

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 26 February 2020 11:43 AM
To: s 22(1)(a)(ii)
Subject: FW: Request for Approval to Destroy - LGD/LLB/FPL - B2019/1079 - Destroy Now
[SEC=UNCLASSIFIED]
Attachments: Minute from Director, FPL, to Director, COR, requesting approval to destroy TRIM records in B2019 1079.pdf

UNCLASSIFIED

Minute

File no: 20/3321

Date: 26 February 2020

TO. s 22(1)(a)(ii) , Director, FOI & Privacy Law Section
CC. s 22(1)(a) Sentencer
FM. s 22(1)(a)(ii) , Director, COR

APPROVAL TO DESTROY RECORDS DUE FOR DESTRUCTION FOR LGD/LLB/FPL – DESTROY NOW (DE) – B2019/1079

The attached records from FPL have been sentenced for destruction in accordance with appropriate disposal authority/s.

1. The files are due for destruction now (DE). The records have been appropriately sentenced by and reviewed by Director FPL in year 2020.
2. I have approved the destruction now of all the files on the attached list: **B2019/1079 – Virtual – LGD-LLB-FPL FOI & Privacy Law Section – Destroy Now (DE) 2020 (2010)**
3. Once destruction has taken place, please ensure a National Archives of Australia NAS 45 form (obtained from COR) is completed and returned to COR within 12 weeks. This completes the disposal process and reduces the risk incurred when retaining records past their due destruction date. Failure to provide a signed NAS 45 after the physical destruction of the above files in the attached consignment/s has been completed, is auditable and could incur NAA charges against the department.
4. It is important for FPL to understand that any electronic items (documents/emails) contained in the files will be permanently destroyed on High and Low with the boxes and are NOT recoverable. Please ensure this minute and accompanying list are saved into a post/business area annual recordkeeping file to keep the record complete and accurate.



NOT APPROVED

s 22(1)(a)(ii)

Director | Corporate Records Section (COR) and ODIN Systems
Business Capability Branch (BCB) |
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)

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Department of Foreign Affairs and Trade

Minute

File No: 20/3321#2

Date: 21 January 2020

s 22(1)(a)(ii)

TO. Director, Corporate Records & Administration Section (COR)

s 22(1)(a)(ii)

FM. Director, FOI & Privacy Law Section (FPL)

AUTHORISATION FOR DESTRUCTION OF LGD_LL_B_FPL TRIM RECORDS DUE FOR DISPOSAL IN 2020

s 22(1)(a)(ii)

Sentencing Contractor, has sentenced the attached list of TRIM records from **LGD_LL_B_FPL** for destruction in accordance with the National Archives of Australia's Administrative Functions Disposal Authority (AFDA) Express 2 or the Departmental Agency Functions Authority (DAFDA). These Authorities identify minimum retention periods for Commonwealth records and authorise the destruction of Commonwealth records as required by Section 24 of the *Archives Act 1983*.

2. I have reviewed the consignment list and recommend all records can be destroyed.
3. Your approval is now sought to destroy the files on the consignment list:

B2019/1079 – Virtual LGD_LL_B_FPL FOI & Privacy Law Section - Destroy Now (DE) 2020 (2010)

s 22(1)(a)(ii)

Director
FOI & Privacy Law Section

Consignment List

Virtual_LGD_LLBNPL FOI & Privacy Law Section - Destroy Now (DE) 2020 (2010)

Container	Expanded Number	Title	Date Created	Date Closed	Retention schedule	Date Due for Destruction	Security Classification
s 22(1)(a)(ii) – this section, together with the following pages (5-9) are out of scope and have been removed.							

s 22(1)(a)(ii)

B2019/1079	2010/021016	INFORMATION MANAGEMENT - CASES - Freedom of Information (FOI) s 47F(1) s 47F(1) Incoming Briefing material prepared by DFAT and the Labor Government following the 2010 federal election (1011- FOIR0040L)	5/11/2010	9/08/2011	62625 TECHNOLOGY & INFORMATION MANAGEMENT - Routine activities	9/08/2018	UNCLASSIFIED
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From: s 22(1)(a)(ii)
Sent: Wednesday, 8 July 2020 1:26 PM
To: s 22(1)(a)(ii)
Subject: FW: Request for Approval to Destroy Records Due For Destruction For LGD_LL_B_FPL FOI & Privacy Law Section – Destroy Now (De) 2020 – B2019/1081 [SEC=OFFICIAL]
Attachments: Minute from Director, FPL, to Director, COR, requesting approval to destroy records in B20191081.pdf; B2019 1081 - Virtual_LGD_LL_B_FPL FOI & Privacy Law Section - Destroy Now (DE) 2020 (2012-2015).tr5
Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

