



Australian Government

National Archives of Australia

Records Authority

Antarctic Program Coordination & Governance

2022/00407900

Environmental Management

2022/00410564

Expeditioner Management

2022/00410589

Infrastructure, Operations & Logistical Support

2022/00410613

Medical Services & Support

2022/00410625

Scientific Research

2022/00410636

Australian Antarctic Division

2023



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Introduction

The Australian Antarctic Division (the Division) of the Department of Climate Change, Energy, the Environment and Water - and the National Archives of Australia have developed these records authorities to set out the requirements for keeping or destroying records for the core business areas of Antarctic Program Coordination and Governance, Antarctic Environmental Management, Antarctic Expeditioner Management, Antarctic Infrastructure, Operations and Logistical Support, Antarctic Medical Services and Support and Antarctic Scientific Research. It represents a significant commitment on behalf of the Division to understand, create and manage the records of its activities.

These authorities are based on the identification and analysis of the business of the Australian Antarctic Division. It takes into account the Division's legal and organisational information management requirements, and the interests of stakeholders, the Division and the National Archives.

The authorities set out those records that need to be retained as national archives and specify the minimum length of time that temporary records need to be kept. This authority gives the Division 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 Division.

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. These authorities supersede records authorities 2005/00049707 (2005) and 2010/00178266 (2010). The superseded records authorities cannot be used by the Division to sentence records after the date of issue of this authority.
2. These authorities are 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 Division 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.
3. These authorities should be used in conjunction with general records authorities such as:
 - the Administrative Functions Disposal Authority (AFDA) and/or AFDA Express 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 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.
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 Division 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 Division 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 Division 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 these authorities is available from the Division'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 Authorities 2022/00407900, 2022/00410564, 2022/00410589, 2022/00410613, 2022/00410625, and 2022/00410636

Notice of authorisation

Person to whom notice of authorisation is given:

Emma Campbell
Head of Australian Antarctic Division
GPO Box 3090
Canberra City, ACT 2601
Australia

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 Antarctic Program Coordination and Governance, Antarctic Environmental Management, Antarctic Expeditioner Management, Antarctic Infrastructure, Operations and Logistical Support, Antarctic Medical Services and Support and Antarctic Scientific Research.

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 (Rxxxxx2023)

Authorising Officer

Date of issue

[insert date here]

Yaso Arumugam
Assistant Director-General
National Archives of Australia

ANTARCTIC PROGRAM COORDINATION & GOVERNANCE

The core business function of establishing, coordinating and reviewing Australia's Antarctic programs and strategies, administering programs and projects under the auspices of Antarctic programs, such as national or international assistance and capacity building and support, setting out Australia's engagement and interests in Antarctica, and administering Australia's obligations under international conventions and agreements.

The core activities include:

- administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands and associated declarations;
- developing, implementing and reviewing policies, strategies and plans, such as those that frame and direct operations and activities in Antarctica;
- managing and participating in national and international committees, meetings, conferences, symposiums, workshops or similar forums;
- providing advice, briefings and reports on Antarctic operations and activities, including in accordance with Antarctic Treaty system obligations and requirements; and
- maintaining the Antarctic Treaty system and consulting with Treaty Partners regarding the use of the region. Includes conducting Antarctic treaty inspections in line with international obligations under the Antarctic Treaty system.

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

- developing and reviewing procedures;
- planning, conducting and facilitating audits;
- identifying, assessing and managing risks;
- negotiating, establishing and reviewing agreements and contracts, including joint venture agreements or similar partnership arrangements;
- planning and reporting;
- managing reviews and appeals against decisions; and
- delegating powers and authorising actions.

Cross references to AFDA Express Version 2 Records Authority

For agreements under seal, use CONTRACTS UNDER SEAL/DEEDS.

For activities relating to engagement with the portfolio Minister, other members of government and parliament, Australian Government agencies and cross-jurisdictional and international governments r , including: providing advice and briefings to the portfolio Minister, visits from or to government representatives, responding to ministerials or questions on notice, participating in formal government inquiries, senate and parliamentary reporting, providing submissions to external agency policy proposals, use EXTERNAL RELATIONS.

For managing general relations with external community or industry groups or individuals, such as responding to general enquiries about the Division's programs and services; arranging, attending or presenting at events, managing media relations, visit to or from the Division, or educating and promoting awareness of the agency's programs and activities (e.g. through the development of school resources, fact sheets, brochures, posters etc), use EXTERNAL RELATIONS.

For records documenting the preparation and passage of legislation through parliament, use EXTERNAL RELATIONS.

For development of proposals for new legislation or amendments to existing legislation, use STRATEGIC MANAGEMENT.

Cross references to other records authorities

For managing the administration and meetings of advisory bodies, use GRA 26 - ADVISORY BODIES.

