State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA247

This authority covers private records and memorabilia donated by members of the public or other organisations to the Trustees of the ANZAC Memorial Building

Issued to the Trustees of the ANZAC Memorial Building

This functional 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 Records Authority of New South Wales in accordance with section 21(3) of the Act.
### Scope
This functional retention and disposal authority covers private records and memorabilia donated by members of the public or other organisations to the Trustees of the ANZAC Memorial Building.

### Public office

### Approval date

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2007</td>
<td>David Roberts</td>
</tr>
<tr>
<td></td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>State Records Authority of New South Wales</td>
</tr>
</tbody>
</table>
About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to provide approval for the disposal of private records and memorabilia collected and held by the Trustees of the ANZAC Memorial Building as part of the ANZAC Memorial collection, either by transfer of custody and/or ownership back to the donor, to another organisation or to any chosen third party, or by destruction as appropriate.

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 the organisation to retain the 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 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.

This authority is the product of an appraisal process conducted in accordance with State Records’ Standard on the appraisal and disposal of State records. It is the duty of a public office, in submitting a draft functional retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

State Records’ decisions take into account both the administrative requirements of the public office in discharging its functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records’ 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 Records and of public offices in undertaking appraisal processes and disposal activities.
Implementing 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.

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.

State Records recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures 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 Records 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 Records
PO Box 516 Kingswood NSW 2747
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Facsimile: (02) 8247 8626
E-mail: govrec@records.nsw.gov.au
# Functional Retention and Disposal Authority

Private records and memorabilia held as part of the ANZAC Memorial collection (Trustees of the ANZAC Memorial Building)

**Authority no:** FA247  
**Dates of coverage:** Open

<table>
<thead>
<tr>
<th>No</th>
<th>Records</th>
<th>Description</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>PRIVATE RECORDS</td>
<td>Private records and memorabilia donated by members of the public or other organisations to the Trustees or acquired by other means by the Trustees.</td>
<td>Retain until no longer required, then:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1) dispose of by transfer of custody and/or ownership back to donor, to another organisation or to any chosen third party; or 2) destroy.</td>
</tr>
<tr>
<td>1.1</td>
<td></td>
<td>Private records and memorabilia, such as personal papers or family records, that are collected and held by the Trustees as part of the ANZAC Memorial collection.</td>
<td></td>
</tr>
</tbody>
</table>