Functional Retention and Disposal Authority: DA214

Approved: 15 February 2006

NSW Police

This authority covers Police records which are part of the “Police Collection” located at the Justice and Police Museum
Functional Retention and Disposal Authority

DA no DA214  
SR file no 06/0063

Public office NSW Police

Scope This functional retention and disposal authority covers Police records which are part of the “Police Collection” located at the Justice and Police Museum.

Authority This functional retention and disposal authority is issued under section 21(2)(c) of the State Records Act 1998. It has been approved by the Board of the State Records Authority in accordance with section 21(3) of the State Records Act.

Authorised  
David Roberts  
Director  
State Records Authority of New South Wales

15/2/2006 Date
How to use the Functional Retention and Disposal Authority

The disposal process

Disposing of State records involves assessing the value of records for future use, identifying those State records that have continuing value as State archives and identifying how soon the remainder can be destroyed or otherwise disposed of. Disposal can also involve transfer of ownership or custody of records and the alteration of records.

This functional retention and disposal authority is issued 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 State Records 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 Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

Purpose of the authority

This functional retention and disposal authority authorises the disposal of State records, including the identification of records as State archives, as required by the State Records Act.

Using the authority

This functional 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 is to be used to sentence records. Sentencing is the examination of records in order to identify the disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from State Records.

Disposal action

Records that are identified as being required as State archives should be stored in controlled environmental conditions. Control of these records should be transferred to State Records when they cease to be in use for official purposes.

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 authorisation of State Records.

Administrative change

This functional 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 functional 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 Records for approval. However, when functions move from one public office to another State Records should be notified. The public office that inherits the new function will need the approval of State Records to use any existing functional retention and disposal authority to sentence the records that document the function/s.
Amendment and review of this authority

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

Contact Information

State Records
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E-mail: govrec@records.nsw.gov.au
## Functional Retention and Disposal Authority
### NSW Police

**DA no:** DA214  
**Dates of coverage:** Open dates

<table>
<thead>
<tr>
<th>No</th>
<th>Function/Activity</th>
<th>Description</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>NSW POLICE COLLECTION RECORDS</td>
<td>The Police records located at the Police and Justice Museum and which are part of the Police Collection.</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td></td>
<td>Police photographs (including glass and acetate negatives) and other Police records</td>
<td>Required as State archives</td>
</tr>
</tbody>
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