

Disposal Authorisation Process

Part 3 of the State Records Act 1998 prohibits the disposal of records of public offices except where it is authorised by NSW State Archives and Records. This permission is given through the approval and issue of a retention and disposal authority (RDA). The RDA is a formal instrument that identifies the records of a public office and provides ongoing authorisation for the transfer of records as State archives or the destruction of records after the expiry of minimum retention periods. All RDAs must be approved by NSW State Archives and Records Authority Board before they can be issued for use by the public office. For more information see Disposal Authorisation Procedures

1

CONTACT THE RECORDKEEPING STANDARDS & ADVICE (RSA) AT GOVREC@RECORDS.NSW.GOV.AU

To determine your organisation's disposal authorisation coverage and requirements. Your requirements could be:



NEW RETENTION
& DISPOSAL
AUTHORITY (RDA)



REVIEW AND
UPDATE
EXISTING RDA



CONFIRM IF ONGOING
USE OF RDA IS
PERMITTED

[Click here for the list of approved RDAs.](#)

2

SUBMIT AN INITIAL DRAFT RDA TO NSW STATE ARCHIVES & RECORDS FOR REVIEW AND COMMENT

The Recordkeeping Standards & Advice (RSA) team will work with you to ensure that your disposal requirements are met.



This phase can be quite a lengthy process depending on the number and complexity of the changes flagged or requested.

Reviews scope & structure of the draft RDA, & justifications for disposal actions

Requests for additional information or discuss stakeholder consultation requirements

Benchmarks against other jurisdictions' disposal actions

Negotiates amendments to finalise draft

The RSA team





3

FORMALLY SUBMIT AGREED FINAL DRAFT FOR APPROVAL

The RSA team and the public office have to agree on the final draft for submission and Board approval.

The final draft has to be submitted by your CEO or senior executive via email to govrec@records.nsw.gov.au.

Ideally it should be submitted 4 weeks prior to NSW State Archives and Records Authority Board meeting.

3

WEEKS PRIOR TO
BOARD MEETING

The RSA team drafts and submits an appraisal report, incorporating the final draft RDA

2

WEEKS PRIOR TO
BOARD MEETING

The NSW State Archives and Records Executive Director reviews and approves the appraisal reports

1

WEEK PRIOR TO
BOARD MEETING

The NSW State Archives and Records Authority Board receives the appraisal report



Following confirmation of the minutes of the Board meeting, NSW State Archives and Records will formally issue a copy of the RDA to your organisation.

CONTACT US



Visit our website for additional advice and resources



For more advice get in touch via email
E: govrec@records.nsw.gov.au

Keep your finger on the pulse, follow us:



NSW State Archives channel
RSA channel



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