State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA347
This authority covers records documenting the function of trade measurement regulation
Issued to NSW Fair Trading, a division of the Department of Finance and Services

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.
<table>
<thead>
<tr>
<th>Authority no</th>
<th>FA347</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR file no</td>
<td>10/0038</td>
</tr>
</tbody>
</table>

**Scope**
This functional retention and disposal authority covers records documenting the function of trade measurement regulation (transfer of ownership).

**Public office**
NSW Fair Trading, a division of the Department of Finance and Services

**Approval date**
27/02/2014
Jenni Stapleton
A/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 authorise the transfer of certain records to the Commonwealth as required. 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 or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation.

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) 9673 1788
Facsimile: (02) 9623 9320
E-mail: govrec@records.nsw.gov.au
## Functional Retention and Disposal Authority
### Trade measurement regulation (transfer of ownership)

**Authority number:** FA347  
**Dates of coverage:** Open

<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>Trade measurement</td>
<td>The function of ensuring measurement devices are correct and that packaging</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>correctly states the measurement or quantities of consumer items.</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Trade measurement</td>
<td>Records relating to trade measurement regulation required by the Commonwealth</td>
<td>Transfer to the ownership of the Commonwealth as required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for the ongoing conduct of regulatory processes and operations. This includes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>records relating to trade measurement certification, compliance and equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>testing processes and operations.</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Trade measurement</td>
<td>Records relating to trade measurement regulation not required by the</td>
<td>Retain and dispose of in accordance with requirements identified in relevant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commonwealth for the ongoing conduct of regulatory processes.</td>
<td>retention and disposal authorities approved for use by the agency</td>
</tr>
</tbody>
</table>