



**Australian Government**

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**National Archives of Australia**

**Records Authority**

**2024/00626736**

**Cabinet Support, Development and  
Implementation Coordination**

Department of the Prime Minister & Cabinet

2024



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## INTRODUCTION

The Department of the Prime Minister & Cabinet (PM&C) 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 Cabinet Support, Development and Implementation Coordination. It represents a significant commitment on behalf of PM&C to understand, create and manage the records of its activities.

This authority is based on the identification and analysis of the business of PM&C. 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 PM&C 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 provides retention and destruction permissions for records relating to Cabinet Support, Development and Implementation Coordination. This authority includes the records of bodies that have been subject to Cabinet operating principles. Where the records of such a body are no longer subject to Cabinet operating principles, new or amended records created by that body are to be sentenced using this authority where those records of that body are described, otherwise apply other PM&C core business records authorities.
2. *CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION* (this authority) and *CABINET PROCEEDINGS* (2024/00626638) replace records authority RDS 492. RDS492 cannot be used by PM&C to sentence records after the date of issue of this authority. Records relating to Cabinet Support, Development and Implementation Coordination in PM&C custody must be sentenced with this authority whether or not they have been previously sentenced by RDS 492.
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 PM&C 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:
  - *General Records Authority 38 – Ministers of State (GRA 38)*, including those situations where the Cabinet Secretary is a Minister or employed under the *Members of Parliament (Staff) Act*.
  - *Administrative Functions Disposal Authority (AFDA) Express Version 2* issued by the National Archives to cover business processes and records common to Australian Government agencies with the exception of External Relations class 62658 to be used only for records of the Department of the Prime Minister & Cabinet and not those managed or maintained by the Cabinet Secretariat; and

- *General Records Authority 31 - Destruction of source or original records after digitisation, conversion or migration* (2015).
5. The employment circumstances of the Cabinet Secretary – a pivotal position for the management of Cabinet processes - has varied over time. This authority is designed to cover records generated by the Cabinet Secretary whenever they have been employed under the *Public Service Act* (for example, before March 1996). Where the Cabinet Secretary has been a Minister or has been employed under the *Members of Parliament (Staff) Act*, the records generated by this position are covered by General Records Authority 38 – Ministers of State (GRA 38).
  6. 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).
  7. 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.
  8. 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).
  9. 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. PM&C 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.
  10. In general, retention requirements indicate a minimum period for retention. PM&C 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 PM&C 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.
  11. 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*.
  12. 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.
  13. 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, subject to arrangements made with the National Archives that include the identification of relevant data elements and datasets.
  14. Advice on how to use this authority is available from the PM&C 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 2024/00626736

## Notice of authorisation

Person to whom notice of authorisation is given:

Professor Glyn Davies  
Secretary  
Department of the Prime Minister and Cabinet  
Andrew Fisher Building  
1 National Circuit  
Barton 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 Cabinet Support, Development and Implementation Coordination

## 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 (R1008412024).

Authorising Officer	Date of issue
  Simon Froude Director-General National Archives of Australia	19 December 2024

## CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION

The function of coordinating a whole-of-government approach to the administration of government policies and government communications in the context of supporting the business of Cabinet, including the development and coordination of proposals for Cabinet consideration and their implementation for the Prime Minister. This also includes the development and implementation of Cabinet processes and managing the operations of Cabinet, its committees and subsidiary bodies; and managing the operations of National Cabinet, its committees and subsidiary bodies.

