re-used and re-purposed; have ongoing commercial value to industry; or are of historical and other local significance to communities. Examples include: <ul style="list-style-type: none"> ● Meteorological Aerodrome Reports (METARs) and Special Meteorological Aerodrome Reports (SPECIs); ● radar/gauge blended rainfall estimates; and ● international observational data products archived by the agency in accordance with its international and regional data centre responsibilities. ● metadata (master and reference data) retained by the agency to support observations data and observational data products and ensure ongoing confidence in the validity and integrity of observed values and their processing/transformation throughout the data lifecycle (ie preserve the 	

OBSERVATIONS

Class no	Description of records	Disposal action
	<p>measurement chain/traceability), and facilitate data re-use and re-purposing. Includes (where available):</p> <ul style="list-style-type: none"> • Contextual metadata documenting the conditions under which observations or data products were made or produced and to support use over time, as described in the <i>WMO Integrated Global Observing System (WIGOS) Metadata Standard</i>. • Observations network metadata documenting the networks to which observing stations belong. • Provenance metadata supporting traceability of observations data and data products through the data lifecycle, as described in the <i>WIGOS Metadata Standard</i>. • Discoverability metadata supporting access to retained observational data and data products over time. <p>Records documenting:</p> <ul style="list-style-type: none"> • developing, implementing and reviewing high-level and agency-wide policies, protocols, rules, strategies, frameworks and plans supporting the core business, including those relating to meteorological, observations, metrology, quality assurance, quality control, and data management and archiving activities (eg plans for observing networks, systems, equipment and data; network strategic studies; approved data lifecycle management plans for observations data and data products). Includes final versions, proposals, submissions, major drafts, stakeholder consultation and supporting research; • developing, maintaining and reviewing meteorological, observations, quality assurance, quality control, and data management and archiving standards supporting the core business. Includes contributing to the development of World Meteorological Organization (WMO) standards and resolutions. Includes final versions, major drafts, stakeholder consultation and supporting research; • developing, maintaining and reviewing physical and technical metrology standards, including transfer and calibration standards. Includes contributing to developing major national and international standards and reference equipment, and undertaking investigations and evaluations of field equipment and other studies. Includes final versions, major drafts, stakeholder consultation and supporting research; • developing, maintaining, and reviewing observations procedures, guidelines, handbooks, instructions, data requirements (including historical requirements), and supporting reference materials (eg vendor documentation and WMO manuals) documenting observing processes and practices. Includes final versions, major drafts, stakeholder consultation, and supporting research and reference materials; • developing, implementing and reviewing major programs of work and projects supporting the core business, that: are innovative or ground-breaking in nature; are prominent, controversial or attract considerable official or public interest; have national or international implications or involve international collaboration (eg WMO Global Atmospheric Watch Programme); result in changes to, or have considerable implications, for Government policies or programs; or, result in significant changes to the core business and/or how it is delivered and resourced over time (eg 	

OBSERVATIONS

Class no	Description of records	Disposal action
	<p>automation of field stations; metrology testing programs). Includes major business development projects and joint ventures (eg partnerships to implement major new networks). Includes project outcomes, project plans, progress reports, risk analysis and stakeholder consultations;</p> <ul style="list-style-type: none"> • establishing and maintaining the measurement traceability chain to protect the validity and integrity of observations data. Includes: <ul style="list-style-type: none"> • the complete measurement traceability chain, including specifications, designs and drawings for laboratory and field inspection systems and equipment; methods and standards applied; results and outcomes of calibration, testing, validation and verification processes; physical and technical standards, transfer standards, and laboratory notebooks; • decisions and directives which affect the measurement chain for observations (eg change requests), including quality control decisions (eg documenting of bulk corrections to correct anomalies); • master versions of forms and charts used to record observations data manually and autographically; • providing and receiving technical advice and liaising with internal and external stakeholders regarding the measurement chain, processing and transformation (including quality control) of observations data; • quality management accreditation (eg ISO/IEC 17025), reports, audits, non-conformance findings, improvement plans and manuals; • application of new systems and equipment and other activities supporting the measurement chain or management of climate variables data; and • outcomes of major data integrity investigations conducted by the agency that identify major issues; • establishing and maintaining the agency's role as a WMO Regional Instrument Centre and as a verifying authority for solar radiation under national measurement legislation (currently the <i>National Measurement Act 1960</i>). Includes accreditation and certification, and reviewing and reporting to the WMO on the metrology activities and services provided by the agency; • undertaking significant metrology related activities and delivering services to fulfil the agency's obligations as a Regional Instrument Centre and a verifying authority for solar radiation, including undertaking inter-laboratory comparisons and instrument intercomparisons for other meteorological services to ensure consistency of laboratories and equipment within and between regions. Includes final technical and calibration reports; • developing, maintaining and reviewing quality assurance and quality control methods of practice, processes, procedures, definitions, and tools, including flagging and algorithms used to support quality assurance and quality control processes. Includes designing, testing, acceptance and verification of quality assurance and quality control tools and applications. Includes final versions, specifications, stakeholder consultation and supporting research; • providing and receiving high-level observations advice, including on matters that are contentious, controversial or of considerable interest to 	

