

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA410

This authority covers records documenting the function of handling of discrimination complaints and the promotion of anti-discrimination and equal opportunity principles and policies

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 FA410

SR file no 19/0414

Scope

This retention and disposal authority covers records documenting the function of handling of discrimination complaints and the promotion of anti-discrimination and equal opportunity principles and policies.

Public office

Anti-Discrimination Board

Approval date

28/02/2020

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

**Functional Retention and Disposal Authority
handling of discrimination complaints and the promotion of anti-
discrimination and equal opportunity principles and policies**

Authority number: FA410

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference	Page
Applications for exemption from the Anti-Discrimination Act		1.0	7
Complaints of discrimination		2.0	7
Education services and information resources		3.0	8
Policy and procedures		4.0	9

Functional Retention and Disposal Authority
handling of discrimination complaints and the promotion of anti-
discrimination and equal opportunity principles and policies (Anti-
Discrimination Board)

Authority number: FA410

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

1.0 Applications for exemption from the Anti-Discrimination Act

The activities relating to applications for exemption from anti-discrimination legislation.

1.1	Records documenting applications to have organisations / job descriptions / roles / business arrangements / community associations declared as exempt from provisions of anti-discrimination legislation which are granted. Includes application, correspondence, response and associated compliance reports.	Retain minimum of 10 years after expiration of exemption, then destroy
1.2	Records documenting applications to have organisations / job descriptions / roles / business arrangements / community associations declared as exempt from provisions of anti-discrimination legislation that are referred to and granted by the Minister. Includes application, advice to Minister regarding the application and associated correspondence.	Retain minimum of 10 years after action completed, then destroy
1.3	Records documenting declined applications to have organisations / job descriptions / roles / business arrangements / community associations declared as exempt from provisions of anti-discrimination legislation. Includes application, correspondence & response.	Retain minimum of 5 years after action completed, then destroy

2.0 Complaints of discrimination

The activities relating to the management of complaints of discrimination.

2.1	Summary records documenting complaints received, discrimination type and outcomes (e.g. declined, referred, resolved, withdrawn, etc.) and summary reports of complaints referred to an external body such as the NSW Civil and Administrative Tribunal.	Required as State archives
2.2	Records documenting complaints of discrimination which: <ul style="list-style-type: none"> • generate significant media and/or public interest • contribute to law reform 	Required as State archives

handling of discrimination complaints and the promotion of anti-discrimination and equal opportunity principles and policies

Authority number: FA410

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

Complaints of discrimination

	<ul style="list-style-type: none"> • result in changes to policy and procedures, and/or • were referred for consideration for prosecution as an offence under anti-discrimination legislation. <p>Includes records of the original complaint, associated correspondence and material provided to the complainant and other parties in relation to the complaint.</p>	
2.3	<p>Records documenting complaints of discrimination, which do not:</p> <ul style="list-style-type: none"> • generate significant media and/or public interest • contribute to law reform • result in changes to policy and procedures, and • were not referred for consideration for prosecution as an offence under anti-discrimination legislation. <p>Includes records of the original complaint, associated correspondence and material provided to the complainant and other parties in relation to the complaint.</p>	Retain minimum of 10 years after action completed, then destroy
2.4	Records documenting the handling of enquiries concerning discrimination issues, options for resolving an issues, compliance with anti-discrimination law, etc.	Retain minimum of 7 years after action completed, then destroy

3.0 Education services and information resources

The activities relating to development and delivery of education and information services.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for records relating to background research, drafts and final, approved versions of publications designed to promote or publicise aspects of the organisation's activities, e.g. posters, brochures, leaflets and promotional histories, or general promotional or explanatory information about the organisation and its services in pages on its website.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Conferences** for records relating to training and conferences arranged by the organisation and for addresses given at external conferences.

handling of discrimination complaints and the promotion of anti-discrimination and equal opportunity principles and policies

Authority number: FA410

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

Education services and information resources

See General Retention and Disposal Authority *Administrative records* **GOVERNING AND CORPORATE BODIES - Training and development** for records relating to training and professional development for members of governing bodies.

See General Retention and Disposal Authority *Administrative records* **STAFF DEVELOPMENT - Training** for records relating to training or seminars delivered for staff development purposes

3.1	Final copies of publications and resources produced by the organisation to inform people about anti-discrimination law and their rights and responsibilities.	Required as State archives
3.2	Training materials for courses, seminars & education sessions run by the organisation. Records include programs, presentation materials and content, notes for trainers, handouts for course participants, etc.	Retain minimum of 7 years after superseded, then destroy
3.3	Records relating to the drafting and development of publications and information resources.	Retain until administrative or reference use ceases, then destroy

4.0 Policy and procedures

The activities associated with developing and establishing decisions, directions, precedents and standard methods of operation.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Cases** for records relating to requests for access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), GIPAA, privacy or records legislation

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Advice** for records relating to legal advice sought and received

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Litigation** for records relating to lawsuits or legal proceedings

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Intellectual property** for records relating to enquiries/requests for permission for use of copyright materials.

4.1	Final versions of policies and procedures relating to the handling and management of complaints, exemption applications or other processes regulated by anti discrimination legislation.	Required as State archives
-----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

handling of discrimination complaints and the promotion of anti-discrimination and equal opportunity principles and policies

Authority number: FA410

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

Policy and procedures

4.2	Records relating to the development or implementation of policies.	Retain minimum of 5 years after action completed, then destroy
-----	--------------------------------------------------------------------	----------------------------------------------------------------