**Note:**

*'Cabinet' in this records authority refers to Cabinet, its committees and subsidiary bodies*

*'National Cabinet' refers to the body established in March 2020 as 'National Cabinet for Australia's Coronavirus Response', ceasing the Council of Australian Governments in May 2020, and continuing as the principal intergovernment forum for Commonwealth, State and Territory First Ministers that regularly collaborates on issues of national significance.*

*'Community Cabinet' refers to meetings of Cabinet Ministers regularly held in various community locations across Australia that provide opportunities for direct public access to Cabinet Ministers through in-person meetings, allowing for questions to be asked directly to the Prime Minister and Ministers in a public forum. The most recent Community Cabinet meetings were held between 2008 and 2012.*

The **core activities** include:

- managing matters proposed for Cabinet consideration, including requests and receipts of authority to progress matters to Cabinet meetings, and format and content compliance checks of documents for submission to Cabinet;
- developing, reviewing and implementing policies, guidelines, Cabinet and National Cabinet rules and processes, including responding to and supporting reviews of Cabinet and National Cabinet support, development and implementation;
- designing, developing and building, establishing, configuring, managing and decommissioning specialised software-based technology solutions, e.g. CabNet, CabNet+, that are commissioned, built or significantly customised by the agency to specifically meet unique requirements that manage the end-to-end Cabinet process and proceedings of Cabinet and National Cabinet;
- conducting research and analysis;
- establishing and winding up Cabinet and National Cabinet committees and their subsidiaries, taskforces and other groups, e.g. expert groups;
- liaising, collaborating and consulting with stakeholders, including intergovernmental liaison and public engagement;
- reporting to Cabinet and National Cabinet on the implementation of government decisions, policies and programs;
- providing and receiving advice, including through agency Cabinet Liaison Officers;
- administrative support for Chairs of Cabinet committees;
- managing and controlling the security of Cabinet documents, including requests for Cabinet documents of former Governments;
- managing appointments proposed for the consideration of Cabinet but which did not proceed to Cabinet.

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



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- delegating powers and authorising actions;
- planning, reporting and reviewing;
- delivering speeches and presentations;
- identifying, assessing and managing risks; and
- planning, conducting and facilitating audits.

### **Cross references to other PM&C records authorities**

*For records documenting Cabinet meetings, excluding National Cabinet, use Cabinet Proceedings.*

*For advice on production standards, security, handling and destruction procedures for Cabinet and National Cabinet documents, other than those covered in Class 63161, use Government Coordination - Advice (2002/05022293).*

*For major drafts and final versions of manuals, handbooks and procedures, other than those covered in Classes 63161 to 63164, use Government Coordination (2002/05022293).*

*For the governmental or departmental planning, evaluation, review or reporting other than those covered in Classes 63161 to 63164, use Government Coordination (2002/05022293).*

*For presentations and speeches by senior staff excluding Cabinet or National Cabinet presentations, use Government Coordination (2002/05022293).*

*For training and assistance on handling and distribution of classified material, use Government Coordination (2002/05022293).*

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

*For managing the agency's financial resources in the performance of its functions, including financial audits, use FINANCIAL MANAGEMENT.*

*For master control records (in any format) for the management of information and records which are required to facilitate access and give meaning and context to the information and records of Cabinet Support, Development and Implementation Coordination over time, other than those covered in Classes 63161 to 63164, use TECHNOLOGY & INFORMATION MANAGEMENT.*

*For the production and distribution of agency publications developed in support of Cabinet Support, Development and Implementation Coordination, other than those covered in Class 63161, use PUBLICATION.*

*For the development of Cabinet submissions drafted outside the authorised whole of government business system hosted by PM&C that manages Cabinet Proceedings (CabNet and its successors), excluding records covered by Cabinet Proceedings, use EXTERNAL RELATIONS class 62657.*

*For records documenting PM&C Cabinet Division interaction with Ministers that are not retained and managed within the authorised whole of government business system hosted by PM&C that manages Cabinet Proceedings (CabNet and its successors), use EXTERNAL RELATIONS class 62657.*

*For designing, developing and building, establishing, implementing, configuring, managing, maintaining and decommissioning software-based technology solutions that support but are not commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to Cabinet Support, Development and Implementation Coordination, including licensing of relevant solutions and provision of help desk support, use TECHNOLOGY AND INFORMATION MANAGEMENT.*

