State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA311
This authority covers records documenting the function of aged care services (transfer of ownership of aged care hostels)
Issued to Greater Hume Shire Council

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

<table>
<thead>
<tr>
<th>Authority no</th>
<th>FA311</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR file no</td>
<td>11/0148</td>
</tr>
</tbody>
</table>

### Scope

This functional retention and disposal authority covers records documenting the function of aged care services (transfer of ownership of aged care hostels).

### Public office

Greater Hume Shire Council

### Approval date

24/10/2011

Alan Ventress  
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
Greater Hume Shire Council (Greater Hume Shire Council)

**Authority number:** FA311  
**Dates of coverage:** Open

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Disposal Action</th>
</tr>
</thead>
</table>
| 1  | Records relating to the operation of the Holbrook Village and Jindera Aged Services Hostels 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:  
- records required as State archives  
- 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  
- records that may be the subject of current and ongoing legal proceedings or access requests under applicable NSW legislation. | Transfer to new owner as required* |

* **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.