For the issuing, management and outcome of grant funding, fellowship and scholarship programs and projects administered by the agency, use GRA 28 - GRANT MANAGEMENT.

For the conduct of scientific research through the Australian Antarctic Program, use SCIENTIFIC RESEARCH and GRA 37 - RESEARCH & DEVELOPMENT.

For outcomes of medical or scientific research programs and projects, use SCIENTIFIC RESEARCH and GRA 37 - RESEARCH & DEVELOPMENT.

For outcomes of major infrastructure programs and projects, use INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.

For responding to incidents, accidents and emergencies such as fuel spills, aviation and maritime accidents, medical emergency evacuations, search and rescues, and planning and preparing for emergency and crisis events, use INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.

Classes

Class no	Description of records	Disposal action
63005	<p>Records documenting:</p> <ul style="list-style-type: none"> • Antarctic programs or projects administered or funded by the agency under the auspices of Antarctic programs such as those relating to the provision of national or international assistance, capacity building, or media support programs that are controversial, of public interest or ground breaking in nature, or have substantial implications for agency business; • declarations related to accepting the Territories under the authority of the Commonwealth and establishment of the agency to administer the Territories subject to Antarctic and subantarctic legislation. Also includes the declaration, implementation and establishment of approved names for geographical features • negotiating, establishing and reviewing high-level agreements, memorandums of understanding, joint ventures, treaties (or similar arrangements such as the Antarctic Treaty System), that establish major co-operative arrangements or funding arrangements, or commit to national, global or other significant actions; • high-level committees, conferences, conventions, meetings, symposiums and other bodies, set up to discuss and/or determine policy or strategic planning matters, or other significant matters relating to obligations and activities in Antarctica, the sub-Antarctic and the Southern Ocean and where the agency provides the chair, secretariat, is the Commonwealth's main representative, or otherwise provides the expertise and/or substantial input. Includes records establishing the group, minutes, tabled reports and papers, delegation briefs, and 	Retain as national archives

Class no	Description of records	Disposal action
	<p>assessments and evaluations of committees and meetings;</p> <ul style="list-style-type: none"> • providing and receiving high-level advice or briefings that are contentious, controversial or of significant interest to government, Parliament and the community. Includes final version and major drafts of advice or briefs, position papers, stakeholder submissions and supporting research papers and data; • developing or commissioning national or high-level reports such as those which evaluate or review the effectiveness of the agency's programs, provide a formal report or update on issues and activities to government or international bodies, or otherwise report on matters of far-reaching concern or interest. Includes final versions, terms of reference, major drafts issued for consultation, background papers, stakeholder submissions, and supporting research and data; • developing and reviewing of national, or similar high-level policy, strategies, plans, programs or similar documents that provide the overarching framework or direction for activities and operations in Antarctica. Includes final versions, major drafts released for stakeholder review, stakeholder submissions and results of consultations, and final versions of supporting research; • summary records supporting the core business, such as registers, indexes or databases of Australian Government Antarctic programs, projects or initiatives; • appeals made against agency decisions that are precedent-setting, controversial, or which attract significant public, national or international interest; and • high-level delegations or similar instruments of authority such as those enabling agency staff to exercise Ministerial powers or functions for matters which have a significant or long-term impact on the environment. • Master set agency manuals, handbooks, directives etc. detailing procedures supporting Antarctic program administration 	
63006	<p>Records documenting:</p> <ul style="list-style-type: none"> • operational day-to-day running and administration of Antarctic programs or projects, where the program or project is not considered controversial, high-profile, or requires long-term monitoring and tracking. Includes processing applications or requests made in accordance with programs and projects, advice to and liaison with participants or stakeholders, day-to-day monitoring and tracking of programs and projects, and routine status/update reports. 	Destroy 50 years after action completed

Class no	Description of records	Disposal action
63008	Records documenting: <ul style="list-style-type: none">• internal meetings held to discuss routine operational matters relating to Antarctic programs and activities; and• routine or periodic internal advice and reports on general administrative matters used to monitor and document recurring activities.	Destroy 3 years after action completed
63009	Records documenting: <ul style="list-style-type: none">• routine operational administrative tasks supporting the core business; and• Antarctic program coordination and governance activities, other than those covered in classes 63005 to 63008.	Destroy 10 years after action completed

ANTARCTIC ENVIRONMENTAL MANAGEMENT

The core business function of regulating and controlling activities to protect and conserve the environment, marine living resources and heritage of Antarctica and the Southern Ocean, including the Australian Antarctic Territory, the Territory of Heard Island and McDonald Islands, as well as activities conducted on Tasmania's Macquarie Island.