OFFICIAL

Minute

File no: 20/3321#2

Date: 8 July 2020

TO. s 22(1)(a)(ii) , Director, FOI & Privacy Law Section (FPL)
CC. s 22(1)(a)(ii) Sentencing Contractor, Legal Division (LGD)
FM. s 22(1)(a)(ii) Director, Corporate Records & Administration Section (COR)

APPROVAL TO DESTROY RECORDS DUE FOR DESTRUCTION FOR LGD_LL_B_FPL FOI & PRIVACY LAW SECTION – DESTROY NOW (DE) 2020 – B2019/1081

The attached records from LGD_LL_B_FPL have been sentenced for destruction in accordance with appropriate disposal authority/s.

1. The files are due for destruction now (DE). The records have been appropriately sentenced by Sentencing Contractor, Legal Division (LGD) and reviewed by Director, FOI & Privacy Law Section in 2020.
2. I have approved the destruction now of all the files on the attached list:
Virtual_LGD_LL_B_FPL FOI & Privacy Law Section – B2019/1081 - Destroy Now (DE) 2020 (2012-2015)
3. Once destruction has taken place, please ensure a National Archives of Australia NAS 45 form (obtained from COR) is completed and returned to COR within 12 weeks. This completes the disposal process and reduces the risk incurred when retaining records past their due destruction date. Failure to provide a signed NAS 45 after the physical destruction of the above files in the attached consignment/s has been completed, is auditible and could incur NAA charges against the department.
4. It is important for LGD_LL_B_FPL to understand that any electronic items (documents/emails) contained in the files will be permanently destroyed on High and Low with the boxes and are NOT recoverable. Please ensure this minute and accompanying list are saved into a post/business area annual recordkeeping file to keep the record complete and accurate.



NOT APPROVED

s 22(1)(a)(ii)

Director | Corporate Records Section (COR) and ODIN Systems
Business Capability Branch (BCB) |
Information Management and Technology Division (IMD)
Department of Foreign Affairs and Trade
s 22(1)(a)(ii)

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Department of Foreign Affairs and Trade

Minute

File No: 20/3321#2

Date: 24 June 2020

TO. **s 22(1)(a)(ii)** Director, Corporate Records & Administration Section (COR)

FM. **s 22(1)(a)(ii)** Director, FOI & Privacy Law Section (FPL)

AUTHORISATION FOR DESTRUCTION OF LGD_LL_B_FPL TRIM RECORDS DUE FOR DISPOSAL IN 2020

s 22(1)(a)(ii) **Sentencing Contractor**, has sentenced the attached list of TRIM records from **LGD_LL_B_FPL** for destruction in accordance with the National Archives of Australia's Administrative Functions Disposal Authority (AFDA) Express 2 or the Departmental Agency Functions Authority (DAFDA). These Authorities identify minimum retention periods for Commonwealth records and authorise the destruction of Commonwealth records as required by Section 24 of the *Archives Act 1983*.

2. I have reviewed the consignment list and recommend all records can be destroyed.
3. Your approval is now sought to destroy the files on the consignment list:

B2019/1081 – Virtual_LGD_LL_B_FPL FOI & Privacy Law Section – Destroy Now (DE) 2020 (2012-2015)

s 22(1)(a)(ii)

Director
FOI & Privacy Law Section

Consignment List

Virtual_LGD_LLBNPL FOI & Privacy Law Section - Destroy Now (DE) 2020 (2012-2015)

Container	Expanded Number	Title	Date Created	Date Closed	Retention schedule	Date Due for destruction	Security
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s 22(1)(a)(ii) – this section, together with the following pages (16-17) are out of scope and have been removed.

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B2019/1081	2012/004777	INFORMATION MANAGEMENT - CASES - Freedom of Information (FOI) s 47F(1) s 47F(1) Incoming briefs for Senator [the Hon Bob Carr (1203-F311)]	27/03/2012	26/10/2012	62625 TECHNOLOGY & INFORMATION MANAGEMENT - Routine activities	25/10/2019	SECRET:AUSTEO
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s 22(1)(a)(ii) – this section, together with the following pages (19-30) are out of scope and have been removed.