### **Cross references to all other records authorities**

## CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION

*For records documenting interactions between Ministers, the Prime Minister and the Cabinet Secretary (where they are not employed under the Public Service Act) that have not been received by the Cabinet Secretariat nor incorporated into the records of the Department of PM&C, use General Records Authority 38 – Ministers of State – Ministerial Office and Portfolio Management.*

*For records relating to delegations and authorisations of the Cabinet Secretary:*

- *other than those covered in Classes 63161 and where the Cabinet Secretary is a public servant, use Government Coordination (2002/05022293), or*
- *where the Cabinet Secretary is a Minister or staffer of a Minister, use General Records Authority 38 – Ministers of State – Ministerial Office and Portfolio Management.*

*For advice and reports to Cabinet by a Minister on progress of the implementation of Cabinet decisions that are not a Cabinet Document, use General Records Authority 38 – Ministers of State – Ministerial Office and Portfolio Management.*

<b>Class no</b>	<b>Description of records</b>	<b>Disposal action</b>
63161	<p>Records documenting the planning and management of Cabinet meetings and proposals for Cabinet consideration that have proceeded to Cabinet, other than those covered by CABINET PROCEEDINGS class 63159:</p> <ul style="list-style-type: none"> <li>• proposals for Cabinet consideration including requests for and authority provided to Ministers to bring items forward for consideration by the Cabinet</li> <li>• submissions, including exposure drafts, stakeholder consultation, formal and informal coordination comments, and coordination final submissions;</li> <li>• information supporting the drafting of submissions including implementation plans, risk assessments, attachments, annotations, actions and authorisations and releases;</li> <li>• advice received or provided to Cabinet, Commonwealth Government, the Cabinet Secretary, and Ministers, including legal and Freedom of Information advice;</li> <li>• final notices and forward planning of meetings, including the Cabinet Forward Program;</li> <li>• declarations of private interest;</li> <li>• communication with and by the Prime Minister, Cabinet Secretary, Cabinet and Cabinet committee members, non-government bodies and individuals about Cabinet business intended to come before Cabinet;</li> <li>• draft agendas and associated amendments;</li> <li>• supporting material used to justify matters that are brought forward to Cabinet without submission;</li> </ul>	Retain as national archives

## CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• debrief sheets of meeting proceedings made by officials to facilitate the production of final minutes and decisions;</li> <li>• superseded minutes of decisions;</li> <li>• requests by Ministers to have wording of a minute amended;</li> <li>• requests by Ministers to the Cabinet Secretary for Cabinet documents to be provided to their Department, including the reason for the request;</li> <li>• reports and advice to Cabinet on the progress of implementation of Cabinet decisions, including challenges or risks;</li> <li>• appointments and endorsements of appointments considered by Cabinet including Cabinet appointments, Board appointments, Australian Government agency Chief Executive Officer appointments, non-statutory tribunal appointments, and other appointments, including acting appointments longer than three months and letters written to the Prime Minister seeking approval for appointments and resignations, approaches to prospective candidates, an account of the selection process, Declarations of Private Interest forms and supporting, re-appointment justifications and documentation;</li> </ul> <p>Records documenting proposals for Cabinet consideration that did not proceed to Cabinet:</p> <ul style="list-style-type: none"> <li>• proposals for Cabinet consideration including requests for authority for matters that do not gain authority to be raised and requests for and authority provided to Ministers to bring items forward for consideration by the Cabinet;</li> <li>• submissions, including exposure drafts, stakeholder consultation, formal and informal coordination comments;</li> <li>• information supporting the drafting of submissions including implementation plans, risk assessments, attachments, annotations, actions and authorisations and releases;</li> <li>• declarations of private interest;</li> <li>• withdrawn submissions and supporting documentation including corrigenda, managed by the authorised whole of government business system hosted by PM&amp;C that manages Cabinet Proceedings (CabNet and its successors);</li> </ul>	