The core activities include:

- developing, reviewing and managing environment and heritage management plans and strategies, including those related to the management of special protection or specially managed areas;
- developing, amending and/or revoking environmental protection or conservation orders, declarations or proclamations;
- conducting environment impact assessments for controlled activities in Antarctica, including preliminary, initial and comprehensive assessments;
- managing the issue, renewal, variation, suspension or cancellation of environment and/or heritage permits, licences, registrations, evidentiary certificates, approvals or exemptions. For example, for tourism operators, research scientists, fishers and others undertaking activities in the region;
- monitoring compliance with legislative or regulatory requirements, including through the conduct of environmental and heritage audits and inspections, and investigating possible breaches of compliance;
- planning, coordinating and administering pollution and waste management programs and activities, including Antarctic clean-up programs; negotiating;
- establishing and reviewing agreements, joint ventures or similar partnership arrangements; and
- preparing, providing and receiving advice, briefings and reports to government or stakeholders such as the Commission for the Conservation of Antarctic Marine Living Resources.

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

- developing and implementing policies and procedures;
- establishing, managing and participating in committees, meetings and working groups;
- planning and reporting;
- identifying, assessing and managing risks;
- managing reviews and appeals against decisions; and
- delegating powers and authorising actions.

Cross references to AFDA Express Version 2 Records Authority

For the preparation and passage of legislation through Parliament, participating in formal government inquiries about regulatory matters, or handling and responding to public enquiries about the agency and its programs, products and services, use EXTERNAL RELATIONS.

For development of proposals for new legislation or amendments to existing legislation, use STRATEGIC MANAGEMENT.

For general administrative training for agency staff (not unique to expedition personnel), use PERSONNEL MANAGEMENT.

Cross references to other records authorities

For the development of overarching policy, plans, strategies or agreements (including those under the Antarctic Treaty system) which frame and direct the agency's Antarctic operations and activities, as

well as liaising and consulting with and reporting to Treaty parties in accordance with treaty obligations, use *ANTARCTIC PROGRAM COORDINATION & GOVERNANCE*.

For the appointment of expedition personnel under relevant legislation, including the appointment of inspectors, auditors, examiners, arbitrators etc, use *EXPEDITIONER MANAGEMENT*.

For training resources, material and managing the provision of training for expeditioners, use *EXPEDITIONER MANAGEMENT*.

Classes

Class no	Description of records	Disposal action
63031	<p>Records documenting:</p> <ul style="list-style-type: none"> • developing, approving and reviewing national or other high-level plans and strategies that provide the framework or strategic direction for addressing or managing issues and actions to protect and conserve the environment and heritage, such as heritage management plans, recovery and threat abatement plans, plans for the management of marine reserves, special protected areas or specially managed areas, etc. Includes final versions, major drafts, supporting research, stakeholder consultations, and approvals; • issuing, renewing, suspending and cancelling orders, declarations or proclamations made to protect or conserve the environment or heritage, including in relation to conservation zones (protected areas), historic sites, relics and monuments, international movement of wildlife specimens, wetlands of international importance, Antarctic specially protected or managed areas and world heritage areas. Includes final versions, major drafts and public consultation records; • conducting environmental assessments (including initial, preliminary and comprehensive assessments) of proposed activities, actions, policies, plans or programs. Includes requests and proposals for assessments, supporting data, public consultations and submissions, final decisions and notices; • <i>Excludes scientific data supplied by other agencies to support the conduct of environmental assessments covered in class 63034.</i> processing applications for an approval, permit, licence or similar authorisation, or an exemption, in relation to activities in the Antarctic that are: <ul style="list-style-type: none"> ○ approved. Includes variations renewals, suspensions, revocations or cancellations of the authorisation; ○ refused or rejected and considered to be precedent setting, high profile or controversial, or concerning matters with far-reaching 	Retain as national archives