OBSERVATIONS

Class no	Description of records	Disposal action
	<p>government, Parliament, key stakeholders, or the general public. Includes significant technical advice to internal and external stakeholders on data quality assurance and quality control. Includes position papers, briefs, opinions, reports and stakeholder submissions;</p> <p><i>[For observations advice and information provided to civil aviation and transport safety authorities in relation to air safety investigations, use AVIATION METEOROLOGICAL SERVICES.]</i></p> <ul style="list-style-type: none"> final versions of significant agreements and contracts and supporting documents that: relate to substantial funding agreements or the establishment of major partnerships and cooperative arrangements with other governments, agencies and organisations; are controversial, of public interest or ground-breaking in nature; are of international, national or regional significance; or, have a major impact on agency policies or programs (such as agreements relating to establishing the Baseline Air Pollution Station and the National Tidal Centre, and major external data provider agreements). Includes agreements for the hosting of scientific equipment in overseas countries, provision of specialist services to support national and international security and defence activities, and for the international exchange of data. Includes memoranda of understanding, major service level agreements, service level specifications, and joint venture agreements; <p><i>[For all other agreements and contracts, use classes 62996 and 62998.]</i></p> <ul style="list-style-type: none"> high-level internal and external committees, working groups and other bodies, where the agency provides the secretariat, plays a prominent role or is the Australian Government's main representative (eg BAPS Science Working Group and the Data Integrity and Assurance Advisory Committee). Includes key internal and external governance and advisory committees and representing Australia on relevant WMO bodies and other international bodies relating to meteorology (eg WMO Expert Panels). Includes agenda, final version of minutes and tabled papers; developing national and high-level reports (eg Australia's Global Climate Observing System). Includes final versions, major drafts, stakeholder consultation and supporting research; establishing, configuring, operating, maintaining and decommissioning of observing stations and sites (ie station history records). Includes supporting digital datasets (eg asset management system datasets and associated information); designing, developing, evaluating, building or procuring, establishing, testing, calibrating, configuring, customising, maintaining and decommissioning of observing networks, systems and specialised equipment (eg radar equipment, metrological laboratory equipment) operated by the agency, that affect the measurement chain. Includes asset lifecycle management plans, specifications, tender documentation, evaluation and test reports; equipment designs and drawings; rules, algorithms, code, software versioning and configuration settings used to derive data from sensors; introduction to the field documentation; master copies of operating and maintenance manuals; calibration, test, verification and validation methodologies, results and outcomes; results of investigations and evaluations into failures and outages; change requests; contract and vendor management records; and decommissioning documentation. Excludes unsuccessful tender responses and tenders 	