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Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• submissions brought before the Prime Minister or Cabinet Secretary that are not raised in Cabinet meetings;</li> <li>• appointments and endorsements of appointments proposed but not considered by Cabinet including Cabinet appointments, Board appointments, Australian Government agency Chief Executive Officer appointments, non-statutory tribunal appointments, and other appointments, including acting appointments longer than three months and letters written to the Prime Minister seeking approval for appointments and resignations, approaches to prospective candidates, an account of the selection process, Declarations of Private Interest forms and supporting, re-appointment justifications and documentation;</li> <li>• communication with and by the Prime Minister, Cabinet Secretary, Cabinet and Cabinet committee members, non-government bodies and individuals about Cabinet business intended to come before Cabinet.</li> </ul> <p>Records documenting requests for access to Cabinet documents:</p> <ul style="list-style-type: none"> <li>• successful requests for access to Cabinet documents of any government;</li> <li>• requests for access to Cabinet documents of any government that result in appeals to the Administrative Appeals Tribunal (or its successors), the Federal Court or High Court. Includes final agency response, correspondence, stakeholder consultation and supporting research;</li> <li>• results of detailed audits regarding access to and change history of controlled Cabinet documents relating to serious security breaches or considered to be of national interest.</li> </ul> <p><i>Note: 'Cabinet' is defined in the Cabinet Support, Development and Implementation Coordination scope note</i></p>	
63162	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• meetings of National Cabinet (2020 - ), including processes supporting the operation of National Cabinet such as agendas, papers and short form papers for consideration (including exposure drafts, coordination comments and final coordination submissions) and presentations, visualisations, other</li> </ul>	Retain as national archives

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Class no	Description of records	Disposal action
	<p>documents and publications circulated in meetings, reports, statistics, modelling and associated data, research, briefings, advice and updates, arrangements, plans, frameworks, principles and recommendations, attendance lists, declarations of private interest, note takers, notebooks of meeting proceedings, minutes and statements.</p> <ul style="list-style-type: none"> <li>• National Cabinet committees, sub-committees and their subsidiaries (2020 - ) and their proceedings where the Department provides the secretariat, is the Australian Government's main representative, or plays a prominent or central role. Includes establishment documentation, agenda, attendance lists, declarations of private interest, notebooks of meeting proceedings, minutes, briefs, reports, statistics, modelling and associated data, research, other documents and publications circulated in meetings, recommendations, plans, arrangements, statements and papers proposed or considered, such as, for example, reports, advice, presentations, datasets and submissions from the Australian Health Protection Principal Committee, other Expert Advisory Groups, the National Coordination Mechanism, National Covid-19 Coordination Commission, Ministerial Forums and Councils and First Secretaries Group;</li> <li>• submissions brought before the Prime Minister or Cabinet Secretary that are not raised in National Cabinet meetings;</li> <li>• communication with or by the Prime Minister, Cabinet Secretary, Cabinet and Cabinet committee members, National Cabinet and committee members, non-government bodies or individuals about National Cabinet business intended to come before National Cabinet;</li> <li>• advice, briefings, protocols or guidelines received or provided to the Commonwealth Government, State and Territory Government agencies, the Cabinet Secretary, Ministers, National Cabinet and committee members, non-government organisations or individuals, including legal and Freedom of Information advice;</li> <li>• draft notices and forward planning of Cabinet meetings, including the Cabinet Forward Program</li> <li>• requests for access to National Cabinet records made by successive Commonwealth, State or Territory governments, including the outcome of requests;</li> <li>• designing, developing and building, establishing, configuring, and decommissioning specialised</li> </ul>	