	<p>environmental, cultural, economic, legal, social, political or international implications.</p> <p>Includes applications, assessments and decisions;</p> <ul style="list-style-type: none"> • investigations and actions taken in response to breaches of compliance by permit holders where the breach results in an impact to the environment and the issue of a formal letter or notification. Includes initial complaints, notifications or incident reports, preliminary enquiries, results of audits and inspections, interviews and witness statements, investigation reports and findings, and formal letters or notifications issued; <p><i>For all other investigations not described here, use class 63034</i></p> <ul style="list-style-type: none"> • registers, catalogues, lists or similar summary/control records of environment and heritage activities of: <ul style="list-style-type: none"> ○ environmental or heritage assessments, permits, licences, authorisations, registrations, approvals (or similar arrangements), refusals or rejections considered to be precedent setting, high-profile or controversial etc., or exemptions ○ Specially Protected Areas, Specially Managed Areas, or other gazetted protected areas ○ heritage or historic sites, monuments, artefacts ○ species, communities and habitats, etc. • pollution and waste clean-up programs and projects where the program or project identify potential or actual long-term risks or residual impacts to the environment or are otherwise considered to have ongoing historical value. Includes proposals, approvals, monitoring, clean up or remediation plans, arrangements for the return of waste to Australia, and, evaluation and review of program or project progress, performance and outcomes; <p><i>For all other programs and projects not described here, use class 63034</i></p> <ul style="list-style-type: none"> • high-level internal or external committees, meetings or working groups set up to discuss and/or determine environment policy or strategic environment planning matters, and where the agency provides the secretariat, chair, or is the Commonwealth's main representative. Includes documents establishing the group, minutes, tabled reports and papers, and assessments and evaluations of committees; • committees, meetings or working groups established for organisations such as the Mawson Hut Foundation and the Antarctic Science Foundation where the agency provides the chair, secretariat or the Commonwealth's main representative; • negotiating, establishing and reviewing high-level agreements, memorandums of understanding, joint ventures, treaties (or similar) to which the agency is signatory, such as those which establish major co- 	
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Class no	Description of records	Disposal action
	<p>operative arrangements or funding arrangements, or commit to national, global or other significant environmental actions;</p> <ul style="list-style-type: none"> • high-level advice or briefings considered contentious, controversial or of significant interest to government, Parliament and the community. For example, policy advice, or advice and briefings outlining the Australian government's position. Includes final version and major drafts of advice or briefs, position papers, stakeholder submissions and supporting research papers and data; • development or commissioning of national or high-level reports such as those which evaluate or review the effectiveness or performance of environmental activities, update government of international stakeholders in line with environmental obligations, or which otherwise report on environmental matters with far reaching implications. Includes terms of reference, major drafts issued for consultation, background papers, stakeholder submissions, final versions, and research, statistics, accounts or datasets that underpin reports; • developing and reviewing national and international policies and procedures relating to environmental management and heritage practices. Includes final versions, major drafts and results of stakeholder consultations; and • high-level delegations or similar instruments of authority such as those enabling agency staff to exercise Ministerial powers or functions for matters related to the core business. 	
63032	<p>Records documenting:</p> <ul style="list-style-type: none"> • committees, meetings or working groups other than those covered in class 63031. • drafts and working papers prepared in the development and review of environment or heritage plans, environmental policies, pollution and waste management programs, formal reports, or committee papers other than those covered in class 63031; and • Rejected requests to approve environmental assessments, permits, licences, authorisations, registrations or other similar permissions. 	Destroy 5 years after action completed
63033	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine arrangements for scheduling and conduct of committees, taskforces or similar working groups such as meeting notices, venue bookings and arrangements. 	Destroy 1 year after action completed
63034	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the 	Destroy 10 years after action completed

Class no	Description of records	Disposal action
	core business; and <ul style="list-style-type: none">environmental management activities, other than those covered in classes 63031 to 63033.	

ANTARCTIC EXPEDITIONER MANAGEMENT

The core business function of managing, training and preparing expeditioners to participate in Australia's Antarctic programs. Includes staff (head office staff and non-ongoing employees), fellowship or funding recipients, foreign exchange personnel, or other program participants who are required to work and live in the Australian Antarctic Territory, sub-Antarctic territories, the Southern Ocean and the Territory of Heard Island and McDonald Islands, and/or Tasmania's Macquarie Island.

The core activities include:

- managing the employment conditions and service history of individual expeditioners;
- recognising service contributions and achievements through honours and service awards;
- planning and providing specialised training and orientation programs including pre-departure, field, search and rescue and specialised medical, vehicle and equipment training;
- appointing expedition personnel under relevant legislation, such as inspectors, auditors, examiners, arbitrators, special constables exercising police powers on station, voyage representatives or leaders; and
- providing member liaison and support services to expedition personnel.

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

- making travel and accommodation arrangements;
- developing policies and procedures;
- identifying, assessing and managing risks; and
- reporting and reviewing.

Cross references to AFDA Express Version 2 Records Authority

For all other records relating to the management of expedition and non-expedition personnel (e.g. recruitment, training, counselling, complaints and grievances, leave, pay and entitlements, compensation claims and rehabilitation and terminations, etc.), use COMPENSATION, WORK HEALTH & SAFETY and PERSONNEL MANAGEMENT.

Cross references to other records authorities

For the provision and management of medical and dental services provided to expeditioners, use MEDICAL SERVICES AND SUPPORT.

For registers of funding recipients and the outcomes of funding programs (Australian Antarctic Arts Fellowship), use GRA 28 - GRANT MANAGEMENT.

