



Public Record Office Standard

PROS 08/08

Authority

Retention & Disposal Authority for Records of the Rural Finance Function

Version 2008

08/08

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*Department for
Victorian Communities*

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.3 Destruction of records identified in the Authority

In accordance with Public Record Office Standard PROS 97/003 *Destruction of Public Records* public offices must notify PROV of the destruction of records made under a valid Authority. To notify PROV, complete and forward the form *PRO 29 Notification of Destruction of Public Records*, available at: www.prov.vic.gov.au.

1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV's Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Common Administrative Records), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

The agency may transfer records **not identified as permanent in this or any other Authority** to an Approved Public Record Office Victoria Storage Supplier pending final records action.

For further information on APROSS facilities please contact:

Public Record Office Victoria

☎ (03) 9348 560

<http://www.prov.vic.gov.au/records/apross.asp>

2 Concurrence of Public Office

This Authority has the concurrence of:

Signature: [Signed]

Date: 29/10/2008

Name: Dugald C Graham

Position: CEO

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Rural Finance Function.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[Signed]

Justine Heazlewood
Director & Keeper of Public Records

Date of Issue:

4 Acknowledgments

PROV would like to thank the following people for providing their knowledge and expertise and helping to create this Authority:

Malcolm Smith

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or Public Record Office Victoria:

Public Record Office Victoria

☎ (03) 9348 5600

e-mail: prov.agency.queries@prov.vic.gov.au

web: www.prov.vic.gov.au

6 Retention & Disposal Authority

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For meetings of the Rural Finance Corporation Board of Management, use the General Retention and Disposal Authority for Records of Common Administrative Functions.

For advice to Ministers of the Victorian Government, use the General Retention and Disposal Authority for Records of Common Administrative Functions.

For the management of sponsorships and scholarships, use the General Retention and Disposal Authority for Records of Common Administrative Functions.

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.0.0	<p>RURAL FINANCE</p> <p>The provision of financial support to primary producers, rural industries and communities.</p> <p>Includes the provision of loans, special assistance programs and the administration of leases entered into under Soldier Settlement and Land Settlement Projects.</p>		
1.1.0	<p>Lease Administration</p> <p>The administration of remaining purchase leases, mortgages and contracts created under the <i>Land Settlement Act 1959</i> and <i>Soldier Settlement Act 1958</i>.</p> <p>[For land development undertaken under the <i>Land Settlement Act 1959</i> and <i>Soldier Settlement Act 1958</i>, see the Land Development function of this RDA]</p>		
1.1.1	<p>Leases</p> <p>Records documenting the administration of interim and purchase leases for properties allocated to successful applicants under Soldier Settlement and Land Settlement Projects until the completion of the lease when a Crown Grant is issued.</p> <p>Includes details of the lease and associated correspondence.</p>	Permanent Retain as State Archives	Transfer to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format..
1.2.0	<p>Lending</p> <p>The provision of loans to primary producers to develop and maintain rural businesses in Victoria, particularly those which add value or where the industry is an integral part of a rural community.</p>		

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.2.1	<p>Valuation Benchmarking</p> <p>Records benchmarking the valuation of land for loan assessment purposes. Benchmark values are based on the region, land use, soil type and whether the land is dry or irrigated.</p>	<p>Temporary Destroy 7 years after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>
1.2.2	<p>Loans Management</p> <p>Records documenting loans provided to primary producers and rural businesses, including records of the approval process and the ongoing administration of the loans.</p> <p>Includes application data, property details, title details and searches, records of conveyancing, company details and searches (where applicable), farming program, financial performance data, budgets, security details, drawdown records, payment history, variations to payment arrangements, variations to security and associated correspondence.</p>	<p>Temporary Destroy 7 years after loan has been repaid</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>
1.2.3	<p>Loan Enquiries and Unsuccessful Applications</p> <p>Records documenting loan enquiries which did not progress to an application and loan applications which were investigated but were unsuccessful because they did not meet the approved lending criteria.</p>	<p>Temporary Destroy 2 years after administrative use concluded</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>

<h2>Retention & Disposal Authority</h2>			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.0	<p>Grants, Subsidies and Other Assistance Payments Management</p> <p>The management of programs which support primary producers, small businesses and rural communities through the provision of grants, subsidies and other assistance payments including licence buy-back schemes.</p> <p>Includes support for those that have been adversely affected by natural disasters, seasonal adversity and disease. Also includes provision of support for those negatively affected by economic or social change such as industry restructuring or other Government policy initiatives.</p>		
1.3.1	<p>Reporting</p> <p>Summary data about grants, subsidies and other assistance payments and reports generated from this data which provide statistics about programs, regions and rural industry.</p>	<p>Temporary Destroy 7 years after administrative use is concluded</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>
1.3.2	<p>Grants, Subsidies and Other Assistance Payments</p> <p>Records documenting grants, subsidies and other assistance payments provided to primary producers, small businesses or rural communities that have been adversely affected.</p> <p>Includes application for assistance, eligibility assessment, decision summary, approval advice, compliance undertakings where applicable, payment details and associated correspondence.</p>	<p>Temporary Destroy 7 years after grant or subsidy made or upon completion of compliance period where applicable</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>

Retention & Disposal Authority			
CLASS NO.	DESCRIPTION	DISPOSAL ACTION	
		STATUS	CUSTODY
1.3.3	<p>Unsuccessful Applications</p> <p>Records documenting unsuccessful applications for grants, subsidies and other assistance payments.</p> <p>Includes application for assistance, eligibility assessment, decision summary, decline advice and associated correspondence.</p>	<p>Temporary Destroy 2 years after administrative use concluded</p>	<p>Hold in agency or APROSS pending destruction. Electronic records maintained in readable format pending destruction.</p>
2.0.0	<p>LAND DEVELOPMENT</p> <p>The development of land prior to allocation to individual settlers under the <i>Land Settlement Act 1959</i> and <i>Soldier Settlement Act 1958</i>.</p>		
2.1.0	<p>Pre-allocation Development</p> <p>The acquisition, subdivision, clearing (where applicable), fencing and establishment of water supply to land prior to allocation to individual settlers under the <i>Soldier Settlement and Land Settlement</i> schemes.</p>		
2.1.1	<p>Development Records</p> <p>Records documenting the acquisition, subdivision, clearing (where applicable), fencing and establishment of water supply to land prior to allocation to settlers. Includes specifications of dwellings and other buildings.</p>	<p>Permanent Retain as State Archives</p>	<p>Transfer to PROV when administrative use has concluded. Electronic records are to be transferred in VEO format.</p>

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