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Class no	Description of records	Disposal action
	<p>software-based technology solutions that are commissioned, built or significantly customised by the agency to specifically meet unique requirements relating to Cabinet business management (e.g. CabNet and its successors). 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> <ul style="list-style-type: none"> <li>• the establishment or winding up of Cabinet committees or subsidiary bodies, National Cabinet committees or subsidiary bodies, including the terms of reference, and other establishment or winding up documentation, e.g. operations rules for the budget process;</li> <li>• agreements or memorandums of understanding (MoUs) relating to the operation, support and records of Cabinet, National Cabinet, their committees and subsidiary bodies. Includes signed versions, records of negotiations and supporting documents;</li> <li>• stakeholder engagement, negotiation, and consultation with national, state and territory agencies, non-government bodies and individuals;</li> <li>• significant summary records of activities, decisions and outcomes supporting Cabinet or National Cabinet, such as the register of the Australia 2020 Summit. Includes registers, indexes, metadata and summary information maintained in agency databases, datasets and associated information;</li> <li>• major drafts and final versions of manuals, handbooks and procedures that provide guidance and direction for the management of Cabinet or National Cabinet business e.g. Cabinet circulars, the Cabinet Handbook, the Drafter's Guide, and CabNet, CabNet+ and Citrix (for National Cabinet) system management and user material;</li> </ul> <p style="text-align: center;"><i>[For advice on the application of guidance and direction described by the content of manuals, handbooks and procedures, use Government Coordination - Advice (2002/05022293)]</i></p> <ul style="list-style-type: none"> <li>• Community Cabinet, including register of meetings, liaison with the Community Cabinet secretary, transcripts from public forums that capture community feedback on major policy issues, reports to communities, briefings with Ministers to support their engagement with communities, analysis of issues and trends arising from meetings;</li> </ul>	

## CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> <li>• developing and reviewing policies supporting the administration and operation of Cabinet or National Cabinet (e.g. descriptions of Cabinet conventions, charters and codes of conduct for members), Includes final versions, stakeholder consultation and supporting research;</li> <li>• reviews of the Cabinet Support, Development and Implementation Coordination function, including the management of Cabinet and National Cabinet records. Includes final review reports, recommendations, submissions, stakeholder consultations and supporting research.</li> </ul> <p><i>Note: 'Cabinet', 'National Cabinet' and 'Community Cabinet' are defined in the Cabinet Support, Development and Implementation Coordination scope note.</i></p>	
63163	<p>Records documenting:</p> <ul style="list-style-type: none"> <li>• requests for access to National Cabinet records made by any party other than successive Commonwealth, State or Territory governments, including the outcome of requests;</li> <li>• unsuccessful requests for access to Cabinet documents of any government, excluding those that result in appeals or are subsequently successful;</li> <li>• tracking and monitoring the progress of implementation of Cabinet decisions; <ul style="list-style-type: none"> <li><i>[For reports and advice to Cabinet on the progress of implementation of Cabinet decisions, including challenges or risks, use Class 63161]</i></li> </ul> </li> <li>• secretariat research to improve the quality of Cabinet submissions guidance;</li> <li>• preservation and maintenance of the Cabinet Business Management records of former governments prior to their transfer into the care of National Archives;</li> <li>• the provision of controlled access to records document Cabinet meetings for authorised officers of Prime Minister and Cabinet; and</li> </ul> <p><i>[For registers that only track the distribution or movement of Cabinet Proceedings documentation, use TECHNOLOGY AND INFORMATION MANAGEMENT]</i></p>	Destroy 10 years after action completed

## CABINET SUPPORT, DEVELOPMENT AND IMPLEMENTATION COORDINATION

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"><li>• coordination of production of consolidated reports of government, such as periodic progress reports made during a government's term of office.</li></ul> <p><i>Note: 'Cabinet' and 'National Cabinet' are defined in the Cabinet Support, Development and Implementation Coordination scope note</i></p>	
63165	Records documenting: <ul style="list-style-type: none"><li>• routine operational administrative tasks supporting the core business; and</li><li>• Cabinet Support, Development and Implementation Coordination activities, other than those covered in classes 63161 to 63164.</li></ul>	Destroy 7 years after action completed