Classes

Class no	Description of records	Disposal action
63036	Records documenting: <ul style="list-style-type: none"> • awards and honours recognising significant achievements, contributions or service of expedition personnel. Includes final selection criteria, nominations, assessments and decisions, and notifications to recipients; • summary records and registers of all expeditioners travelling to Antarctica, including the: <ul style="list-style-type: none"> ○ expeditioner's name; ○ dates and duration of expedition; 	Retain as national archives

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> ○ purpose of the expedition; and ○ locations visited. <p><i>For the employee service history of all expeditioners, use PERSONNEL MANAGEMENT.</i></p> <ul style="list-style-type: none"> • developing, evaluating and reviewing unique and specialised medical training courses or orientation programs tailored to working and operating in the remote Antarctic environment. Includes liaison, partnerships and arrangements with colleges and universities, final versions of course or program outlines, training manuals, learning modules, guides and similar resources; and • developing and reviewing major policies and procedures, manuals, handbooks, guides (or similar) which provide comprehensive information, instructions and/or guidance on requirements concerning travelling to and from, and working and living in Antarctica, such as the Expeditioner Handbook. Includes major drafts, supporting research, results of stakeholder consultations, and final versions. 	
63037	<p>Records documenting:</p> <ul style="list-style-type: none"> • registers or similar summary records of training provided to expeditioners that relates to medical practice, occupational health and safety, or training in or involving the use of hazardous materials. Includes summary records of exemptions for recognised prior training. 	Destroy 50 years after action completed
63038	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine planning, administration and evaluation of training and orientation courses and programs, including training schedules, enrolment forms and attendance lists, correspondence with training providers, general bookings and arrangements, and completed training evaluations and reports to management; • family liaison and support activities and services provided by the agency, or external groups; and • travel arrangements for expedition personnel, including arrangements for passports, visas, flight, voyage or accommodation bookings and itineraries. 	Destroy 3 years after action completed
63039	<p>Records documenting:</p> <ul style="list-style-type: none"> • background notes and rough working papers, routine drafts or similar documents which support the development of policies, procedures, reports, training materials, etc, 	Destroy 1 year after action completed
63040	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the 	Destroy 10 years after action completed

Class no	Description of records	Disposal action
	core business; and <ul style="list-style-type: none"><li data-bbox="416 309 1098 365">• expeditioner management activities, other than those covered in classes 63036 to 63039.	

ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT

The core business function of providing infrastructure, operations and logistical support services necessary to enable living and working in the Australian Antarctic Territory and sub-Antarctic territories, the Southern Ocean and the Territory of Heard Island and McDonald Islands (HIMI). Includes the provision of accommodation, fleet and equipment and supporting and logistical arrangements for stations, field sites and other Antarctic operations.

The core activities include:

- establishing, building, maintaining, operating and/or removing highly specialised, innovative or unique purpose-built infrastructure (permanent or temporary) such as ports and wharves, airports, airfields and landing strips/pads, depots, living and working accommodation, medical infrastructure, sheds, huts, shelters and field camps, and water, wastewater, power and communications infrastructure;
- appointing wharves, ports, aerodromes and boarding stations;
- acquiring, designing, building and/or disposing of highly specialised, innovative or unique purpose-built moveable assets, such as ships, tracked vehicles, sleds, machinery, plant, tools, apparatus, equipment and clothing;
- planning and coordinating flights and voyages to and from the Australian Antarctic Territory, subantarctic territories and islands;
- managing the import, export and movement of cargo and freight, including scheduling movements, managing cargo clearances, screening, allocating, receipting, packing and dispatching cargo from facilities;
- responding to incidents, accidents and emergencies such as evacuations, fuel spills, aviation and maritime accidents, search and rescues, and planning and preparing for emergency and crisis events;
- management of huskies, including introduction, training and care;
- providing planning and support expertise for field operations;
- negotiating, establishing and managing agreements and contracts such as those relating to the operation of transport services, logistics sharing and support, or search and rescue operations;
- fulfilling regulations and compliance requirements, including permits, licences, authorities, registrations or similar approvals;
- providing and receiving advice and other information; and
- conducting audits and inspections to monitor and ensure the Division's operations are in accordance with legislation, regulations, standards or similar obligations.

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

- developing and implementing policies and procedures;
- delegating powers and authorising actions
- establishing agreements, contracts, joint ventures and memoranda of understanding;
- identifying, assessing and managing risks; and
- planning and reporting.

* **Note:** Highly specialised, innovative or unique purpose-built infrastructure or moveable assets are limited to those that are considered to be ground-breaking in design, representative of a major advance or significant improvement in functionality, or otherwise significant or important in understanding the specialised nature of the Division's Antarctic operations and/or unique requirements for the Division to adapt infrastructure and assets to cope with the climatic conditions in Antarctica.

Cross references to AFDA Express Version 2 Records Authority

For records relating to acquisition, routine maintenance, operation, repair and inspection, registration, storage, allocation and use of moveable assets, as well as operating and maintenance procedures and taking out insurance for specialised, innovative or unique purpose-built moveable assets, use ASSET MANAGEMENT.

