State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA270
This authority covers records of the Director of the Australian Centre for Christianity and Culture
Issued to Charles Sturt University

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.
State Records Authority of New South Wales
Functional Retention and Disposal Authority

Authority no  FA270
SR file no  08/0556

Scope
This functional retention and disposal authority covers records of the Director of the Australian Centre for Christianity and Culture from 1993 onwards.

Public office
Charles Sturt University

Approval date
22/12/2008
Alan Ventress  Date
Director
State Records Authority of New South Wales
About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to establish the approval to enable Charles Sturt University to transfer ownership of the records of the Director of the Australian Centre for Christianity and Culture to the National Library of Australia.

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 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.

Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records described in the authority. This authority is to be used in conjunction with the relevant general retention and disposal authorities for records created and managed by universities.

Transferring records

This Authority gives approval for transferring ownership of particular records to a Federal government agency.

A public office or an officer of a public office must not permanently transfer possession or ownership of a State record other than those covered in this Authority to any person or organisation without the explicit approval of State Records.

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
PO Box 516 Kingswood NSW 2747
Telephone: (02) 8247 8627
Facsimile: (02) 8247 8626
E-mail: govrec@records.nsw.gov.au
### Functional Retention and Disposal Authority

**Records of the Director of the Australian Centre for Christianity and Culture (Charles Sturt University)**

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<th>No</th>
<th>Function/Activity</th>
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<td>Transfer ownership to the National Library of Australia</td>
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