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  FA304
SR file no  04/0416

Scope
This functional retention and disposal authority applies to the records of the Howlong Hostel.

Public office
Greater Hume Shire Council

Approval date  18/02/2011
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 provide approval for the transfer of ownership of certain records as required as part of the sale of the Howlong Hostel.

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.

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. Where possible copies of records should be provided to the new owner. Where this is not feasible, transfer of ownership of certain original records is permitted under this authority. Where ownership of records is transferred appropriate provisions should be made to enable access if required under any NSW legislation.

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

**Howlong Hostel (transfer of ownership of records) (Greater Hume Shire Council)**

**Authority number:** FA304  
**Dates of coverage:** Open

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Records relating to the operation of the Howlong Hostel and the provision of services to residents (including residential agreements, contracts and clients records) which are required by the new owners to continue to operate the business, excepting:</td>
<td>Transfer ownership to new owner as required.*</td>
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<tr>
<td></td>
<td>• records required as State archives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• records relating to personnel, workers compensation, occupational health and safety, environmental hazards or contaminated sites, financial management, legal matters, strategic management, corporate governance, government relations, formal inquiries, audits or compliance, or where liabilities remain with the NSW Government or controlled entities, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• records that may be the subject of current and ongoing legal proceedings or access requests under applicable NSW legislation.</td>
<td></td>
</tr>
</tbody>
</table>

* **Note:** where possible copies of records should be provided. Where this is not feasible, transfer of ownership of original records is permitted. Where ownership of records is transferred appropriate provisions should be made to enable access if required under any NSW legislation.