For records relating to routine maintenance, servicing, inspections and management of buildings and structures, including leasing and security arrangements, use PROPERTY MANAGEMENT.

Cross references to other records authorities

For the development of overarching policy, plans, strategies or agreements (including those under the Antarctic Treaty system) which frame and direct the agency's Antarctic operations and activities, as well as liaising and consulting with and reporting to Treaty parties in accordance with treaty obligations, use ANTARCTIC PROGRAM COORDINATION & GOVERNANCE.

For regulating operations and activities in Antarctica, including through the issue of permits and approvals and monitoring compliance, use ANTARCTIC ENVIRONMENTAL MANAGEMENT.

For station orientation programs and expedition training, use ANTARCTIC EXPEDITIONER MANAGEMENT

For the appointment of expedition personnel under relevant legislation, including the appointment of voyage representatives, leaders to allocate berths, special constables, etc, use ANTARCTIC EXPEDITIONER MANAGEMENT.

Classes

Class no	Description of records	Disposal action
63042	<p>Records documenting:</p> <ul style="list-style-type: none"> design, construction, conservation, major maintenance, replacement and disposal of highly specialised, innovative or unique purpose-built infrastructure in support of Antarctic expeditions and operations. Includes feasibility assessments, project proposals and approvals, final approved designs, drawings and technical specifications, environmental impact assessments and approvals, summaries of stakeholder consultations; high-level reports which evaluate or review projects' progress, performance and outcomes; <p><i>For routine administrative and operational records relating to the day-to-day running and management of projects, use class 63044.</i></p> <ul style="list-style-type: none"> appointment of ports, aerodromes, wharves, boarding stations and sufferance wharves, including permissions for installations; procurement and/or design and construction or major modification and disposal of moveable assets (such as equipment, machinery, field plant) that are highly specialised, innovative or unique purpose-built. Includes those principal records that evidence key decision-making, authorisations and outcomes, final feasibility and capability assessments, project proposals and approvals, final approved designs, drawings and technical specifications; 	Retain as national archives

Class no	Description of records	Disposal action
	<ul style="list-style-type: none"> • responding to and investigating significant incidents, accidents or emergencies, including but not limited to activities or events involving fatality or serious injury, the apprehension or attempted apprehension of an individual, considerable damage or harm to people, property or the environment, or which attract substantial media attention. Includes notifications, decisions of incident response teams, consultations and arrangements with rescue, enforcement or regulatory authorities, and incident and investigation reports; <p><i>For all other investigations, audits and inspections of facilities, vessels or containers, use class 63045.</i></p> <ul style="list-style-type: none"> • planning, crewing and coordinating all flights or voyages to or from Antarctica and the sub-Antarctic islands and stations, including: <ul style="list-style-type: none"> ○ summary schedules of all flights and voyages; and ○ significant flights and voyages representing the first to a particular location, inaugural flights and voyages, or those transporting VIPs or otherwise considered to be of importance to particular events, final operational plans, leader and captain's briefs and debriefs; • passenger and crew manifests for all flights and voyages to or from Antarctica and the sub-Antarctic islands and stations; • manifests of cargo aboard ships and aircraft; • final versions of significant agreements and contracts and supporting documents, that are high-profile or otherwise of national or international significance, such as bilateral arrangements for logistics sharing, memorandums of understanding for cooperative emergency response arrangements, and major service arrangements, and major service contracts for the operation of flights and voyages. Includes records relating to the negotiating, establishing, maintaining and reviewing of agreements, contracts, memorandums of understanding, joint ventures and similar arrangements. • final versions of high-level or significant advice or reports to government and stakeholders and those considered valuable in providing a historical understanding and overview of issues, challenges, activities in Antarctica or the Southern Ocean; • station log books, ships' logs, annual station reports and daily situation reports; <p><i><u>For periodic reports on station operations, use class 63043</u></i></p> <ul style="list-style-type: none"> • high-level plans, strategies and policies relating to infrastructure, logistics and operational support services in Antarctica including the construction, conservation, maintenance and disposal of structures. 	

