

# **State Archives and Records Authority of New South Wales**

## **Functional Retention and Disposal Authority: FA428**

This authority covers records documenting the function of Cemeteries and crematoria operations

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.



# State Archives and Records Authority of New South Wales

## Functional Retention and Disposal Authority

**Authority no** FA428

**SR file no** 22/0062

**Scope** This retention and disposal authority covers records documenting the function of Cemeteries and crematoria operations.

**Public office** All NSW public offices responsible for the operation of cemeteries and crematoria

**Approval date** 8 July 2022

## **About the Functional Retention and Disposal Authority**

### **Purpose of the authority**

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

### **The retention and disposal of State records**

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives and Records NSW) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW's functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

### **Implementing the authority**

This retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

## **Disposal action**

### ***Records required as State archives***

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives and Records NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

### ***Records approved for destruction***

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office **must not** permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Archives and Records NSW.

### **Administrative change**

This retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

### **Amendment and review of this authority**

State Archives and Records NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives and Records NSW of any proposed changes or amendments to the authority.

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives and Records NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

#### Contact Information

State Archives and Records NSW  
 PO Box 516  
 Kingswood NSW 2747  
 Telephone: (02) 9673 1788  
 E-mail: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)



# Functional Retention and Disposal Authority

## Cemeteries and crematoria operations

Authority number: FA428

Dates of coverage: Open

No.	Description of records	Disposal action
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### 1.0 CEMETERIES AND CREMATORIA OPERATIONS

The function of managing the operations of cemeteries and crematoria, and approval of interments on private land.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Public reaction** for records relating to the management of complaints relating to burial or cremations.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services or shared services.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Policy** for records relating to the setting and review of fees and charges.

See General Retention and Disposal Authority *Administrative records* **GOVERNING AND CORPORATE BODIES** for records relating to the management of cemetery trusts and sub-committees.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Cases** for records relating to requests for copies of or access to burial registers etc.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the construction, design and layout of memorials, buildings, gardens and landscaping, drainage works etc

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Acquisition** for records relating to the acquisition of land for cemeteries and cremations.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Conservation** for records relating to maintenance of heritage items and structures.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Conservation** for records relating to The activities involved in the preservation, protection, maintenance, restoration and enhancement of property. Includes the management of heritage property, remediation of contaminated land and the conservation of Aboriginal sites.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Construction** for records relating to development and redevelopment of cemetery land and structures.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Disposal** for records relating to the disposal of land.



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### *CEMETERIES AND CREMATORIA OPERATIONS*

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to liaison between the organisation and community, religious and ethnic groups e.g. regarding funerals, burials and memorials.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to planning for cemeteries and burial spaces.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Policy** for records relating to the development and review of policies for the size, use and location of burial places, and management of complaints that result in changes to policies.

1.1	<p>Summary records or registers of:</p> <ul style="list-style-type: none"> <li>• granting of interment rights</li> <li>• memorials erected in the cemetery</li> <li>• interments carried out</li> <li>• cremations carried out</li> <li>• disturbance/removal of remains</li> <li>• interments on private land</li> <li>• disposal of unclaimed ashes.</li> </ul> <p><b>Note:</b> the <i>Cemeteries and Crematoria Act 2013</i> requires that If a cemetery operator ceases to direct the operations of a cemetery, the cemetery operator's register must be sent to the Cemeteries Agency or disposed of as the Cemeteries Agency directs. These registers can be transferred as State archives under this entry. This includes the registers of operators who are not NSW Government agencies.</p>	Required as State archives
1.2	<p>Key maps and diagrams of:</p> <ul style="list-style-type: none"> <li>• grave locations</li> <li>• plots</li> <li>• layouts of cemeteries</li> <li>• placement of ashes/remains</li> <li>• external and internal boundaries of land, including allocated and unallocated land.</li> </ul>	Required as State archives

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### CEMETERIES AND CREMATORIA OPERATIONS

1.3	Records relating to the conversion of cemeteries to other uses, including cases that do not proceed.	Required as State archives
1.4	<p>Records relating to applications and approvals for interment rights. Includes:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• rights to burial</li> <li>• the reservation and sale of plots and burial rights</li> <li>• notices of intention to revoke burial rights</li> <li>• negotiations with burial rights holders for compensation or renewal.</li> </ul> <p><b>Note:</b> where burial registers do not exist or are not an accurate record, approved applications for interment rights can be transferred as State archives under entry 1.1.</p>	Retain minimum of 7 years after rights are used or revoked, then destroy
1.5	Records relating to the exhumation and/or reburial of human remains.	Retain minimum of 7 years after exhumation completed, then destroy
1.6	Records relating to permits for burials, including burials on private land. Includes reburials e.g. when vaults have collapsed. Includes applications and determinations, copies of permits or licences and associated correspondence.	Retain minimum of 7 years after expiry or termination of permit, then destroy
1.7	<p>Records relating to applications, certificates, permits and other documents relating to cremations.</p> <p><b>Note:</b> the <i>Cemeteries and Crematoria Act 2013</i> requires that a cemetery operator may destroy all applications, certificates, permits and other documents relating to any cremation carried out by it 15 years from the date of the cremation to which they relate.</p>	Retain in accordance with the relevant legislative requirements.
1.8	Records of applications and orders for plaques and headstones in cemeteries. Records include orders, applications and requests etc.	Retain minimum of 7 years after action completed, then destroy

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### *CEMETERIES AND CREMATORIA OPERATIONS*

1.9	Records relating to applications for interment, interment rights, cremations, plaques, headstone etc <b>that do not proceed.</b>	Retain minimum of 7 years after action completed, then destroy
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