OBSERVATIONS

Class no	Description of records	Disposal action
	<p>which were not proceeded with;</p> <p><i>[For acquiring software based technology solutions, including purchasing commercial-off-the-self software and tendering for custom-built software, where the system does not affect the measurement chain, use PROCUREMENT.]</i></p> <ul style="list-style-type: none"> designing, developing, evaluating, establishing, configuring, modifying, maintaining and decommissioning, specialised software based technology solutions that are commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to the observations core business, or that are ground-breaking or innovative in nature (such as employing complex machine learning algorithms to make business decisions). Includes major observations databases, master and reference data management systems and archiving systems (eg the Australian Data Archive for Meteorology), and smartphone apps (eg BOM Weather App). Includes project proposals, system specifications, testing and acceptance reports, developing source code and algorithms, data dictionaries, change requests, and system documentation and technical manuals; <p><i>[For acquiring software based technology solutions, including purchasing commercial-off-the-self software and tendering for custom-built software, where the system does not affect the measurement chain, use PROCUREMENT.]</i></p> <p><i>For designing, developing, evaluating, establishing, configuring, modifying, maintaining and decommissioning other software systems that do not provide specialised support for the core business and/or are not ground-breaking or innovative in nature, and do not affect the measurement chain, use TECHNOLOGY AND INFORMATION MANAGEMENT.]</i></p> <ul style="list-style-type: none"> developing and reviewing specialised observations and engineering related training and competencies for technical officers, that are not accredited or higher education provider registered training. Includes master versions of training materials; <p><i>[For delivering specialised observations and engineering related training and competencies for technical officers, that are not accredited or higher education provider registered training, use class 62998.]</i></p> <p><i>For recording staff development activities on individual personnel files, including recording completion of observations and engineering related training and competencies and credentials of individual agency training personnel, use PERSONNEL MANAGEMENT.]</i></p> <ul style="list-style-type: none"> significant summary records supporting the core business, such as summary information about licensing, intellectual property, rights, restrictions and usage conditions for agency produced and externally sourced observations data (eg register of licensing arrangements applying to data). Includes registers, indexes and datasets and associated information; final versions of unpublished proceedings, reports, presentations and conference papers of major internal and external conferences, symposia, seminars and forums hosted by the agency; national and high-level reviews and audits, including sector-wide strategic and major internal reviews and audits, relating to the core business. 	

OBSERVATIONS

Class no	Description of records	Disposal action
	<p>Includes final review reports, recommendations, major drafts, submissions, stakeholder consultations and supporting research;</p> <ul style="list-style-type: none"> • outcomes of major research and development undertaken or commissioned by the agency to support the core business, including research experiments, evaluations and investigations into new observing systems, equipment, techniques and methodologies and their application supporting the measurement chain or management of climate variables data. Includes final research reports, research findings, prototypes, data models, project plans, methodologies, laboratory notebooks, analysis and supporting research datasets and associated information; and • historical papers, photographs and other material documenting the history of meteorological observations in Australia and the role played by the agency and its colonial predecessors. Includes support provided for historically significant events, such as military and defence operations and trials (eg British atomic testing). Includes associated descriptive metadata. <p><i>[For agency histories created or commissioned by the organisation, such as those commemorating significant anniversaries or events, use EXTERNAL RELATIONS.]</i></p>	
62996	<p>Records documenting the following activities that are not required to support the measurement chain or otherwise covered in class 62995:</p> <ul style="list-style-type: none"> • monthly performance reports and statistics for observing networks, systems and equipment; • technical advice and liaison with internal and external stakeholders regarding the core business; • service level and other agreements and contracts for provision of observations related services and support by the agency to third parties; and • agreements with cooperative and volunteer observers to take observations on behalf of the agency. 	Destroy 15 years after action completed
62997	<p>Observations data gathered by the agency from external providers which are subject to terms and conditions of licensing agreements and confidentiality agreements, that prevent permanent retention of the data by the agency (eg licencing arrangements that restrict transfer of ownership of the data to the agency).</p> <p><i>[For observations data sourced from external providers that is not subject to terms and conditions of licensing agreements and confidentiality agreements that prevent permanent retention by the agency, use classes 62995 and 62998.</i></p> <p><i>For summary information about licensing, intellectual property, rights, restrictions and usage conditions for externally sourced observations data, use class 62995.]</i></p>	Destroy in accordance with terms and conditions of associated agreement (subject to legislative or regulatory requirements)

OBSERVATIONS

Class no	Description of records	Disposal action
62998	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• other observation activities, other than those covered in classes 62995 to 62997.	Destroy 7 years after action completed