Class no	Description of records	Disposal action
	<p>Includes final versions, major drafts and summaries of stakeholder consultations;</p> <ul style="list-style-type: none"> • final version of procedures, handbooks, guidelines, directives (or similar) developed by the agency to provide standard methods of carrying out operations and activities in accordance with policy, laws, regulations or standards; and • internal or external committees, meetings or working groups set up to discuss and/or determine policy or strategic planning matters, and where the agency provides the secretariat, chair, or is the Commonwealth's main representative. Includes documents establishing the group, minutes, tabled reports and papers, and assessments and evaluations of committees; • management and care of huskies. Includes all records relating to their introduction into the Australian Antarctic Program, ongoing training, kennelling and care, and return, quarantine and resettlement in Australia. 	
63043	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine or periodic internal advice and reports on general administrative matters used to monitor and document recurring activities; 	Destroy 3 years after last action
63044	<p>Records documenting:</p> <ul style="list-style-type: none"> • background notes and rough working papers, routine drafts or similar documents which support the development of procedures, reports, plans or other documents that are considered low-level or routine in nature and do not provide an ongoing reference point for identifying underlying principles or decisions. 	Destroy 1 year after action completed
63045	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • infrastructure, operations and logistical support activities, other than those covered in classes 63042 to 63044. 	Destroy 10 years after action completed

ANTARCTIC MEDICAL SERVICES AND SUPPORT

The core business function of providing comprehensive medical services (medical, surgical and dental) at Australian Antarctic stations, field camps, voyage vessels and head office to support operations in Antarctica and the Southern Ocean including the Australian Antarctic Territory, sub-Antarctic territory of Heard Island and McDonald Islands, and Tasmania's sub-Antarctic Macquarie Island. Includes medical support provided to other individuals, agencies and nations.

The core activities include:

- receiving or providing medical advice and reports;
- providing medical services (including screenings) and support to individual patients or clients;
- collecting and managing health registers and data;
- managing the supply and dispensation of pharmaceuticals;
- obtaining and complying with medical permits, licences, approvals, or similar authorisations;
- collecting, tracking, moving and storing specimens; and
- carrying out investigations and reviews into medical issues, programs or activities.

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

- developing policies and procedures;
- delegating powers and authorising actions;
- identifying, assessing and managing risks;
- negotiating, establishing and reviewing agreements, contracts, joint ventures or similar partnership arrangements;
- participating in committees and meetings;
- managing reviews and appeals against decisions; and
- liaising with organisations and individuals.

Cross references to AFDA Express Version 2 Records Authority

For the acquisition of routine medical equipment and supplies, and the maintenance and servicing of equipment, including maintenance and operational procedures and manuals, use ASSET MANAGEMENT.

For the preparation and delivery of speeches and presentations at industry or public conferences, workshops, seminars, events, etc. for the purposes of exchanging ideas, sharing information or advocacy, use EXTERNAL RELATIONS.

For the construction and maintenance of routine/standard medical facilities, including the accreditation of medical laboratories, use PROPERTY MANAGEMENT.

Cross references to other records authorities

For the appointment, training, development of medical training courses, and management of medical practitioners, use ANTARCTIC EXPEDITIONER MANAGEMENT.

For the acquisition, design and construction or major modification and testing and calibration of highly specialised, innovative or purpose-built medical infrastructure or equipment; preparing and execute medical emergency evacuations; obtaining and complying with licences, permits and approvals such as those authorising the use of specialised medical equipment or the import or export medical specimens and samples, use ANTARCTIC INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPPORT.

For participation in medical research committees and the conduct of medical research, including human biology and medical research in Antarctica in the areas of health and behavioural studies, thermal adaptation, nutrition, epidemiology, cardiovascular studies, photobiology and diving medicine, use ANTARCTIC SCIENTIFIC RESEARCH

Classes

Class no	Description of records	Disposal action
63047	<p>Records documenting:</p> <ul style="list-style-type: none"> • medical support and services provided to individuals. Includes: <ul style="list-style-type: none"> ○ requests for medical assistance or referral of matters ○ medical and psychological screenings (e.g. confidential medical checklists, medical examinations and supporting documents, psychological adaptability assessments, etc.) ○ approved or refused requests for exemptions to comply with medical requirements; and ○ health assessment, diagnostic, treatment and care services (e.g. case files, dental charts, x-rays, films or other medical images and recordings, specialist and pathology results, immunisation records, medical reports, copies of medical certificates, etc.). • high-level advice provided by or to the agency relating to medical support and services, such as advice which requires immediate actioning to ensure the health, safety and wellbeing of expedition personnel. For example, advice concerning the recall of medical equipment, products or drugs and safety alerts • registers and control records recording the admission, identification, diagnosis and treatment of patients/clients. Includes the Australian National Antarctic Research Expeditions Health Register (AHR) and subsequent Australian Antarctic Health Register (AAHR), epidemiological health registers or similar health summary data collected to facilitate the making of treatment decisions; • descriptive or spatial data collections, including datasets, required for the purposes of developing information products to support medical services, support and medical research; • negotiating, establishing, maintaining and reviewing agreements, joint ventures, contracts or strategic partnerships of an innovative and/or high-profile nature with either a significant or potentially significant social, environmental or economic benefit to medical services, research and/or the Australian people; • appeals in relation to the delivery, administration or coordination of medical services or support where the case has far-reaching environmental, cultural, economic, legal, social, political, or international implications or where there is a precedent case or where is significant public or historical interest in the case; <p><i>For all other appeal cases, use class 63049.</i></p> <ul style="list-style-type: none"> • high-level policies relating to the medical services and support in Antarctica. Includes final versions, major 	Retain as national archives

Class no	Description of records	Disposal action
	<p>drafts and summaries of external stakeholder consultations;</p> <ul style="list-style-type: none"> • final versions, major drafts and supporting evidence of high-level or significant formal internal or external reports related to the medical services support function, including those which provide a summarised annual report on medical issues, matters of activities at stations or during voyages; and • high-level internal or external committees, meetings or working groups set up to discuss and make decisions affecting the provision of health or medical services and support to operations in Antarctica, and where the agency provides the secretariat, chair, or is the Commonwealth's main representative. Includes documents establishing the committee, minutes, tabled reports and papers, and assessments and evaluations of committees. 	
63049	<p>Records documenting:</p> <ul style="list-style-type: none"> • routine operational administrative tasks supporting the core business; and • medical services and support activities, other than those covered in classes 63047. 	Destroy 10 years after action completed

ANTARCTIC SCIENTIFIC RESEARCH

The core business function of leading and conducting research in support of the Australian scientific program in Antarctica and the Southern Ocean. Includes research covering physical and life sciences in the atmospheric, terrestrial and marine domains, human biology and medical research, and long-term observational activities such as monitoring meteorological, ionospheric and seismic activity, and aerial, hydrographic and bathymetric mapping.

Note: This core business covers the findings and outcomes of research. The agency has an obligation under the Antarctic Treaty system to make available scientific research to ensure that information and expertise is shared for the benefit of Treaty parties and the environment.

Scientific specimens, samples or materials such as biological specimens and sediment should be managed, retained and disposed of in accordance with relevant legislation, standards or guidelines issued by an appropriate body

Cross references to AFDA Express Version 2 Records Authority

For handling of public enquiries about the agency's operations, the preparation and delivery and presentations at industry or public conferences, workshops, seminars, events, etc, use EXTERNAL RELATIONS.

Cross references to other records authorities

For scientific research program plans, strategies, proposals, policies and procedures; collaborative research agreements or joint venture partnerships; liaising with the scientific community, industry, community or other stakeholders; acquiring, designing, building or modifying, testing and maintaining specialised scientific equipment or apparatuses; conferring or receiving research awards for excellence, etc, use GRA 37 - RESEARCH & DEVELOPMENT. Classes

For the development of overarching policy, plans, strategies or agreements (including those under the Antarctic Treaty system) which frame and direct the agency's Antarctic operations and activities, as well as liaising and consulting with and reporting to Treaty parties in accordance with treaty obligations, use ANTARCTIC PROGRAM COORDINATION & GOVERNANCE.

For seeking and obtaining permits or approvals to import, export or move scientific specimens, samples or materials in accordance with border protection requirements, as well as the acquisition, design, construction or major modification and testing of highly specialised, unique or purpose-built scientific equipment or apparatus, use INFRASTRUCTURE, OPERATIONS & LOGISTICAL SUPPORT.

For managing, training and preparing expeditioners to participate in Australia's Antarctic science programs, use EXPEDITIONER MANAGEMENT.

For the issuing and management of grants, fellowships and scholarships, use GRA 28 - GRANT MANAGEMENT.

Class no	Description of records	Disposal action
63051	Records documenting: <ul style="list-style-type: none"> • observations, findings and outcomes of research projects and activities carried out in support of Australia's Antarctic science programs. Includes: <ul style="list-style-type: none"> ○ all scientific research project outcomes, including scientific data, datasets, spatial data collections, reports, surveys, maps, plans, charts, listings or similar information; ○ data control mechanisms such as taxonomies, classification and metadata 	Retain as national archives

Class no	Description of records	Disposal action
	<p>schemes, catalogues, etc., used to index scientific research collections; and</p> <ul style="list-style-type: none"> supporting information products, applications and tools developed by the agency and necessary to enable search, finding, access and retrieval of scientific research collections. 	
63052	<p>Records documenting:</p> <ul style="list-style-type: none"> calibration and testing certificates and reports for scientific equipment or apparatus where certificates and reports are required to evidence and validate research findings and observations. 	Destroy 50 years after action completed
63053	<p>Records documenting:</p> <ul style="list-style-type: none"> the tracking, storage, movement and management of scientific specimens or samples. 	Retain in accordance with the minimum retention periods required for the specimens or samples recorded in the register.
63054	<p>Records documenting:</p> <ul style="list-style-type: none"> routine operational administrative tasks supporting the core business; and scientific research activities, other than those covered in classes 63051 to 63053. 	Destroy 7 years after action completed